**Request for Quotation – Film-making for Know your Neighbourhood project in Libraries**

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 buyer via the method stated below:

* Email: Nichola.greentree@cambridgeshire.gov.uk
1. SCOPE OF THE REQUIREMENT

In Jan 2023 the government confirmed the launch of the *Know Your Neighbourhood* project which is a £30 million package of funding designed to widen participation in Volunteering, helping to tackle loneliness in 27 disadvantaged areas across England, including Fenland. Fenland Libraries have been granted a portion of this funding to increase volunteering and social participation within their Libraries. We are seeking a filmmaker(s) with the skills and experience to showcase the Events and Volunteering opportunities within the Library Service.

|  |
| --- |
| **TIMETABLE**Request for Quotation Issued - 31st May 24Bidder Question and Answer Session (virtual) - 11th June (2pm – 2.45pm) Deadline for Clarification Questions - 11th June 24 Deadline for Quotation Responses midday, Fri 14th June 24 Evaluation of responses - 19th June 24Contract Awarded - 21st June 24Filming period date - August - 0ctober 24Deadline for Delivery - November 24 |

1. Service Delivery

2.1

The Know your Neighbourhood project is a public facing project that is happening in libraries and other locations in Fenland. We are seeking a filmmaker(s) with the proven skills and experience necessary to capture footage, demonstrating sensitivity and understanding of the aims and able to convey the positive change to people’s lives.

The end product will consist of:

|  |  |  |
| --- | --- | --- |
| 1. | Short film(s) to be played in public areas such as GP Practices. | 1-2mins  |
| 2. | Social Media assets to encourage further participants and Volunteers. | 30secs x3 |
| 3. | Short film for internal communications to promote the benefits of volunteering to colleagues. | 4mins  |
| 4. | Medium length film for use in outreach, reporting to the funder and to be shared for learning and development purposes. | 6-10mins |

2.2

The filmmaker will attend a selection of the events in Library and other locations to capture a range of activity in different venues across Fenland and East Cambridgeshire. They will have the chance to talk to Library users and Volunteers.

There is some flexibility of the activities to be covered, showing a variety of Libraries and volunteering activities.

We would expect to have a minimum of 5 separate visits to film activities in a variety of events and settings, showing the wide-ranging nature of this work.

Settings will include the Libraries, as well as Care Homes and private residences in conjunction with the Library@Home service.

2.3

The footage should focus on participants and include elements of the setting. It should include ‘vox-pop’ interviews with participants and staff. Footage then to be used to depict the difference we are making, capturing the events themselves, the welcoming settings, the participants, some human stories and crucially the impact this project has on combatting social isolation.

2.4

Notification must be given to staff and members of the public that film-making is taking place. Permissions should be sought from all persons appearing in the film (films will be shared widely). Further guidance is available on request.

2.5

Subtitles /captions must be included in the finished films, as well as audio-description to ensure the films are accessible to as many people as possible.

2.6

After 2 years, consent will need to be sought again (by our team) for people who are recognisable in the video, therefore contact details must be obtained by the filmmaker. Alternatively, the films will be archived. It will be possible to capture audiences/participants without identifying them (eg backs of heads etc) in parts of the film.

1. Background

The DCMS Know Your Neighbourhood (KYN) Project is a £29 million package of funding designed to widen participation in volunteering and tackle loneliness in 27 disadvantaged areas across England. There are three strands to the programme:

Strand One: £5m delivered through Arts Council England (ACE) to arts, culture and heritage organisations. This is via Libraries Connected (£2.5m), Creative Lives and Association of Independent Museums (AIM).

Strand Two: £14m delivered by UK Community Foundations (UKCF) and a consortium of local Community Foundations across 9 local authority areas.

Strand Three: Up to £10m will be invested by the National Lottery Community Fund (the Fund) to support existing Fund projects across the target areas.

The funds allocated to libraries in target areas under Strand One will be managed and distributed through Libraries Connected.

Library services across all 27 identified areas are expected to deliver projects over the two years of the fund, with an aim to creating ‘success guides’ for other services to follow and move from a pilot to a sustainable service, where appropriate or possible.

A key focus of the programme will be to generate and share learning on how people in disadvantaged areas can be supported to volunteer and improve their social connections, which will help to support sustained action beyond the lifetime of the fund.

**Outcomes**

The project aims to enable volunteering and tackle loneliness in the areas identified.  The intention is to develop an understanding of what works to improve wellbeing and pride in place in these communities through volunteering and community initiatives. Citizens will be able to participate in local projects which build their skills, wellbeing and social networks.

**Objectives**

The objectives of the Know Your Neighbourhood Fund are, by March 2025:

* To increase the proportion of people in targeted high-deprivation local authorities who volunteer at least once a month.
* To reduce the proportion of chronically lonely people in targeted high-deprivation local authorities who lack desired level of social connections.
* To build the evidence to identify scalable and sustainable place-based interventions that work in increasing regular volunteering and reducing chronic loneliness.
* To enable targeted high-deprivation local authorities, and the local voluntary and community sector in these places, to implement sustainable systems and processes that encourage volunteering and tackling loneliness.

For more information about the KYN Fund and how the 27 target areas were selected see the DCMS website.

**Bidder Question and Answer Session (virtual)**

A virtual question and answer session will take place on Tuesday 11th June (2pm – 2.45pm). If you wish to join the session please click on the link here: [**Join the meeting**](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_NWFjZjU4ZWYtNzZiMC00Mzk2LTk4NzQtNjE2NmU4MTc3Nzdk%40thread.v2/0?context=%7b%22Tid%22%3a%22e327b364-041e-4c51-82f2-c906a78f9cc9%22%2c%22Oid%22%3a%22d96c3e50-b33a-4b57-8a79-93400188cc0c%22%7d). Please note the meeting will not be available to join until the date and time specified.

1. Term

Commence late August 24

First cut of edited films to be made available by September 24, to be checked and approved by the KYN Team before final cuts delivered by November 24 .

The Contract period will be for a term of Four (4) months.

The Commencement date and dates will be agreed by Contract Manager and the successful provider once final terms and schedule has been agreed.

1. Value

The Council has a maximum budget of £10,000 (exc VAT) and as a result any bids over this may be rejected. Fee to include all material, travel and accommodation costs.

1. CORPORATE POLICIES and Codes of Practices

The Successful Bidder must have the appropriate systems, policies and procedures in place to execute the services in a safety and in a secure manner. The Council will expect that the Successful Provider will follow and/or adopt the best practice within the Industry where possible.

1. Contract Management and Performance

The Council will require the Contractor to meet at a frequency agreed by the Contract

Manager at award of contract. We anticipate regular progress meetings/discussion of

detailed arrangements with the project team at a frequency determined at the start of the contract.

This will be to monitor and discuss:

* how the contractor is performing
* specific dates and arrangements
* permissions and privacy
* any issues that have arisen
1. Subcontracting Arrangements

The Council believe that this service requires all elements to be subcontracted out. That being said all submissions will be evaluated based on the one that meets or exceeds our requirements and is the most economical advantageous.

1. External Communication

All communication with Stakeholders such as Councillors, local MPs, and members of the public will take place through the endorsement of the Council.

The successful bidder should make contact with the Contract Owner of the Council regarding policy matters.

The successful bidder will assume responsibility for day-to-day management of routine external communications affairs, reserving to itself only those matters it regards inappropriate for the Provider to address. Guidance in this respect will be given by the contract owner.

The use of the Council’s Logos or name will be at the discretion of the Council and the contract owner. Any request shall be made in writing and state the reasons for the use.

1. Modern Slavery, Child Labour and Inhumane Treatment

Tackling modern slavery requires everyone to be vigilant and active in addressing this issue effecting our communities. The Council will expect, as a minimum, that all Bidders comply in full with the Modern Slavery Act where necessary, and have in place sufficient policies, procedures and systems.

1. Data Protections and General Data Protection Regulations

The Authority will require all bidder to ensure full compliance to the Data protection and General Data protection laws and Regulations.

1. Contract terms and conditions

The Council uses its own Standard T&C model contract templates for all their contracts below £100,000. These can be found in Appendix 1.

1. Evaluation Of Quotations

Any bids not compliant or completed fully will be discarded. Based on the information provided by organisations, each compliant submission will be evaluated based on the following criteria:

***Weighted combination of Quality and Price: Quality at 70% and Price at 30%***

Bidders must complete Part B and pass all pass questions in PART A

in order to be considered. Bids not meeting the minimum standards will be discarded. Where a question requires a detailed response other than a Yes/No, Bidders’ responses to each question will be scored out of a maximum of ten (10) marks as per the table below:

The evaluators will score using the marks as described above, with NO ODD marks being used. All responses need to score six (6) or higher to pass. A score of four (4) or less it will be marked a fail. Bidders being scored a fail against the pass/fail question(s) may result in your bid being rejected in its entirety.

|  |  |
| --- | --- |
| **Score** | **Commentary** |
| 0 | Very Weak or no answer |
| 2 | Poor |
| 4 | Satisfactory |
| 6 | Good |
| 8 | Very good |
| 10 | Exceptional |

**Pricing**

The Bidder with the lowest overall compliant price will be awarded the full score of [30%]. All other bids will be scored in accordance with the following calculation:

$$=Price Weighting-\left(\frac{Your submitted price-lowest submitted price}{Your submitted price}\right)x 100$$

For example, if the price evaluation carries 30% of the overall marks and there are three tenders priced at £35,000, £32,500, and £30,000 scores would be as in the following table.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Bid Price** | **Price Calculation** | **Price score** |
| Bidder 1 | £30,000.00 | =30% (lowest compliant price) | 30 |
| Bidder 2 | £32,500 | =30-((32,500-30,000)/32,500)\*100 | 22.30 |
| Bidder 3 | 35,000.00 | =30-((35,000-30,000)/35,000)\*100 | 15.71 |

This example is based on a 30% price weighting where the lowest compliant price is £30,000.

The above example is for illustrative purposes only and all scores have been rounded to two (2) decimal places.

Bidders who receive a minus score will be given a ‘ZERO’ (‘0’) score for the purpose of this procurement process.

In the event of a tie between two or more bids, the Council will award the contract to the bid with the Highest Quality score.

Cambridgeshire County Council

REQUEST FOR QUOTATION FOR

**Film-Know your Neighbourhood**

QUOTATION RESPONSE DOCUMENT

BIDDER NAME:

Response should be sent to: Nichola.greentree@cambridgeshire.gov.uk

## Organisation and Contact Details

|  |  |
| --- | --- |
| **A-1 Name of your organisation** |  |
| **A-2 Registered office (if applicable)** |  |
| **A-3 Trading address (if different from registered** **office)** |  |
| **A-4 Organisation Registration Number****(if applicable)** |  |
| **A-5 Is your organisation a:*** Sole Trader
* Partnership
* Public Limited Company
* Private Ltd Company
* Charity
* Other
 |  |
| **If you selected other, please specify** |  |
| **A-6 What, if any, local connections do you have with the County** |  |
| **A-7 If the Company is a** **member of a group of companies,** **please give the name and** **address of the ultimate holding** **company** |  |
| **A-8 Name of person to whom** **any queries relating to this quote** **should be addressed** |  |
| **A-9 Telephone** |  |
| **A-10 Email** |  |
| **A-11 Address****(if different to the Address above)** |  |

**PART A**

|  |  |
| --- | --- |
| 1.30% weighting  | Please provide 2 examples (links) of film projects which you have been responsible for/involved in, which have a similar brief. Provide examples of feedback on the impact and quality of the film produced.  |
| Response |  |
| 2.30% weighting  | How will you ensure that the film is engaging for different audiences, what techniques/style/approach would you adopt?  |
| Response |  |
| 3. 30% weighting |  Could you outline a brief method statement for the works including people and resources you intend to use?  |
| Response |  |
| 4.10% weighting | Cambridgeshire County council is working towards a greener Cambridgeshire, how will your bid aim to minimise carbon footprint?  |
| Response |  |
|  | **The Below Questions will not be scored.**  |
| 1. | Please confirm that you have, or are prepared to obtain, the level of insurance required; Public liability Insurance of £2m Professional Indemnity of £1 Employers Liability (if appropriate) of £5m  |
| Response |  |
| 2. | Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015.  |
| Response  |  |
|  | **We reserve the right to Interview if candidates for this bid obtain the same or very similar scoring results.**  |

The Council wishes to ensure that within your business or in its supply chain that the processing of personal data and processes in relation to this contract are complaint with the requirements of the General Data Protection Regulations (GDPR) and Data Protection Act.

Please confirm that you and your supply chain with regards to this quotation response comply with all applicable data protection legislation including but not limited to the General Data Protection Regulations (GDPR) and Data Protection Act.

**Please Note:** Bidders who do not comply with data protection legislation such as GDPR will fail, and their bid will not be taken forward.

|  |
| --- |
| **Please insert response:** Yes–in response to this quotation ourselves and our supply chain comply with all applicable data protection legislation including but not limited to with the General Data Protection Regulations (GDPR) and Data Protection Act.[ ]  No–in response to this quotation ourselves and/or our supply chain does not comply with all applicable data protection legislation including but not limited to with the General Data Protection Regulations (GDPR) and Data Protection Act. [ ]   |
| **Pass/Fail**  |

**PART B**

Pricing and Costs Please insert your costs in the table below. The costs should be broken down into components with a full description of each component and its associated time and costs.

|  |  |
| --- | --- |
| Quotation breakdown | Costs (£) |
| Staff costs (include dail/hourly rate) |  |
| Travel |  |
| Equipment |  |
| Other |  |
| **Total** |  |

Please indicate the number of days you are offering to deliver the work: ……

FREEDOM OF INFORMATION

Information in relation to this quotation 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 £250 (NBC) as per the Government Transparency agenda. Details of all contracts worth £5,000 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.

Please state here any specific information in this RFQ that you do not wish to be disclosed under Freedom of information Act. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

**DECLARTION OF BID**

**Request for Quotation for** **Film-Know your Neighbourhood**

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

 that the information provided is complete and accurate;

*
1. that the price in Appendix 2 is our best offer;
2. that no collusion with other organisations has taken place in order to fix the price;
3. to be subjected to the terms and conditions set out in Conditions of Contract (use of the Council’s standard contract template)
4. that no works/goods/supplies/services will be delivered or undertaken until both parties have executed the formal contract documentation as identified and an instruction to proceed has been given by the Council in writing.

|  |  |
| --- | --- |
| **Name** |  |
| **Position Held** |  |
| **Date** |  |