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EXHIBITION AND GALLERY SPACE REFURBISHMENT

INTRODUCTION AND PROCUREMENT PROCEDURES DOCUMENT

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1. Purpose and Scope of Document

The purpose of this document is to explain the procurement process and the objective of the procurement process.

2. Introduction

Thank you for showing an interest in the National Coal Mining Museum for England's Exhibition and Gallery Space Refurbishment project.

The National Coal Mining Museum for England is seeking to appoint a contractor to provide the requirements described in the information documentation commencing in Q1 2019.

3. Background

The National Coal Mining Museum for England aims to keep coal mining alive by collecting and preserving the industry's rich heritage, creating enjoyable and inspiring ways to learn for people of all ages, backgrounds and abilities.

In 1988 the Yorkshire Mining Museum opened at Caphouse Colliery. It was established with funding from West Yorkshire and South Yorkshire Metropolitan County Councils, Wakefield and Kirklees Metropolitan District Councils and technical support and assistance from British Coal.

The Museum was granted national status in 1995. Following this the Department for Culture, Media and Sport carried out a detailed study into the Museum, and in 1998 provided funding which secured its long-term future. In 2001 the Museum received a Heritage Lottery Fund Grant of just over £4.5 million. The Museum raised just under £2 million to complement this grant. Work carried out using this money included restoring buildings, new gallery areas and the store for large machinery. In 2002 additional Grant-in-Aid funding enabled free admission to the Museum for all visitors.

The National Coal Mining Museum for England is funded by Grant-in-Aid from the Department of Culture, Media and Sport through the National Museum of Science and Industry along with additional funding from the Coal Authority and charitable donations from members of the public. The National Coal Mining Museum for England takes pride in its achievements, quality and motivation of staff, and is focused on delivering its high level objectives.

4. Sustainability & Innovation

The National Coal Mining Museum for England expects its suppliers to work collaboratively and be supportive of its approach to continually improve performance and efficiencies, through the selection of sustainable products and solutions, innovative thinking and the employment of best practice to meet its objectives and targets.

The National Coal Mining Museum for England recognises that improving its performance is an ongoing process and that its suppliers are important partners in our aim to become more sustainable.

Our commitment to innovation and sustainability can be seen in the on-going conservation and development of the buildings at Hope Pit, along with the installation of a state-of-the-art environmentally sound water treatment scheme. Suppliers should be aware of the need to ensure

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viable, long term solutions that are sustainable, ethical and in keeping with the stated objectives and commitments of the National Coal Mining Museum for England.

5. Objective of Project

The National Coal Mining Museum for England is looking to work with a partner to deliver our requirements to refit and redevelop two central gallery spaces within the main visitor hub – the Main Gallery and the Home Life Gallery. The National Coal Mining Museum for England requires delivery partners that will facilitate the achievement of its vision in an open manner and with mutual trust and co-operation.

The first gallery space, the Main Gallery, is the largest single space within the visitor hub devoted to exhibiting our collections. The space is positioned between the visitor entrance and the exterior Pit Yard, serving as it does as the most commonly first entered gallery space. As such it should have a uniform tone and delivery, be approachable and in keeping with our objectives and aims as a museum and visitor attraction.

Leading from the Main Gallery are the entrances to the Special Exhibition Gallery (not being refit or redesigned in this brief) and the Home Life Gallery.

The Home Life Gallery documents more of the social history aspect of mining and mining culture, allowing a window into the lives lived by miners, their families and communities. At present it hosts a living historian in an area designated as Parkinson's Yard, again the yard space will not be changed during this redevelopment.

Both parties need to operate on the understanding that the National Coal Mining Museum for England must receive value for money whilst the contractor must make a reasonable profit.

6. Procurement Procedure

The process will be managed in house by the National Coal Mining Museum for England's procurement process. There is no cost to the supplier for registering a bid.

The Prequalification Questionnaire must be completed and returned to the National Coal Mining Museum for England by email. Following this full ITT documentation should be completed and returned to the same email address.

Following the initial scoring stage a shortlist of suppliers will be compiled and each given opportunity to produce a more full and complete proposal.

PQQ and ITT documentation can be sourced online from Contracts Finder. If you have any problems opening or accessing the documentation please contact the National Coal Mining Museum for England.

Any questions in respect of the tender documentation are to be sent via email, directly to procurement.officer@ncm.org.uk. This ensures that a complete audit trail of the process is achieved. Questions raised which result in additional information being provided will be shared with all organisations together with the National Coal Mining Museum for England's response, but will not breach any areas of commercially sensitive information.

The National Coal Mining Museum for England accepts no liability for any costs incurred by organisations in respect of preparing and submitting documentation to any element of the procurement process.

7. Programme for Delivery

Phase	Process	Date
Tender	Contract Notice Published	22/06/2018
	Tender Documentation available	22/06/2018
	Deadline for Queries	20/07/2018
	First Stage Tender Closing Date	27/07/2018
	Evaluation of First Stage starts including any clarifications*	30/07/2018
	Shortlist Date	09/08/2018
	Final Shortlist Submissions Requested	13/08/2018
	Final Shortlist Submission Return Date	14/09/2018
	Final Evaluation starts including any clarifications*	15/09/2018
Award	Award Notification*	21/09/2018
	Contract Award *	24/09/2018

*Any Changes will be notified as appropriate throughout the procurement process.

8. Site Visit

Interested parties are invited to visit the National Coal Mining Museum for England for an escorted inspection. This can be arranged directly through the National Coal Mining Museum for England's e-sourcing portal.

Available dates for the first stage are between 9th July 2018 and 19th July 2018.

Available dates for the final stage are between 3rd September 2018 and 7th September 2018.;

9. Tender Phase

Selection Criteria/Scoring

The ITT Bid evaluation will be based on the technical and financial proposals within the bids and the information set out in each compliant bid.

Bidders must accept the National Coal Mining Museum for England's terms & conditions.

The National Coal Mining Museum for England will reject any Bid which is not a Compliant Bid.

A Bid shall only be a Compliant Bid if the following documents have been completed and submitted:

- Prequalification Questionnaire – with supporting documentation included as required
- Technical Questionnaire – with supporting documentation included as required
- Core Assessment – with supporting documentation included as required
- Commercial Offer – with supporting documentation included as required

The Evaluation of the ITT responses will be carried out in two stages.

These stages are:

- Stage One: Core Assessment;
- Stage Two: Technical Assessment.

Stage 1 – Core Assessment

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The assessment at Stage 1 will comprise of a number of questions on the following topics:

- General & Organisation.
- Economic & Financial & Legal Standing and Insurance.
- Safety, Health & Environmental Issues.

These elements will be assessed on a minimum “meets requirements” basis.

The National Coal Mining Museum for England reserves the right to exclude any bid that does not meet the minimum requirements for these elements.

The National Coal Mining Museum for England reserves the right to exclude any bid from this process if it establishes that the economic operator has been convicted of any of the offences defined in Regulation 57 of the Public Contract Regulations 2015.

Bids meeting requirements will then be evaluated on the basis of the most economically advantageous tender. The weighting to be applied to scoring questions within the tender will be as follows:

Technical / Quality – 85%

Price – 15%

10. Technical Assessment

The following information will be assessed and the selection will be based on the demonstration of the ability to deliver the requirements detailed within the works information.

- Experience to demonstrate competence and capability in the areas identified within the specification.
- Capacity.
- Planning
- Qualifications & Experience

11. Scoring

Scoring questions are identified within the tender and the table below provides a summary of the scoring to be applied.

Score Categories	Meaning	Scores
Adds Value	The evaluators believe that as well as meeting requirements in all respects, the response has additional features that benefit and adds value for the National Coal Mining Museum for England	5
Fully Acceptable	The evaluators are fully satisfied that the proposal meets the requirement in all aspects	4
Minor Reservations	The evaluators are confident that the supplier has the ability to meet the requirement but have some minor reservations	3
Significant Reservations	The evaluators believe the supplier has the ability to partially meet the requirement, but has some major reservations about the approach or solution proposed.	2

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Score Categories	Meaning	Scores
	The supplier has not met the minimum requirements as specified.	
Requirement Not Met	The evaluators believe that the evidence fails to show that the contractor is capable in the requirements area	0

Details of the scoring questions are continued overleaf.

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Subject	Question	High Scoring Response
Concept Design – 15% weighting	Please provide by way of attachment evidence of three previous projects that you have delivered which evidence successful design and delivery of your concept. Please include detailed information on the scope of these previous projects, the extent and detail of the works or services involved, location and value.	Technically relevant examples provided. Sites closely match NCMME and the extent of works / services required. Responses with technical content providing significant detail to assure technical capability.
Addressing Problems – 15% weighting	By way of attachment please confirm how you would address the core problems identified in the brief.	Responses with technical content providing significant detail to assure technical capability.
Developing Interactives – 15% weighting	By way of an attachment please provide evidence of your experience in developing and delivering successful interactive elements within a gallery or exhibition setting.	Submission that provides evidence of interactive elements suitable to the requirements of NCMME.
Unstaffed Spaces – 15% weighting	By way of attachment please detail your experience in designing for unstaffed spaces. Particular reference should be made to Health & Safety and security of assets within unstaffed or unpeopled exhibition spaces.	Evidence of safety, capability and experience. Sites closely matching NCMME or with similarly unstaffed areas and considerations given to visitor experience.
Aesthetic Merit (Indicative) – 15% weighting	Using the example given please detail an indicative design for the redress of this cabinet space to demonstrate an indicative style or tone you feel may be suitable to the overall gallery and exhibition space refurbishment.	Aesthetically striking and attractive designs highlighting core features and demonstrating an understanding of the brief.
Refits and Refurbs – 10% weighting	By way of an attachment please demonstrate your experience in refitting and refurbishing public spaces, galleries or exhibition areas.	Responses with technical content and evidence of sites closely matching NCMME or with a similar profile of cabinets, graphics and interpretation spaces.
Longevity – 7.5% weighting	By way of an attachment demonstrate the longevity of your previous successful projects elements of which may inform on the eventual design at NCMME.	Responses documenting a suitable assumed longevity and a transferability of this longevity to NCMME assets.
Project Plan – 7.5% weighting	Please document the process you would undertake in the fulfilment of our requirements including all stages and an intended timescale from inception to delivery.	Detailed and comprehensive plan accounting for the information included within the brief. Submissions which demonstrate an organised and flexible process suitable to the requirements of NCMME.
Delivery – for information only	By way of an attachment please detail how you will deliver the various requirements of this project. Will all elements be delivered by direct labour or will specialist sub-contractors be utilised? If work is to be sub contracted please detail the organisations concerned and the vetting process.	This is not a scoring question and is for information only.

Each question will be individually assessed and scored by designated evaluators.

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The National Coal Mining Museum for England reserves the right to deem any submission scoring a 0 or 2 for any scored question as non – compliant and as such may be excluded from further consideration.

12. Guidelines

The questionnaire should be completed by a partner/director/senior manager/proposed client account manager.

Please answer each question fully. The National Coal Mining Museum for England stresses the value and importance of substantiating answers with supporting documentation when requested.

The questionnaire should be completed accurately, if successful this document will form part of the contract.

The response and supporting documents must relate specifically to the tendering organisation's policy and arrangements.

Organisations currently providing services to the National Coal Mining Museum for England must provide full details as requested and not just refer to the National Coal Mining Museum for England.

Appendices in the form of attachments are either requested for the response to a specific question or can be included in the General Attachment area of this questionnaire but where included must be clearly labelled and cross referenced to ensure the information supplied can be assessed in full.

13. Assessment & Feedback

The tender submissions will be assessed in accordance with selection criteria.

The National Coal Mining Museum for England will recognise the required standstill period when notifying all bidders of the outcome of the process.

Feedback will be provided at that time to organisations which are not successful through the issue of a letter providing debrief information on the assessment of the tender, scoring, confirmation of the successful tenderer and the characteristics and relative advantages of the successful tender.

Appendix A – Whistle Blowing

NATIONAL COAL MINING MUSEUM FOR ENGLANDS WHISTLE BLOWING POLICY

Public Interest Disclosure Act 1998 (“Pida”) Whistle Blowing Policy

Should appointed Contractors not have a Whistle Blowing Policy in place they are to ensure that the National Coal Mining Museum for England’s Whistle Blowing Policy and contact details are made available to their employees who will undertake works and services on this Contract.

The National Coal Mining Museum for England’s Whistle Blowing Policy will enable an employee of an appointed Contractor, who may have a concern in respect of this Contract, to have the right to raise the concern and have the concern investigated without fear of reprisal. Anonymity may be preserved at the discretion of the employee. As a first step Contractors or their employees are encouraged to speak to the National Coal Mining Museum for England’s Procurement Officer who will then follow the National Coal Mining Museum for England’s policy for handling such concerns.

Copies of the Whistle Blowing Policy can be made available upon request.

Any written or emailed correspondence relating to whistle blowing should be marked **Strictly Confidential**.

Appendix B – Values & Behaviours

Educate

We aim to advance the public understanding of the history of mining, its impacts historically and currently and demonstrate the legacy mining has left on the nation.

Inspire

We aim to inspire the next generation to learn and engage with historic and contemporary mining, ensuring the heritage and history is not lost but is instead celebrated.

Innovate

We aim to provide opportunities to test and develop innovative solutions and strategies to tackle the problems left over from historic and contemporary mining for the betterment of the environment.

Protect

We aim to safeguard the heritage and legacy left to us, to make best use of the Caphouse and Hope pits through industrial archaeology, exhibitions and education and to ensure a sustainable future for NCMME.

Appendix C – Transparency Guidance

Transparency & Accountability

The Charity Commission takes the view that accountability is a charity's response to the legitimate information needs of its stakeholders. It is important that interested parties can easily obtain relevant and reliable information on a charity's financial position and performance, deployment of resources, organisational structure, policies, priorities, activities and achievements.

- i. A high level of transparency when accounting for performance allows trustees to:
- ii. demonstrate that resources are being used wisely and for the stated purpose;
- iii. show that the charity is being organised and managed properly;
- iv. demonstrate that the charity is carrying out its activities efficiently and effectively; and
- v. attract new resources to enable the charity to continue its activities. The Charity Commission is one of many stakeholders that has a legitimate interest in how charities use their resources, and the Annual Report and Accounts are one of many ways in which charities communicate with their stakeholders. Nevertheless, the Annual Report and Accounts should provide adequate information to allow stakeholders to assess the overall performance of a charity, including sign-posting to where additional details may be obtained.

As a Contractor you agree to provide any information as required by the Charity Commission to further any audit or question they may have regarding financial transparency of the National Coal Mining Museum for England, its projects or site works and any services carried out on their behalf in the completion of this contract.