



REQUEST FOR QUOTATION

SHORT TERM CONTRACT MARKETING AND ADMINISTRATIVE SUPPORT

The Better Business Partnership program is a free council-funded program helping local small and medium businesses to be more successful through sustainability. Partner councils are Ku-ring-gai, North Sydney and Willoughby.

BBP requires the services of a contractor to support the delivery of the Better Business Awards in June 2021. The services required are generally in communications, marketing, project management and administration.

This is a short term assignment from March until June 2021. It is estimated that the role will require between 15-20 hours per week. The work may be performed flexibly and remotely. There may be a small portion of in office time or team meetings required for event planning. There may be a requirement for venue visits to the North Sydney Oval Function Centre. The office meetings may be in North Sydney, Willoughby or Ku-ring-gai Council offices.

The contractor must have an ABN and ensure that all professional liability and indemnity insurances are in place.

Background

The BBP Better Business Awards will be held on 17 June 2021 at North Sydney Oval Function Centre. This is a small but prestigious local business award night, showcasing the most sustainable local businesses in the BBP Program area. There are 10 awards with 8 business categories. Since the program has been refreshed with a new accreditation system in 2019/2020 all businesses who are currently accredited as Better Businesses in 2020/21 are eligible to be considered. Businesses do not need to enter but will be selected as finalists by the BBP Program team and put forward to an independent panel of judges. Judging will be on the basis of finalist case studies prepared and presented to the judges prior to judging. A judging session will be held for judging and calibration facilitated by the BBP Program Co-ordinator in late May/early June.

Tasks

Finalist business case studies

Progressively from March onwards the finalists will be identified and each finalist will be presented to the judging panel by a professionally produced double sided document that summarises their top sustainability achievements, philosophy around sustainability and future plans.

- Assist BBP Program coordinator in writing up finalist submissions in preparation for judging in each category and each LGA
- 8 business / industry categories of awards - estimated 4-6 finalists per category

- Case study 2 page summaries completed from a finalist template required to be created in desktop publishing application (eg Microsoft Publisher/ adobe) for judging panel.

Marketing and Promotion of Awards

- Prepare marketing and promotional collateral for the awards leading up to the date and reminding of key milestones – count down of weeks
- Social media and advertising in local channels of awards,
- Facebook posts of finalist businesses

Project Management

- Provide support to BBP Program Coordinator in managing delivery of awards and required steps leading up to awards and post awards
 - Administering awards finalist selection process
 - Assisting judging process
 - Writing copy
 - Designing and printing certificates
 - Event organisation closer to awards date

Rates, Hours and Term

Please provide your hourly rate (inclusive of all costs) and total cost for a maximum contract price of 20 hrs for an estimated 14 weeks. The number of hours required may change from week to week and will be negotiated flexibly from week to week during the contract period by agreement with the BBP Program Co-ordinator. It is anticipated that average weekly hours will be 14-20 hours during the contracted period.

Successful applicant will need to provide ABN and copies of current Public Liability and Professional Indemnity insurances.

The project will commence early-mid March and conclude mid-June 2021. Payments will be made in accordance with standard Ku-ring-gai Council payment terms and conditions.

Submission

Please submit your written quotation in Word or PDF electronic format emailed to Amanda Choy, BBP Program Co-ordinator at achoy@kmc.nsw.gov.au by 5pm Wednesday 24 February 2021. Supporting documentation required:

- Covering letter demonstrating experience suited to the required scope of project.
- Resume/CV
- Examples of written work for example articles, blogs or short presentations (to assess quality, style of communication and written style)
- 2 referees

