



# Pre-Tender Market Engagement

(Please note: this is not a PQQ)

## Windrush Commemorative Committee Tribute (WCC)

Ref: CPD/004/119/216

Ministry for Housing, Communities and Local Government (MHCLG) (“the Authority”).

**Date Response required: 12. noon (GMT), 10<sup>th</sup> June 2019**

### 1 INTRODUCTION

- 1.1 The Ministry of Housing, Communities and Local Government job is to create great places to live and work, and to give more power to local people to shape what happens in their area.
- 1.2 The Windrush Commemoration Committee was established by the Prime Minister in June 2018 marking 70 years since the MV<sup>1</sup> Empire Windrush docked at the port of Tilbury in 1948. The Committee is chaired by Baroness Benjamin and aims to consider how best to commemorate the contribution of the Windrush generation and their descendants and propose how best to establish a permanent, fitting, physical tribute to the Windrush generation.

### 2 PURPOSE

- 2.1 This Pre-Tender Market Engagement (PTME) seeks information in preparation for the potential procurement of a Supplier (from herein referred to as a “**Potential Supplier**”) to provide specialist consultancy for a project to deliver a Windrush tribute, which will commemorate the docking of MV Empire Windrush at the port of Tilbury in 1948 and celebrates the Windrush Generation contribution to British life. MV Empire Windrush contained 492 Caribbean migrants, many of them were veterans of WW1. This community were invited to the UK to help rebuild the ‘Mother Country’ after WW2 and since then Windrush has come to symbolise a momentous movement of mass migration to the UK.
- 2.2 Marking 70 years since the arrival of the MV Empire Windrush, Prime Minister Theresa May announced the establishment of a “Windrush Commemoration Committee” to consider how best to create a permanent, fitting tribute to the Windrush generation and their descendants. This is in recognition that the ship’s image has since come to symbolise the UK’s diversity and the huge contribution the Windrush generation has made to all aspects of British life. The Prime Minister said “Many aspects of British society today would be simply unrecognisable without the contributions of the Windrush generation, from our health and transport services to our politics, businesses, literature and culture. The work of the Windrush Commemoration Committee will ensure that the legacy of the Caribbean

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<sup>1</sup> MV refers to Motor Vessel

migrants who arrived here 70 years ago to help rebuild our country and build their lives here, will never be forgotten.”

2.3 This Pre-Tender Market Engagement seeks to understand the potential of suppliers to;

- provide project management support for the delivery of the tribute
- design a brief for potential designers and run the process for commissioning an artist
- deliver public engagement workshops
- deliver a communications campaign and build a website and/or a physical publication. It is preferred that suppliers have relevant project management skills and experience of working with culturally nuanced arts projects.

2.4 The purpose of this PTME is to:

- help provide a better understanding of the feasibility of the requirement
- understand the best approach
- understand the capacity of the market to deliver and possible risks involved
- provide the market with an opportunity to ask questions, raise queries and any issues to be addressed at an early stage.
- assess the understanding of cultural nuance and insights present in the marketplace
- The Authority shall maintain commercial confidentiality of information received during the PTME.

### **3 HIGH LEVEL OUTLINE PROJECT OUTCOMES REQUIRED**

3.1 Government, led by MHCLG, are working in partnership with the committee to build a tribute that will show due recognition to the Windrush generation and their descendants. The outcomes of this specific project are as follows:

- to commission an artist who has the skill, reputation and cultural relevance to build this tribute
- to successfully project manage the construction of a tribute that reflects the positive cultural, economic and social contributions of the Windrush generation to our society
- to positively promote the Windrush tribute, such that it is widely recognised across society as a thought-provoking and fitting tribute to Windrush.

### **4 KEY DELIVERABLES**

4.1 There are currently a range of scenarios such that options might include a site with existing permissions through to the need to identify a new site and seek relevant permissions. The supplier MHCLG could procure may deliver some or all of the following:

- subject to the nature and location of the tribute, managing and planning processes, in compliance with regularity issues such as building regulations.
- providing project management support for the delivery of a physical Windrush tribute, and to outline the task and project management plans required to deliver the programme.
- produce a design brief for an artist, and run a process for recruiting an artist
- deliver public engagement workshops / a public competition to consult with Caribbean communities and the wider public with regards to proposals.

- provide communication and marketing support by delivering a communications campaign to raise awareness of the project. This may also involve producing a promotional video and a physical publication.

## 5 KEY DATES & TENDERING PROCESS

- 5.1 If it is decided this service is required, it is anticipated that a procurement may start June/July 2019 with the contract to commencing August 2019. These indicative dates are for information purposes only. MHCLG reserve the right to amend these dates at any time, and Potential Suppliers can rely on them entirely at their own risk.
- 5.2 The contract is expected to be for a period of between 3 and 12 months (with possible extension). The length of the contract is dependent on discussions with ministers, the timeline of the completion of the tribute and the decisions of Windrush Commemoration Committee members.
- 5.3 Artist selection process to open in summer 2019 and be completed by the end of 2019.
- 5.4 We will possibly deliver workshops/exhibitions to be delivered alongside artist selection in October - December 2019.
- 5.5 Communications and marketing support to be delivered at all stages of project delivery, from commission until completion (exact date of completion TBC).
- 5.6 Project management support for the delivery and completion of the tribute, from August 2019 until the tribute is completed (exact date of completion TBC).

## 6 RESPONSE

**6.1 Please respond via email: [Cynthia.ampadu@communities.gov.uk](mailto:Cynthia.ampadu@communities.gov.uk) and [Robert.Hardman@communities.gov.uk](mailto:Robert.Hardman@communities.gov.uk), with the following by 12.noon (GMT), 10<sup>th</sup> June 2019 (the "Response Deadline"). Or via the Technical Envelope on BravoSolution.**

- Q1 Would you be interested in bidding for this project?
- Q2 Would you be able to deliver all of the outputs mentioned or just a selection?
- Q3 Is this project deliverable in the timeframe proposed?
- Q4 Is what the Authority asking for clear?
- Q5 What, if anything, has the Authority missed or overlooked in setting out their requirement?
- Q6 Is there anything here which is irrelevant, outdated or unnecessary?
- Q7 What would the indicative cost be for the potential schedules of work? Please do provide a range of costings based on different timeframes and areas of work that you can support with.
- Q8 What is your pricing structure based on?
- Q9 A key factor in assessing any possible bid for this contract is value for money. How can you ensure that your work will show value for money?
- Q10 How would you approach the cultural nuance and diversity of specifications outlined in this document?

## 7 QUESTIONS AND CLARIFICATIONS

- 7.1 Potential Suppliers may raise questions or seek clarification regarding any aspect of this PTME document **by 12. noon on 6<sup>th</sup> June 2019.** Questions must be submitted via the message board on BravoSolution only.
- 7.2 To ensure that all Potential Suppliers have equal access to information regarding this PTME exercise, responses to questions raised by Potential Suppliers will be published in a “Questions and Answers” document, which will also be circulated by email, with updates appearing at regular intervals (approximately two to three working days).
- 7.3 Responses to questions will not identify the originator of the question.
- 7.4 If a Potential Supplier wishes to ask a question or seek clarification without the question and answer being revealed, then the Potential Supplier must state this in their email and provide justification for withholding the question and any response. If the Authority does not consider that there is sufficient justification for withholding the question and the corresponding response, the Potential Supplier will be invited to decide whether:
- the question/clarification and the response should in fact be published; or
  - it wishes to withdraw the question/clarification.

## 8 GENERAL CONDITIONS

- 8.1 This PTME will help the Authority to refine the requirements and to understand the potential level of interest in the delivering requirements. It will also aid Potential Supplier’s understanding of the requirements in advance of any formal competitive tender exercise.
- 8.2 The Authority reserves the right to change any information contained within this PTME at any time, and Potential Suppliers rely upon it entirely at their own risk.
- 8.3 The Authority reserves the right not to proceed with a competitive tender exercise after this PTME or to award any contract.
- 8.4 Any and all costs associated with the production of such a response to this PTME must be borne by the Potential Supplier.
- 8.5 No down-selection of Potential Suppliers will take place as a consequence of any responses or interactions relating to this PTME.
- 8.6 The Authority expects that all responses to this PTME will be provided by Potential Suppliers in good faith to the best of their ability in the light of information available at the time of their response.
- 8.7 No information provided by a Potential Supplier in response to this PTME will be carried forward, used or acknowledged in any way for the purpose of evaluating the Potential Supplier, in any subsequent formal procurement process.