Brief for artist to deliver Digital Visual Art Workshops with Older People

January – March 2019

**SECTION 1 - GENERAL REQUIREMENTS**

Quotations are invited to deliver a series of 14 workshops in community settings (including libraries) across Cambridgeshire between January and March 2019 and to manage the sharing of the work produced on digital platforms.

The Council’s detailed requirements are defined in Section 2 - Specification.

Please take care in reading this document in particular the Specification. In the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the named person below.

The Council reserves the right to carry out due diligence checks on the awarded provider.

1. **PROCUREMENT TIMETABLE**

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| 1. **Request for Quotation Issued** | Friday 2 November 2018 |
| 1. **Deadline for Clarification Questions** | Monday 12 November 2018 |
| 1. **Deadline for Quotation Responses** | Monday 19 November 2018 |
| 1. **Quotation Evaluation** | 19 November to 23 November 2018 |
| 1. **Contract Awarded** | Estimate 23 November 2018 |
| 1. **Deadline for Delivery** | 31 March 2019 |

1. **BACKGROUND**

**The Library Presents**

**Creating a vibrant, exciting, diverse and inclusive programme of high quality arts activities with**

**Libraries across Cambridgeshire**

Cambridgeshire County Council has been awarded National Portfolio Organisation funding from Arts Council England to run The Library Presents in partnership with Babylon ARTS until 2022. The Library Presents programme will bring high quality arts activities into Libraries in towns and villages across Cambridgeshire.

The programme aims to inspire and deliver a vibrant inclusive programme of high quality arts activities in accessible and welcoming venues. By 2022 our communities will enjoy, experience and expect locally chosen and diverse arts activities across the County.

We aim to raise the ambition and professionalism of programming in libraries, so that over the four years we are increasingly able to programme excellent, diverse and ‘stretching’ work - ensuring that high quality cultural activity becomes part of the core offer of the library service. Residents, staff and volunteers will get the best quality participatory, performance, digital and visual arts work and learning experience.

Alongside the main programme of two seasons of co-programmed activity for paying audiences, we are commissioning work with schools to deliver Arts Award, Digital Visual Art Workshops with older people (this Commission) and targeted activity with Adults with Learning Difficulties.

For more information visit: [www.cambridgeshire.gov.uk/arts](http://www.cambridgeshire.gov.uk/arts)

1. **CLARIFICATION QUESTIONS**

Any queries about this document, the procurement process, or the proposed contract itself, should be referred to:

Nathan Jones

Coordinator, The Library Presents

Tel 01223 706720

Email [nathan.jones@cambridgeshire.gov.uk](mailto:nathan.jones@cambridgeshire.gov.uk)

Please note that the deadline for questions is **12 November 2018.**

1. **QUOTATION RESPONSES**

Please complete **Section 3** and email to:

[nathan.jones@cambridgeshire.gov.uk](mailto:nathan.jones@cambridgeshire.gov.uk)

**by 9am on Monday 19 November 2018.**

**SECTION 2 – SPECIFICATION**

We are seeking an organisation/individual/company to plan and deliver an engaging and accessible series of digital art workshops with older people to enable them to create their own art work.

The focus of these sessions will be on the exploration and creation of visual art using digital platforms.

The process will be as important as the finished work; with the emphasis being on stimulating creativity and offering new experiences. The successful applicant will also need to collate the work produced at the workshops and share it on digital platforms to enable participants from different workshops to view each other’s work and to enable a legacy for the project.

The workshops will take place in Cambridgeshire from January to March 2019

The fee is £4,000.

1. **Timing**

**There will be 3 phases to the workshop delivery:**

**Phase 1 (6 sessions)**

These workshops will be held in 3 libraries which currently engage older participants through other library programmes (e.g. Engage Extra)

These will be:

* St.Ives
* St.Neots
* Huntingdon

Each workshop session will be 2 hours long (including a refreshment break)

Each library will have 2 workshops.

The workshops will take place during the weeks commencing 21st January and the 28th January.

The workshops will take place during the daytime.

**Phase 2 (2 sessions)**

To take place at the start of February 2019.

Having learnt from phase 1 the best approaches and gathered feedback from participants; we will invite staff from other libraries and community groups to come and have a go at taster sessions. The aim of the sessions will be to show the attendees the benefits and accessibility of digital creative activities and encourage them to sign up for sessions to be held in their own settings. Groups invited will include: Library staff, Dementia Cafes, Carers Groups, U3A.

**Phase 3 (6 sessions)**

These sessions will be held in new locations to be decided following the phase 2 tasters.

Some settings may just have one sessions, others two.

These sessions will take place in March 2019.

1. **Participants**

* There will be a maximum of 10 participants in each workshop group.
* The age of participants will be 50+
* The sessions will be promoted to those who already have experience of tablets but have not used them to explore creative elements. It is not envisioned that the sessions will be showing people how to use a tablet for the first time.

1. **Equipment**

The following tablets will be provided by the libraries:

* 4 x 2016 16GB iPad
* 1 x 2015 16 GB with data iPad
* 1 x 2015 16 GB iPad
* 4 x Samsung Tab A 16 GB 9.7 inch

The workshop leader may wish to bring or recommend apps that are required for the sessions.

There is a separate budget available for the purchase of apps to support this work.

1. **Workshop Spaces**

The workshops will take place in designated spaces in each library / community venue.

1. **Support Staff**

A member of library staff will be present to assist at the workshops and oversee the registering of participants and assist with refreshments and feedback collection.

1. **We expect the participants to:**

* Have a high quality art experience
* Develop creativity and unlock their imaginations
* Be inspired
* Create their own art
* Be able to influence what they do
* All feel included and able to engage
* Share their work via digital platforms
* Have fun

The workshops should not include any content that might offend or exclude.

1. **The workshop leader should:**

* Provide a session plan for the workshops.
* Provide a brief description of session content and images to support the promotion of the programme.
* Relate to and communicate with older audiences and be responsive to the needs of the participants.
* Have experience of planning and leading workshops (ideally with an older age group).
* Carry out necessary risk assessments and safety checks.
* Have public liability insurance.
* Use digital apps and equipment to generate and archive the art work created.
* Work closely with the Co-ordinator for The Library Presents and Library Service staff. This includes liaising during the run up to ensure spaces and resources are available and appropriate and providing updates over the period of the contact.
* Support the evaluation process, including feedback from participants, staff and artists (materials will be provided) and compile a short post project report.
* Support the documentation process by allowing library staff to photograph and talk to participants (with their consent) when required.

1. **Fee**

**Total Fee £4,000 (exclusive of VAT).**

The budget will cover all costs including:

* Planning
* Meetings with library staff
* Workshop delivery
* Digital sharing of work
* Travel
* Resources
* Reporting

Potential providers are asked to note that any bids received which exceed this amount will be rejected as being non-compliant.

Payment will be made on receipt of detailed schedule and invoices, £3,000 at the beginning of the project, and the balance of £1,000 on completion and submission of evaluation report.

The Provider shall be wholly responsible for all income tax, national insurance and other similar contributions which may be payable out of, or as a result of, the receipt of any fee or other monies paid by Cambridgeshire County Council under this agreement.

There will be a budget available for computer apps that may be required. These will be purchased by Cambridgeshire County Council on behalf of the artists and will remain the property of CCC following the completion of the project.

# **SECTION 3 - SUPPORTING INFORMATION**

##### Organisation and Contact Details

1. Your name or the

name of your organisation

(if applicable)

1. Registered office (if applicable)

1. Trading address (if different from

registered office)

1. Organisation Registration Number

(if applicable)

1. Is your organisation a:

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Sole Trader

Partnership

Public Limited Company

Private Ltd Company

Voluntary & Community Sector

Charity

SME (Small and Medium Enterprise)

Other

If you selected other, please

specify

1. What, if any, local connections do

you have with the County?

1. Name of person to whom any

queries relating to this quote

should be addressed

1. Telephone number
2. Email address
3. Address (if different to the

Address above)

1. **Questions**

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| **Number** | **Question** |
| 1. | Experience - Please provide examples of similar projects that you have undertaken both in terms of the art form and the participant group. |
| Potential Provider’s Response |  |
| 2. | Please detail your approach to the delivery of the sessions and provide an example of the content. |
| Potential Provider’s Response |  |
| 3. | How will you measure the success of the sessions and what would you hope the participants will achieve? |
| Potential Provider’s Response |  |
| 4. | Please list any apps that you may need and their cost or will you be able to provide any required. |
| Potential Provider’s Response |  |
| 5. | What would you recommend as the best way to share the participants’ work digitally? |
| Potential Provider’s Response |  |

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| 6. | The level of insurance required is £2m. Public Liability Insurance (back up of library insurance).  Can you confirm that your organisation has the required level of cover or is prepared to obtain the level of cover prior to award? |
| Potential Provider’s Response | **Yes** - have levels of cover already and will continue to for this contract    **No** - but will provide the Authority‘s level of cover requested if awarded contract    **No** - have not got cover and won't provide Authority’s level of cover |

Please include links (only) to images, promotional resources or video to material that you would like us to view (if a password is required to view the material please include it with the link).

We kindly ask that you do not send media files or images with your form as submissions with large file sizes often fail to reach us.

**SECTION 5 – FREEDOM OF INFORMATION**

Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 (“The Act”) and your organisation details will be disclosed where the expenditure is over £500 as per the Government Transparency agenda. Details of all contracts worth £30,000 or more in total value will also be published on the Council’s website.

Organisations should state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under the Act. Organisations should state why they consider the information to be confidential or commercially sensitive.

**SECTION 6 – SIGNATURE AND DATE**

**Request for Quotation for Evaluator to deliver The Library Presents Family Book Festival.**

I the undersigned hereby declare by marking an X in the box:

1. that the information provided is complete and accurate;
2. that no collusion with other organisations has taken place in order to fix the price;
3. that no works/goods/supplies/services will be delivered or undertaken until both parties have executed formal contract documentation and an instruction to proceed has been given by the Council in writing.

Name ...............................................................

Position Held ...........................................................

Dated ..............................................................