

**ITEM 19. TENDER – CONSULTANCY SERVICES – CITY OF SYDNEY
CURATOR**

FILE NO: 2015/661807

TENDER NO: 1568

SUMMARY

This report provides details of the tenders received for the provision of consultancy services - City of Sydney Curator.

The City of Sydney maintains a collection of artwork, furnishings, memorials and official gifts significant to the history of Council and the people of Sydney.

The purpose of the Civic Collection (the Collection) is to preserve the tangible evidence of the civic history and everyday traditions significant to the history of the City and its civic properties, including Sydney Town Hall. The Collection has social, political, cultural and historical relevance to the people of Sydney and to the wider community.

The City provides access to the Collection through the furnishing of public spaces in civic properties, temporary exhibitions and publications. The key responsibility of the City of Sydney Curator is to ensure that the Collection is maintained, managed and developed in accordance with the Curatorial Policy of the Civic Collection approved by Council on 14 September 2015. The City of Sydney Curator is also responsible for ensuring public access to the Collection through display or publications.

This report recommends that Council accept the tender offer of Tenderer 'A' for the provision of consultancy services – City of Sydney Curator.

RECOMMENDATION

It is resolved that:

- (A) Council accept the tender offer of Tenderer 'A' for the provision of consultancy services as City of Sydney Curator for a period of three years, with the option of an extension of two years, if appropriate;
- (B) authority be delegated to the Chief Executive Officer to negotiate, execute and administer the contracts relating to the tender; and
- (C) authority be delegated to the Chief Executive Officer to exercise the option referred to in clause (A), if appropriate, and negotiate the price to extend the contract accordingly.

ATTACHMENTS

Attachment A: Tender Evaluation Summary (Confidential)

(As Attachment A is confidential, it will be circulated separately from the agenda paper and to Councillors and relevant senior staff only.)

BACKGROUND

1. The Civic Collection of the City of Sydney comprises furniture, fixtures and furnishings related to specific civic properties, artworks, decorative arts and historical items; memorials relating to the civic history of the City of Sydney; and civic gifts presented to the City of Sydney. It maintains evidence of the municipal history of the Council of the City of Sydney and the continuing use of Sydney Town Hall as the civic heart of the City. Maintenance of the Collection is of crucial importance to the history of central Sydney and the City of Sydney.
2. The Collection is held in high esteem by the community for its significance, associations and heritage values. The Collection seeks to capture the essence of 'everyday' life, look and feel of the City by extending the boundaries of traditional collecting and using these items to enhance the presentation of the City's civic buildings. Details of the specific Collections include:
 - (a) Furniture, Fixtures and Furnishings in Sydney Town Hall
 - (i) The interior of Sydney Town Hall is significant as an intact example of late nineteenth century architectural decoration. It derives much of its influence from the neo-Classical style, with some examples of late nineteenth century decoration derived from the Aesthetic and the Arts and Crafts movements.
 - (b) Artworks, Decorative Arts and Historical Items
 - (i) The collection of artworks comprises paintings, decorative arts, sculpture, contemporary artworks including video and mixed media, and nineteenth century artworks of Aboriginal, European, English and local origin acquired by civic officials.
 - (c) Civic Memorial and Traditions
 - (i) Sydney Town Hall has a large collection of civic memorials comprising foundation stones and commemorative plaques, which record the construction of the building, as well as honour rolls to the former Mayors, Lord Mayors, Councillors and civic officials who have contributed to the life and development of the City of Sydney. The Collection includes a diverse range of in excess of 500 plaques, memorials and awards.
 - (d) Architectural Features, Fabric and Fittings
 - (i) The City of Sydney maintains a property portfolio that contains significant heritage buildings. Within these buildings are architectural items, fabric and fittings that have been identified in Conservation Management Plans as having exceptional and high levels of significance.
 - (e) Official Gifts and Corporate Items
 - (i) In the course of official duties, the Lord Mayor and Councillors may exchange gifts with visiting officials as a gesture of goodwill and hospitality. Gifts are also exchanged as part of Sister City and Friendship City relationships. Acceptance of gifts in the course of official duties may be considered for acquisition into the Collection.

3. To manage the Collection, the City engages the consultancy services of a Curator. The consultant will provide a range of professional Curatorial services and advice in respect to the management, maintenance and development of the Civic Collection in accordance with the Curatorial Policy of the Civic Collection. These services will include, but are not limited to, overseeing the selection, management and maintenance of acquisitions and the deaccessioning of items from the Civic Collection; liaising and reporting to the Curatorial Advisory Panel; managing internal and external loans, valuation and insurance, storage and conservation, copyright and reproduction, and the documentation and cataloguing of the Collection.
4. In addition, the consultant will oversee and supervise the Assistant Curator; develop, curate and manage temporary exhibitions including the creation of resources (for example, publications) for the display and interpretation of the Collection and manage the display of the Collection in all City properties.
5. The work of the City Curator is delivered in accordance with the Curatorial Policy of the Civic Collection approved by Council on 14 September 2015.

INVITATION TO TENDER

6. The tender was advertised in The Sydney Morning Herald and The Australian on 13 October 2015 and closed on 3 November 2015. The tender was also advertised on the City's e-tender website.

TENDER SUBMISSIONS

7. One submission was received from the following organisation:
 - MUSEscape Pty Ltd
8. No late submissions were received.

TENDER EVALUATION

9. All members of the Tender Evaluation Panel have signed Pecuniary Interest Declarations. No pecuniary interests were noted.
10. The relative ranking of tenders as determined from the total weighted score is provided in the confidential Tender Evaluation Summary – Attachment A.
11. All submissions were assessed in accordance with the approved evaluation criteria being:
 - (a) demonstrated managerial capability (communication, skills [report writing, presenting]) project time management skills, supervisory skills, and number of personnel;
 - (b) curatorial skills and experience (interpretation, liaising with institutions and fellow curators, collection management, preservation etc;
 - (c) qualifications;
 - (d) capacity to achieve the required project program;
 - (e) the proposed methodology;

- (f) financial and commercial trading integrity including insurances; and
- (g) lump sum price and schedule of prices.

PERFORMANCE MEASUREMENT

12. The contract will be managed by the Manager, Culture & Creativity using Key Performance Indicators which will be assessed every six months. These Key Performance Indicators include:
- (a) providing the City with professional Curatorial Services and advice in respect to the management and development of the Civic Collection in accordance with the Curatorial Policy;
 - (b) overseeing the selection and management of acquisitions and the deaccessioning of items from the Civic Collection in accordance with Curatorial Policy;
 - (c) liaison with the Civic Collection Curatorial Panel, key internal stakeholders including venue management and protocol and external Stakeholders to ensure smooth management of the Collection and daily Business;
 - (d) overseeing the management of the Collection including external and internal loans, valuation and insurance, storage and conservation, copyright and reproduction, and the documentation and cataloguing of the collection;
 - (e) working cooperatively with collecting institutions at national, state and local government levels and seeking to demonstrate leadership in the development of curatorial policies and practices as a benchmark for local government;
 - (f) Developing, curating and managing temporary exhibitions and the creation of resources (for example, publications) for the display and interpretation of the Collection;
 - (g) providing advice and managing the selection and display of the Collection in all City Properties as required; and
 - (h) reporting quarterly to the Curatorial Advisory Panel and to Management.

FINANCIAL IMPLICATIONS

13. There are sufficient funds allocated for this project within the current year's operating budget and future years' forward estimates.
14. A budget for the acquisition of new works and artefacts for the development of the Civic Collection is provided annually in the plant and assets budget.

RELEVANT LEGISLATION

15. The tender has been conducted in accordance with the Local Government Act 1993, the Local Government (General) Regulation 2005 and the City's Contracts Policy.

16. Attachment A contains confidential commercial information of the tenderers and details of Council's tender evaluation and contingencies which, if disclosed, would:
 - (a) confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business; and
 - (b) prejudice the commercial position of the person who supplied it.
17. Discussion of the matter in an open meeting would, on balance, be contrary to the public interest because it would compromise Council's ability to negotiate fairly and commercially to achieve the best outcome for its ratepayers.

CRITICAL DATES / TIME FRAMES

18. It is envisaged that the City Curator contract will commence on 2 April 2016 for a period of three years, with the option to extend for a further two years.

PUBLIC CONSULTATION

19. The City Curator will coordinate quarterly meetings of the Curatorial Advisory Panel. The Panel is made up of both internal and external members who advise on the Collection, new acquisitions and the implementation of the Curatorial Policy of the Civic Collection.

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Director City Life

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