

## RFQ IWA2301: Commission of Aboriginal artwork and graphic design services – Submission Guide

This document provides guidance for responding to the Request for Quote IWA2301, full details available in the RFQ document [here](#) and pricing schedule template [here](#). This document is a guide only and does not replace the RFQ document.

### 1. What are we looking for?

IWA is looking for an Aboriginal and/or Torres Strait Islander artist (based in WA) to digitally develop an artwork which reflects our reconciliation journey so far which can be incorporated into our Reconciliation Action Plan (RAP) document and our corporate style generally. The artist may choose to work or partner with a graphic designer. This has been broken down into 4 phases:

1. Develop digital / graphic artwork inspired by the “IWA Reflect RAP Narrative” for use in IWA branding, strategic documents, and communications.
2. Design and layout “IWA’s Reflect RAP” with the artwork developed in Phase 1 – this may be in collaboration/partnership between an artist and a graphic designer.
3. Develop guidance for IWA to incorporate a full and partial version of the artwork developed in Phase 1 for incorporation into the “IWA Corporate Style Guide” – this may be in collaboration/partnership between an artist and a graphic designer.
4. OPTIONAL: IWA would welcome the option of purchasing a physical version of the artwork for display in its office, which is in Boorloo, Whadjuk Noongar Boodja.

Further important information to be aware of:

- the IWA RAP Working Group has drafted the “IWA Reflect RAP Narrative” based on IWA’s values, goals, and reconciliation journey to date to inspire the successful artist. It is not intended to be used within the RAP itself.
- the “IWA Corporate Style Guide” is a document which details key design elements of IWA’s “look” such as colours used, font, logo etc.
- all final documents will need to be high resolution with a minimum of 300 dpi (dots per inch).
- when developing the artwork, please outline any relevant Indigenous Cultural Intellectual Property (ICIP) conditions and provide via email to the RFQ contact person ([ryan.mcdonald@infrastructure.wa.gov.au](mailto:ryan.mcdonald@infrastructure.wa.gov.au)) or Aboriginal engagement lead ([catherine.holland@infrastructure.wa.gov.au](mailto:catherine.holland@infrastructure.wa.gov.au))
- final design requires IWA approval.

Table 1 – Key Dates - Please find detailed dates and times for delivery on page 5 of the RFQ.

Phase #	Deliverable	When
N/A - Pre-contract award	RFQ submission <b>due via email by 5pm</b> to <a href="mailto:enquiries@infrastructure.wa.gov.au">enquiries@infrastructure.wa.gov.au</a>	Mon 13 <sup>th</sup> March
Phase 1	First project meeting with IWA	Between Monday 13 <sup>th</sup> – 17 <sup>th</sup> March
Phase 1 & 2	(Phase 1) “Artwork” concepts & (Phase 2) “Reconciliation Action Plan” first draft layout due	Thurs 30 <sup>th</sup> March
Phase 1	“Artwork” final RAP document due for approval	Fri 14 <sup>th</sup> April
Phase 2	“Reconciliation Action Plan” final document due for approval	Fri 28 <sup>th</sup> April
Phase 3	“Style guide” first draft document due	Fri 5 <sup>th</sup> May
Phase 3	“Style guide” final document due	Fri 19 <sup>th</sup> May
Phase 4 (Optional)	Physical version of the “Artwork” due	To be agreed

## 2. RFQ process overview



## 3. Who can apply?

Individuals must be of Aboriginal or Torres Strait Islander descent and be based in Western Australia.

## 4. What to submit?

The below table is a checklist to follow so that all the requirements are addressed and submitted to ensure your bid is compliant. Once you have drafted your submission, run through this checklist to cover off any remaining requirements and submit as a PDF file.

Table 2 – Submission checklist

Requirement	Status
A statement has been included in the submission which confirms your understanding of the purpose of the RFQ	<input type="checkbox"/>
The scope of each phase (pages 2 – 4 of the RFQ) have been carefully read and addressed in the submission	<input type="checkbox"/>
Each phase has a separate cost (using the pricing schedule attachment 1 if you wish)	<input type="checkbox"/>
A portfolio of relevant examples has been provided	<input type="checkbox"/>
All detailed dates and times (page 5 of the RFQ) have been carefully read and your ability to meet them has been confirmed in the submission	<input type="checkbox"/>
Availability for project meetings throughout the process has been factored into the submission	<input type="checkbox"/>
The table of “Respondent details and disclosures” on page 7 of the RFQ has been fully completed including contact details and agreement with the contract terms	<input type="checkbox"/>

## 5. How to submit?

Please email your submission to [enquiries@infrastructure.wa.gov.au](mailto:enquiries@infrastructure.wa.gov.au) by 5pm, Monday 13<sup>th</sup> March 2023. If you have any issues, please call either:

- Ryan McDonald, Senior Communications and Engagement Officer on 08 6552 6180 or
- Catherine Holland, Aboriginal Engagement Lead on 0457 859 370.

## 6. What will we do with the artwork?

Apart from using the artwork for IWA’s RAP, other applications may include but are not limited to\*:

- Display in Infrastructure WA premises
- Uniforms and employee lanyards
- Business cards, publications, or other printed and digital materials eg. Email signature
- Featured on digital channels such as IWA Website and LinkedIn

\*Please note the final artwork piece may be adapted to each of the final outputs and may not be shown in its entirety. IWA will be reliant on the guidance provided in the “Style Guide” document provided by the Respondent.