

EXHIBITIONS & EVENTS SERVICES CONTRACT

**DEADLINE FOR SUBMISSION OF PROPOSALS:
17:00, MONDAY 2ND SEPTEMBER 2019**

CLARIFICATION QUESTIONS AND RESPONSES

The National Archives has received a number of clarification questions. Those questions and their associated responses are detailed below.

Q1 Is the light-design included in one of the Lots?

A1 No it is not included

Q2.1 Is the Hardware planning for AV Media and Exhibition-Light included in Lot 7?

A2.1 For AV media but not for lighting. We are not planning to make any changes to the exhibition lighting hardware over the next 3 years.

Q2.2. If so, based on what is the Media planner offering his service?

A2.2 As yet, there is not a specific project or product in mind.

Q3 Is there an overall contract timeline available including Contract End Date?

A3 The contract is for three years with a start date of 1 November 2019 with one extension option of up to 12 months.

Q4 In total this tender seems quite unusual, because if you would not tender a design-build, you would tender a design team first and then tender a builder when the design is ready or in schematic design. In that way the builder and graphic producers can make an offer based on a design.

A4 This is because it is not a tender for a specific project; rather we want to have contracted suppliers we have the option of working with without needing to go through a tender process before each project.

Q5 Are you aiming for a “turn-key” design & build offer?

A5 We are not.

Q6 Who would be co-ordinating party of the exhibition-execution (Project manager/Quantity surveyor)

A6 The National Archives (TNA) would be responsible for project-managing the co-ordination between different packages/contractors.

Q7 Is there more information available about the estimated Exhibition Area (sqm and height) and the currently available infrastructure (hanging, electricity/data and exhibition light) and the current daylight conditions?

A7 The exhibition space is approx. 250sqm with a suspended ceiling height of approx. 3m. There is no daylight and there is a lighting track in a grid across the ceiling with LED spotlights and fluorescents around the perimeter. The space is WiFi-enabled and power and data can be cabled through the ceiling. Perimeter walls are MDF panels.

Q8 We would like to understand the budget mentioned better. Is the mentioned budget (£500,000) the total budget for design, content production, build and project management?

A8 The £500,000 is the likely total budget across all packages of work listed in the tender

Q9 How are the budgets divided between LOTS?

A9 They are notionally divided as follows:

Lot 1 Exhibition Design £90,000

Lot 2 Graphic Design £70,000

Lot 3 Exhibition Build £125,000

Lot 4 Set-Worker £45,000

Lot 5 Graphic Contractor £80,000

Lot 6 Digital Designer & Producer £50,000

Lot 7 AV Hardware and Installation £40,000

Q10 You are asking to submit rate cards. Does this mean you are planning to allocate budgets towards the different Lots after the tender?

A10 As we have not issued a brief for a specific project for suppliers to cost against we need an indication of price to assess this against, so we will do this using rate cards.

Q11 What kind of exhibition is being tendered is it a permanent or temporary exhibition?

A11 This is for temporary exhibitions and displays, both within our existing exhibition space, elsewhere in the building and potentially off-site. We are currently developing our future programming and are likely to deliver one thematic temporary exhibition a year in the main exhibition space with a number of smaller displays.

Q12 Please confirm whether or not the client team would be responsible for project management co-ordination between packages/contractors

A12: TNA would be responsible for project managing the co-ordination between different packages/contractors

Q13 Are you able to share the details of any specific projects planned under the framework agreement, to provide an idea of likely contract types?

A13: We are currently developing our future programming for the next 3 years with the aim of delivering a creatively balanced programme that connects with the biggest and most diverse audience possible. This is likely to involve one thematic temporary exhibition a year in the main exhibition space (250 sqm) with a number of smaller responsive displays occupying different spaces within the building at our Kew site and off site. However, our plans for the content of these projects are still in process and not possible to share currently.

Q14 Please confirm under which package Graphic Artwork would sit – Lot 2 or Lot 5?

A14 The generation of the graphic artwork would sit with Lot 2 and the production with Lot 5.

Q15 If we are responding to more than 1 Lot, can we respond with one document that answers both Lots?

A15 Each lot will be evaluated individually on its own merits so as long as the document explicitly addresses the requirements of both Lots then it is acceptable.

Q16 Please confirm you do not require any financial information or insurance information.

A16 We do not require this information

Q17 Please confirm the response is to cover the following information and we have not missed any forms that need filling in or a Form of Tender to sign?

- *Your relevant experience in delivering the types of services that we require*
- *How you would go about applying that experience in delivering services to TNA*
- *The contact details of a previous or current customer with whom we can take up a telephone reference*
- *Your proposed rate card*

A17 This is correct.

Q18 Please confirm if there is any page count restriction for our response(s)

A18 There is no page count restrictions

Q19 Can you confirm how many agencies or designers will be appointed across Lots 1 & 2

A19: We plan to appoint one supplier for each Lot

Q20 Are there any images of past exhibitions or anything open now that we can visit?

A20 You can visit the current exhibition "Protect and Survive: Britain's Cod War Revealed"

Q21 As we are an experiential agency, if we wanted to tender for the 7 Lots, is it possible to bid for all of them in one presentation proposal? We would outline the different Lots as a different section within the proposal, would this be ok?

A21 Each Lot will be evaluated individually on its own merit so as long as the proposal explicitly addresses the requirement of different Lots that should be fine.

Q22 Re Lot 1 Exhibition design and Lot 3 Exhibition build as this has to be with 3D designs would you be able to provide floorplans and area dimensions of all the spaces? Would you be looking for 3D Cad drawings in the proposal or just a portfolio of examples and mood boards be sufficient if floorplans cannot be supplied?

A22 A portfolio of examples and mood boards would be sufficient – we have not issued a brief for a specific project to respond to, so we're just looking for examples of other projects you have worked on and an idea of how you might apply your experience at TNA.

Q23 Regarding Lot 2 – Graphic Design and Lot 4 – Set worker would you like a specific rate for each and a CV?

A23 Yes

Q24 Later on, if awarded the contract, would a budget be allocated on a project by project basis or would it be a yearly/multi-year budget?

A24 Budgets would be allocated by project.

Q25 Can you please explain what you mean/require with Lot 4 – Set worker? The reason we ask is that we would normally provide/deem Set workers as part of the Exhibition Build (Lot 3) but your description seems to allude to a designer, where there is already Lot 1 for Exhibition Design.

A25 We are looking for a supplier here who has both design and fabrication skills and can work on a wide variety of small scale, fast-paced projects to realise creative ideas.

Q26 Can you confirm that the total budget is £500K split across the three years?

A26 Yes that is correct

Q27 How many suppliers will be assigned to each Lot?

A27 We plan to appoint one supplier for each Lot

Q28 Can you give some examples of previous work on Lot 1 – Exhibition Design and Lot 3 Exhibition Build?

A28: Our current temporary exhibition “Protect and Survive: Britain’s Cold War Revealed” is the best example of this. The exhibition is free to visit and open until 9 November 2018.

Q29 Who have you worked with in the past?

A29 Temporary exhibitions are a new strand of programming for TNA. For our two most recent exhibitions we worked with Simon Leach, Simon Leach Design and Gareth Edwards of Acme Studios.

Q30 Is there any particular reason for this review i.e. new services required, a change in strategy?

A30 As above – temporary exhibitions are a new strand of our public programming and are core to supporting our strategic aim of connecting our unique collection with the biggest and most diverse audience possible.

Q31 How important is past experience working with similar clients to the tender process?

A31 This could vary somewhat across different Lots – for example you will see that for Lot 1 we have asked for a designer with substantial experience of working with cultural and heritage organisations and we have asked for tender responses to address relevant experience, so this is something we will be evaluating your response against. Whoever we appoint will need to demonstrate understanding and sensitivity towards working with collections, but we are also looking for previous examples of imaginative, innovative design that does not necessarily need to focus exclusively on museum or heritage projects.

Q32: Will the chosen agencies be asked to pitch on each individual project or will the work then be assigned based on experience and relevance?

A32 We plan to appoint one supplier for each Lot.

Q33 Who will be our main point of contact should we be appointed?

A33 Hannah Fleming, Exhibitions & Interpretation Manager

Q34 How many different installations per year do you anticipate in the temporary exhibition gallery?

A34 We are currently developing our future programming for the next 3 years, with the aim of delivering a creatively balanced programme that connects with the biggest and most diverse audience possible. This is likely to involve one thematic temporary exhibition a year in the temporary exhibition space (250 sqm) with a number of smaller, responsive displays occupying different spaces within the building at our Kew site and off site.

Q35 What will be your storage and reuse requirements for technology and built assets?

A35 TBC. Current on-site storage constraints mean we are likely to dispose of elements of exhibition build after each de-install, but we would want to be able to re-use any tech/AV hardware over a number of projects

Q36 Will there be travelling exhibitions or roadshows

A36 TBC As above, we are currently developing our future programming offer, so cannot answer this definitively at the moment, but we anticipate wanting to tour future exhibitions

Q37 Will there be any special security responsibilities required of the vendor for exhibits of significant value?

A37 This would potentially only occur in Lots 1 & 3 if we were to want to build temporary showcases as part of an exhibition; in which case they would need to meet TNA and GIS (Government Indemnity Scheme) security and environmental specifications which we would supply.

Q38 Are you able to provide drawings of the public space available at your main site and are there any build restrictions.

A36 We have not sent out drawings with this tender. The exhibition space is approx. 250sqm with a suspended ceiling height of approx. 3m. There is no daylight and there is a lighting track in a grid across the ceiling with LED spotlights and fluorescents around the perimeter. The space is WiFi-enabled and power and data can be cabled through the ceiling. Perimeter walls are MDF panels. There will be guidelines for contractors working in the exhibition space issued before start, and build drawings and RAMS will need to get approval from our Estates department before every project.

Q39 If we would like to undertake a site survey before submitting our response, is this possible?

A39 All the spaces are currently open to the public so you are welcome to visit during opening hours.

Q40 Please provide any sample promotional collateral for current or future exhibitions.

A40 There is more information about our current exhibition, "Protect and Survive: Britain's Cold War Revealed" here <http://www.nationalarchives.gov.uk/about/visit-us/whats-on/keepers-gallery>

Q41 How will you evaluate your price weighting score?

A41 Price scores will be based on a comparison between each Supplier's price offer, based on the percentage difference from the lowest bid price. The lowest offered price will receive the maximum pre-weighted score of 10 points, a price which is 20% higher will receive a score of 8 (ie the maximum score minus 20%).

Q42 Are you expecting potential suppliers to provide a finished, proposed design for each lot and supply associated costs?

A42 No this is not a tender for a specific project so we are not expecting worked up designs or costs. The Lot description is more to give potential suppliers an idea of the direction we are heading in and to identify the type of skills and experience we are looking for with each Lot.

Q43 Are you evaluating your “Quality” weighting based on evidence of projects that we have already completed, or future proposals for TNA, or a combination of the two?

A43 It will be a mixture of both but we are not looking for worked-up proposals of future projects with TNA – more an understanding of what we are hoping to achieve and a demonstration of how you think you might be compatible with our future vision for exhibitions and how you might apply your previous experience here.

Q44 Within the Quality categories you refer to “clear contractual commitments” can you elaborate? For e.g. are you looking for KPIs that will underpin any future working relationship?

A44 We would like you to provide a clear description on what is on offer in your proposal that you submit so that it can be incorporated into the contract schedules if you were successful.

Q45 Is there any more specific information on what TNA’s expectations and requirements are for each Lot? Photos/links of previous projects?

A45 Temporary exhibitions are a new strand of programming for TNA so the best example of previous work for Lots is the current exhibition “Protect and Survive” (see the link above)

Q46 How critical is the “substantial experience working within cultural and heritage” organisations?

A46 This could vary somewhat across different Lots for example you will see that for Lot 1 we have asked for a designer with substantial experience of working with cultural and heritage organisations and we have asked for tender responses to address relevant experience, so this is something we will be evaluating your response against. Whoever we appoint will need to demonstrate understanding and sensitivity towards working with collections, but we are also looking for previous examples of imaginative, innovative design that does not necessarily need to be exclusively focussed on museum or heritage projects.