



April 2020

Expression of Interest

Program Management Services for

Here for Gladstone Innovator Program

1. Background

- a. The Rio Tinto Here for Gladstone Community Fund (Here for Gladstone) was established in 2002. Here for Gladstone promotes active partnerships within the Gladstone community and seeks to support community-based projects.
- b. In December 2019, the Here for Gladstone Advisory Board approved the proposal to develop an innovation focused programme to support individuals and business with an innovative commercial concept and/or product through a mentor-based programme.
- c. The Innovator Programme will be available to selected applicants with an identifiable innovative commercial concept and/or product. Participants will complete a mentor led programme that aims to assist them in further developing their innovative idea through the design, product development and scale-up stage in order to successfully launch their commercialized product and/or concept.

2. Invitation

- a. Through this expression of interest (EOI), Here for Gladstone is seeking suitably skilled individuals or organisations to provide programme management services to implement and manage the Innovator Programme.
- b. In addition to this invitation the EOI includes the following documentation:
 - i. *Program Management Contract DRAFT*
 - ii. *Rio Tinto General Conditions for Services*
 - iii. *Rio Tinto Supplier Code of Conduct*
 - iv. *Innovator Program Scope*
 - v. *Application Form Template*
- c. The service to be delivered by the Program Manager is set out in Section A in the *Program Management Contract DRAFT*
- d. Pricing is based on a fee for service schedule as detailed in Section B of the *Program Management Contract DRAFT*.
- e. Deliverables and Reporting requirements are set out in Section E of the *Program Management Contract DRAFT*
- f. Start date for this contract is estimated as at 1 July 2020 (subject to market conditions)
- g. Period of initial contract is for 1 year with options for extension at 1 year + 1 year.

3. Assessment Criteria

a. Minimum requirements

- i. The proposer must be an individual (with ABN) or organisation residing and operating in the Gladstone Region.
- ii. The proposer must demonstrate prior experience in managing and delivering an externally funded programme
- iii. The proposer must demonstrate either existent or prospective capacity/experience to deliver innovation programs within the Gladstone Region Innovation Ecosystem
- iv. The proposer must have proven experience in managing promotional and social media campaigns and/or events

4. Instruction to Proposers

a. Proposal Requirements: All submissions must supply the following;

- i. Completed Application Form Part A
- ii. Completed Pricing Proposal Part B
- iii. A Resume (if individual) or Corporate Profile (if Organisation)

b. Submission:

i. Submission Instructions

1. Here for Gladstone expects proposals to be submitted by close of business Friday, 8th May 2020
2. Proposals are to be emailed **Attention: EOI Innovator Programme** to michelle.coats@riotinto.com
3. Any queries or questions pertaining to the EOI are to be directed to Michelle Coats, Ph 0428 571 687

- ii. **Final Decision:** Here for Gladstone intends to advise outcome for EOI process by Wednesday, 13th May 2020.

c. Supplier Code of Conduct: Here for Gladstone requires that all staff, proposers/bidders, suppliers, service providers and any other person or entity involved in Here for Gladstone related activities observe the highest standard of ethics during the procurement and execution of all contracts. Expectation around conduct are documented in the *Rio Tinto Supplier Code of Conduct*

d. Clarifications and Amendments. At any time during this EOI process, Here for Gladstone may amend the EOI and draft contract conditions. Any amendments made will be made available at <https://www.here4gladstone.com.au/here-for-business/innovation>