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| --- |
| Date 1.11.17   Dear Sir or Madam,  **Invitation to Tender: National Heritage Memorial Fund Framework of Consultants for Construction Project Management in Wales (fluent Welsh speakers and writers only); Tender No. HLF 223**  You are invited by the National Heritage Memorial Fund (or Heritage Lottery Fund), to tender for the above referenced Framework. Our requirements are contained in this ITT document.  The Framework Agreement Terms and Conditions that you will be required to sign up to are attached.   The Preferred Bidders will not be permitted to enter into any negotiations on the terms of the Framework Agreement. Any attempt to negotiate amendments will breach the terms of this ITT and will result in the Preferred Bidders being excluded from the tender process. In such circumstances, the National Heritage Memorial Fund reserves the right to invite the next highest scoring Bidder to sign up for the Framework Agreement. |
| You must follow all the instructions set out in this Invitation to Tender when responding to it. The deadline for submission is **12.00 (Noon) on** **22.11.17**. Failure to provide all information required will result in rejection of the tender.   Yours faithfully,      Jim Crisp Procurement Manager Heritage Lottery Fund Telephone: 020 7591 6232 Email: jim.crisp@hlf.org.uk |

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## SECTION 1 – INSTRUCTIONS TO BIDDERS

|  |
| --- |
| 1.1. General Information  1.1.1 This is an invitation only. The National Heritage Memorial Fund /Heritage Lottery Fund reserves the right to vary any or all parts of the information contained in the Invitation to Tender. |
| 1.1.2 The Heritage Lottery Fund intends to accept the tenders which score the most marks against the criteria set out below. The Heritage Lottery Fund at its sole discretion, reserves the right to accept or reject any tender. The Heritage Lottery Fund does not bind itself to accept the lowest priced or any tender. |
| 1.1.3 The Heritage Lottery Fund reserves the right to change the timing or any other aspect of the procurement process or to cancel the procurement process at any stage or not to proceed with the procurement for any reason whatsoever without prior notice. Under no circumstances will the Heritage Lottery Fund or any of its advisers be liable for any costs or expenses incurred by Bidders and/or their members in this procurement. |
| 1.1.4 The Heritage Lottery Fund reserves the right not to disclose information that it feels would put them at a commercial or unacceptable contractual disadvantage. |
| 1.1.5 As a UK-wide organisation, we also need consultants able to conduct (if necessary with translation services) all site visits, telephone discussions and correspondence in Welsh for applications for projects in Wales where our applicants or grantees require it. |
| 1.1.6 Tenders, all documents and all correspondence relating to the tender must be written in English or Welsh. |
| 1.1.7 The Heritage Lottery Fund may evaluate the financial status of the Preferred Bidder by reviewing its audited accounts for example to ensure contracting with it does not pose a risk to the Heritage Lottery Fund. Where the Heritage Lottery Fund considers the bidder does not have the financial capability to carry out the contract, it reserves the right to appoint the next highest placed bidder as Preferred Bidder (subject to the same assessment). |

### 1.2. Tender Documents

1.2.1 Tenders shall be submitted in accordance with the following instructions.

1.2.2 Bidders are expected to examine all of the instructions, forms, Contract and specifications that comprise the tender documents. Unless bidders provide all of the information required the tender will be rejected. If bidders have any queries about the information that must be submitted then they must raise them prior to the tender deadline in accordance with 1.3 (clarification) below.

1.2.3 All information issued in connection with the Invitation to Tender remains the property of the Heritage Lottery Fund and is to be used solely for the purpose of tendering.

1.2.4 The Preferred Bidders will not be permitted to enter into any post tender negotiations on the terms of the Contract. Any attempt to negotiate amendments will breach the terms of this ITT and will result in the Preferred Bidders being excluded from the tender process. In such circumstances the Fund reserves the right to invite the next highest scoring bidder to enter into the Contract.

### 1.3. Clarification

1.3.1 Bidders requiring clarification with respect to the contents of this Tender or this Tender process, should email [jim.crisp@hlf.org.uk](mailto:jim.crisp@hlf.org.uk) quoting the tender number. Questions or requests for clarification must be submitted prior to the closing date for the submission of questions given in the timetable in section 1.5.

1.3.2 The Heritage Lottery Fund will distribute questions and responses (without identifying the author of the question) to all bidders involved in the Tender save where the Heritage Lottery Fund considers the question and response to be commercially sensitive.

### 1.4. Schedule of Charges

1.4.1 For costs, bidders shall complete the question about day rate costs.

1.4.2 The rates shall be deemed to include complete provision for full compliance with the requirements of the Contract.

1.4.3 The fees and rates agreed between the parties are subject to the terms and conditions set out in the Framework Agreement.

1.4.4 The Charges must be quoted in pounds sterling and exclusive of VAT.

1.4.5 Any attempt to qualify pricing or include assumptions in the schedule of charges that you are required to submit will result in the rejection of your tender.

### 1.5. Timetable

The indicative timetable for the procurement is as follows:

|  |  |
| --- | --- |
| **Key Actions** | **Dates** |
| Publication of Notice | 1.11.17 |
| Tender Return Deadline | 22.11.17 @ 12.00 Noon |
| Evaluation of tenders | End of November |
| Clarification and identify preferred bidders | December |
| Negotiation period (if deemed necessary) | December |
| Notification of Award | End January 2018 |
| Briefing session(s) for successful bidders appointed to the framework | February 2018 |
| Framework Commencement Date | 01 April 2018 |

### 1.6. Legal Documentation

1.6.1 Achieving greater transparency of public sector procurement and contracting

Government has set out the need for greater transparency across its operations to enable the public to hold public bodies and politicians to account. This includes commitments relating to public expenditure, intended to help achieve better value for money.

As part of the transparency agenda, Government has made the following commitments with regard to procurement and contracting:

All new central government tender documents, for contracts over, £10,000 to be published on a single website from September 2010, with this information is to be made available to the public free of charge.

Bidders should be aware that if your organisation is awarded this contract, the resulting contract between you and the Heritage Lottery Fund will be published. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing law and for the protection of national security.

1.6.2 Bidders shall notify The Heritage Lottery Fund of any errors, omissions or details contained within the documents, which precludes them from tendering for this service.

1.6.3 We will not accept tenders from consortia or any other such partnership.

1.6.4 NB: Bidders must declare any known or potential conflicts of interest.

### 1.7. Submission of Tenders

Your tender proposals must be sent electronically via e-mail before the tender return deadline of NOON 22.11.17 to the following contact:

Jim Crisp

Heritage Lottery Fund

Holbein Place

London

SW1W 8NR

Jim.crisp@hlf.org.uk

1.7.2 The tender comprises

* The Bidder contact details. Bidders must complete this on the template and return as part of their submission.
* The Detailed Questionnaire and Evaluation Criteria for specialist skills specific to this lot and mentoring skills. Bidders must complete these in the template and return it as part of their submission.
* Declaration. Bidders must complete this on the template and return it as part of their submission.
* Form of Tender. Bidders must copy and paste this template onto their headed paper, complete it and attach a scanned copy as part of their submission.
* Transparency arrangements. Bidders must complete this template and return it as part of their submission.
* Framework Agreement.

All documents above, apart from the Framework Agreement, are also available in Welsh.

1.7.3 Bidders must provide their tender submission as set out in 1.7.

1.7.4 Tenders received after that time will not be considered.

1.7.5 By submitting a tender, the bidder agrees to keep that tender and any updates to that tender open for acceptance by the Heritage Lottery Fund until the Framework Agreement is signed by both Parties or up until the 1st April 2018 whichever occurs first.

1.7.6 The Heritage Lottery Fund does not bind itself to award a contract or contracts and shall not be liable for any costs incurred in the production or submission of the Tender. Under no circumstances will the Heritage Lottery Fund or any of its advisers be liable for any costs or expenses incurred by Bidders and/or their members in this procurement.

### 1.8. Notification of Award of Contract

1.8.1 The issue of a signed Framework Agreement shall constitute the Heritage Lottery Fund acceptance of the tender.

## SECTION 2 – SCOPE OF WORK

### 2.1. Introduction to HLF and Capital Asset Consultancy

The Heritage Lottery Fund (HLF) distributes a share of funds raised by the National Lottery. Since 1994 we have awarded £7.1 billion to over 40,000 projects across the UK, ranging from major capital projects at iconic heritage sites to small education and community projects. HLF is administered by the Trustees of the National Heritage Memorial Fund (NHMF) and gives grants to support a wide range of projects involving the local, regional and national heritage of the United Kingdom. Heritage Lottery Fund (HLF) invests in the cultural and natural heritage of the UK and aims to make a lasting difference for both heritage and people. This is reflected in our outcomes for heritage, people and communities which underpin all our grant-making. We plan to continue to drive forward our progressive agenda of investing in heritage that people value and broadening the range and depth of National Lottery player’s engagement with heritage. We want more people and a broader range of people to take an active part in heritage and place inclusive engagement with people and communities at the heart of HLF funding. Information about HLF is at [www.hlf.org.uk](http://www.hlf.org.uk)

### 2.2. General- – Context and roles

## 2.2.1 Context

In order to provide maximum flexibility we intend to procure specialists, entitled Consultants, who must be available to assist in projects across the whole of Wales.

Consultants may be deployed across all of the key steps of our grant development, assessment and monitoring phases as noted below:

* Development
* First and/or second round application
* Delivery
* Post completion evaluation and review

During the development phase of a project sharing his/her expertise and knowledge of best practice to help grantees to shape and prioritise their project and become better versed in the competencies they will require to deliver the initiative.. This may relate to the development of the whole project or specific aspects such as capital works, business planning, conservation management plans, interpretation, learning, audience development or training depending upon the requirements of the project and the skills of the consultant. He or she may also support the development of plans such as Activity Plans to meet HLFs requirements.

During the assessment phase consultants may also be asked to provide advice on applications with which they have not previously been engaged (usually at the second round of HLFs two round process for Heritage Grants) in order to provide decision makers with an expert analysis of the project in a specified area. The Grants Officer dealing with the application will specify the area(s) on which advice is required.

During the delivery phase support effective risk management arrangements, achievement of best practice, delivery of project outputs and outcomes as per HLF’s grant contract (with respect to their specific area(s) of expertise) and monitoring of progress against project timescales and budget

## During the post completion phase consultants need to support HLF to gather lessons learned plus review and engage with projects still under contract but which are at risk of failing to deliver outcomes in accordance with HLF grant conditions

2.2.2 Roles

The Consultants role on any individual case will be defined at the time of commissioning and will involve one or more of the following functions

1. Mentoring Projects :

* Facilitating grantees to identify and remove blockages to the development and/or delivery of their project.
* Using specialist knowledge and experience to support grantees to help develop and deliver their project’s vision
* Supporting grantees to undertake learning and development opportunities relevant to their project’s objectives

1. Monitoring Projects:

* Undertaking risk assessment (building on HLF analysis) and developing an agreed risk monitoring plan. Providing mentoring support to reduce risk(s) in accordance with risk monitoring plan
* Ensuring compliance with HLF requirements and reporting on progress against the project plan and project budget
* Providing expert advice on project management arrangements, procurement and cost and programme plans to support HLF decision making
* Evaluating projects and their impact on people, communities and heritage

1. Providing Expert Advice:

* Supporting HLF’s decision making process by commenting on aspects of a project application relevant to the Consultant’s area of expertise.

1. Projects that have completed but are still in contract may require further consultancy support in line with one of the three roles above.

**2.3. The detailed requirements – Specialist and mentoring expertise and skills**

**2.3.1 Construction project management specialist expertise and skills**

Consultants must be appropriately qualified and experienced, willing to engage with applicants and grantees to guide them towards achieving best practice.

Consultants must demonstrate continuous professional development through membership of an appropriate professional body and experience of working with clients from a range of different sectors. Consultants should also have experience of working through different procurement routes to deliver construction projects and have experience of physical works to buildings, structures or sites of heritage interest.

We are seeking to recruit up to 5 individuals who can work across Wales.

HLF expects applicants seeking funding for capital projects to employ an appropriately qualified and experience professional team and to abide by any relevant legislation relevant to their project. Where applicable we would also expect that applicants follow best practice and aim for a good quality standard in construction projects. For example Building Regulations stipulate the minimum standards that are required in terms of ensuing that buildings are physically accessible but HLF would expect applicants to consider how to make their buildings and sites fully inclusive so that they can be enjoyed by people of all abilities. Similarly, our outcomes framework stipulates that ‘negative environmental impacts will be reduced’. Whilst this outcome is not mandatory we hope that applicants will consider environmental sustainability at the outset of their project and will take steps to reduce energy use, encourage sustainable transport and consider the use of low carbon or recycled materials etc. Environmental sustainability measures will also have the benefit of reducing running costs in many cases and will therefore help to ensure organisational resilience.

Relevant good practice guides are at <https://www.hlf.org.uk/reducing-environmental-impacts> and <https://www.hlf.org.uk/building-environment-and-performance>.

We expect Construction Project Management candidates to be familiar with these guides and to demonstrate experience of meeting their legal obligations and achieving best practice, including access and environmental sustainability measures.

**2.3.2 Mentoring expertise and skills**

In addition to the specialist expertise described in 2.3.1, all Consultants must demonstrate skills and experience in Mentoring, namely the ability to:

* Use observing, listening and questions to understand the applicant/grantee’s situation and facilitate their thought processes
* Facilitate those involved with the project to identify solutions and actions
* Support the project to achieve its aims and high quality work
* Support the project to set goals and agree methods of measuring progress towards them
* Help the project to develop the competencies needed to take the project forward without developing a dependency on the Enabler
* Support the project to meet deadlines
* Support the project to adopt best practice or fitness for purpose
* Encourage a commitment to action and the development of lasting organisational growth and change.

### 2.4. Ordering process

The Fund will place orders under the Framework in accordance with the terms of the Framework Agreement. In awarding any Commission /placing orders to a Contractor included on the Framework, the Fund shall consider the nature and scope of the Services it requires to be carried out and completed, the complexity of those Services and the relevant experience of the members of the Framework as set out in the tender documents submitted by the Framework Contractor and Commissions shall be awarded on this basis.

### 2.5. Framework term and budget

The Framework Agreement period (term) will be from 1 April 2018 to 31 March 2022 inclusive.

The Fund reserves the right to extend the Framework Agreement period by up to two years.

The Fund estimates the value of this Framework for the Framework period (4 years) shall not exceed £135,000 excluding VAT.

The fees and rates within the Framework Agreement shall be subject to the Framework extension period of up to 2 years.

The Fund makes no guarantees to provide any work to the suppliers selected. All details regarding "call offs" during the Framework period are set out in the Framework Agreement.

### 2.6. Communication and accountability

The Service Provider will maintain excellent communications with the Fund at all times ensuring that it is well informed, aware of issues and central to decision making in relation to progress with the operation of this framework. The successful bidder will:

 Identify a named contact acting as Contract Manager. The designated person will carry prime responsibility for the contract and will be the Accountable Officer

 Identify a named contact person as Service Manager. The designated person will carry prime responsibility for the delivery and implementation of services under this contract. The Service Manager and Contract Manager can be the same person, provided they have the relevant skills

 The Contract Manager/Service Manager will liaise with and take instruction from the Fund’s Contract Manager.

## SECTION 3 – EVALUATION SCORING

### 3.1 Purpose of the Questionnaire and Evaluation Criteria

The purpose of the Detailed Questionnaire and Evaluation Criteria is for the Bidder to provide sufficient information for the Heritage Lottery Fund to decide whether the individuals proposed have demonstrated the skills, knowledge and experience required at a reasonable cost to be included on the HLF's Register of Support Services.

Bidders may only put forward up to five named individuals, each of whom must complete the questions. Hence the questions are repeated five times. The NHMF reserves the right to select which individuals will be included in the framework, from a winning bid. Individuals will not be eligible to take up commissions under the new framework until they have participated in an induction session (which may be in person or virtually).

To ensure equal treatment, we can only take into account the information presented within your tender submission: we are unable to consider any work you might have previously undertaken for HLF unless you tell us about it. Please do not provide any additional information, which will not be taken into account in the evaluation of your tender. The tender process will be conducted to ensure that tenders are evaluated fairly to ascertain the Most Economically Advantageous Tender (MEAT).

The detailed criteria require examples taken from your professional and/or personal experience. The word limit for each is specified.

Please note that we will disregard any text that exceeds our required word limits. We will NOT accept any organisation brochures.

Expand the boxes as necessary.

The evaluation criteria are at the end for HLF to complete. Please do not enter anything into these boxes.

This must be completed on the spread-sheet and attached to your submission via the Delta portal.

### 3.2. Criteria weightings

|  |
| --- |
| Your tender will be scored based on your response to the questions on the:   * Detailed selection and evaluation criteria for specialist skills specific to this lot * Detailed selection and evaluation criteria for mentoring skills * Detailed selection and evaluation criteria for general and cost questions |
| The evaluation criteria and weightings are displayed after the questions. |
| Questions for the Specialist skills specific to this lot, the Mentoring skills and general information will be scored using the methodology in Table 1. |
| The top scoring bidders will be appointed to the Framework Agreement until the maximum estimated number of bidders for the Framework is reached. |

### 3.4. Methodology – Table 1

|  |  |  |
| --- | --- | --- |
|  | | |
| Quality Questions scoring methodology: this table shows the approach to marking the quality evaluation criteria that will be used for all questions except costs.: | | |
| 0 | Poor | No response or partial response and poor evidence provided in support of it. Does not give the Fund confidence in the ability of the Bidder to deliver the Contract. |
| 1 | Weak | Response is supported by a weak standard of evidence in several areas giving rise to concern about the ability of the Bidder to deliver the Contract. |
| 2 | Satisfactory | Response is supported by a satisfactory standard of evidence in most areas but a few areas lacking detail/evidence giving rise to some concerns about the ability of the Bidder to deliver the Contract. |
| 3 | Good | Response is comprehensive and supported by good standard of evidence. Gives the Fund confidence in the ability of the Bidder to deliver the contract. Meets the Fund’s requirements. |
| 4 | Very good | Response is comprehensive and supported by a high standard of evidence. Gives the Fund a high level of confidence in the ability of the Bidder to deliver the contract. Exceeds the Fund’s requirements in some respects. |
| 5 | Excellent | Response is very comprehensive and supported by a very high standard of evidence. Gives the Fund a very high level of confidence the ability of the Bidder to deliver the contract. Exceeds the Fund’s requirements in most respects. |

## SECTION 4 – LEGAL DOCUMENTATION

### 4.1 Declaration

This must be completed on the Excel template and attached to your submission via the Delta portal.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Before returning your ITT, please read and sign below: | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
| I/We certify that the information supplied is accurate to the best of my/our knowledge and that I/we accept the conditions and undertakings requested in the Questionnaire. I/we understand that false information could result in my/our application being rejected. | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
| \*Signed | |  | | | | | | |
| Print Name | |  | | | | | | |
| Position | |  | | | | | | |
| Tel. No | |  | | | | | | |
| For and on behalf of | |  | | | | | | |
| Date | |  | | | | | | |
| \*A person authorised by the proposed service provider must sign this Questionnaire. | | | | | | | | |

### 4.2 Form of Tender

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Declaration for the contract** | | | | | | | | |
| *Note:* | *The Bidder should type or copy and paste the following onto its own letter headed paper. Scan it and submit online via Delta. We will NOT accept any Bidder Qualifications.* | | | | | | | |
|  | | | | | | | | |
| Dear National Heritage Memorial Fund | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
| **CONTRACT TO TENDER TITLE:** National Heritage Memorial Fund Framework of Consultants for Construction Project Management; Tender No. 0223 **('the Contract')** | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
| Having examined the proposed Contract comprising, we do hereby offer to enter into a Contract with THE FUND on the terms and conditions in the said Contract. | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
| We undertake to keep the Tender open for acceptance by THE FUND until the Framework Agreement is signed by both Parties or up until the 1st April 2018 whichever occurs first. | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
| We declare that this is a bona fide Tender, intended to be competitive, and that we have not fixed or adjusted the amount of the Tender by, or under, or in accordance with, any agreement or arrangement with any other person. We further declare that we have not done, and we undertake that we will not do, any of the following acts prior to award of this Contract: | | | | | | | | |
| *a)      Collude with any third party to fix the price of any number of Tenders for this Contract;* | | | | | | | | |
| *b)      Offer, pay, or agree to pay any sum of money or consideration directly or indirectly to any person for doing, having done, or promising to be done, any act or thing of the sort described herein and above.* | | | | | | | | |
|  | | | | | | | | |
| We understand that you are not bound to accept the lowest price, or any, Tender. | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| Signed: |  | | | | | | | |
| Date: |  | | | | | | | |
| Name: |  | | | | | | | |
| In the capacity of: | |  | | | | | | |
| Duly authorised to sign tenders for and on behalf of: | | | | |  | | | |

### 4.3 Transparency arrangements

This must be completed on the Excel template and attached to your submission via the Delta portal.

|  |  |
| --- | --- |
| Note: In compliance with the Government’s transparency agenda, all Heritage Lottery Fund contracts over £10,000 (net of recoverable VAT) issued on or after 1 January 2011 will be published on the Government’s Contracts Finder website. We are required to publish contracts in full, and as a minimum must publish the specification, terms and conditions and associated schedules (which may include the winning bidder’s bid).  In limited circumstances redactions can be made prior to publication to protect certain types of information. Redactions are permitted in line with the exemptions set out by the Freedom of Information Act 2000. Examples of information which may be exempt under the FOIA include: personal data; information amounting to a trade secret; and information which if disclosed would or would be likely to prejudice the commercial interests of any person. | |
| If the Bidder believes redactions ought to be made, these should be identified by the Bidder in the following table on their own letter headed paper. Bidders must provide explicit justification and reasoning for each redaction requested. The Heritage Lottery Fund is responsible for determining in its absolute discretion whether any information is exempt from publication.  **CONTRACT FOR TENDER TITLE:** National Heritage Memorial Fund Framework of Consultants for Construction Project Management; Tender No. HLF 223 | |
| **Contract clause or section of tender to be redacted** | **Justifications for redaction** |
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### 4.4 Framework agreement

The framework agreement is available as an attachment on Contract Finder.

If successful, HLF will sign and date the framework agreement which is the completion of the contract.