# INVITATION TO QUOTE

**Industry Partner in MA Music Industry Management and Promotion Course**

**UCLan Ref: PST 23-376**

**SECTION 1: INTRODUCTION**

This Invitation to Quote is issued by University of Central Lancashire (UCLan).

UCLan does not bind itself to accept the lowest or any Quotation and reserves the right to cancel this Invitation to Quote without making any award.

UCLan will not be responsible for, or pay for, expenses or losses which may be incurred in the preparation of this Invitation to Quote.

It is essential to comply with the following instructions in the preparation and submission of your Quotation. UCLan reserves the right to reject a Quotation that is not fully completed or does not fully comply with these instructions.

Your Quotation must be completed in English and must be submitted **no later than**

**12pm on 18th July 2024.**

## All Quotations must be submitted via email to NIsmail4@uclan.ac.uk.

Clarification questions should be submitted via email to the above email address.

Clarification questions and responses may at UCLan’s discretion be circulated to all potential Suppliers. UCLan will endeavour to protect all commercially sensitive information.

**Contract Duration**

Subject to satisfactory performance, the contract duration is for three years - 1st August 2024 – 31st July 2027. Performance delivery is the essence of the Contract. If the Supplier does not provide the services to satisfactory performance, UCLan has the rights to terminate the Contract with immediate effect by giving written notice to the Supplier.

**TIMESCALES**

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Issue Invitation to Quote Documents | 4th July 2024 |
| Deadline for Submissions | 12pm 18th July 2024 |
| Decision Communicated to Applicants | 26th July 2024 |
| Contract Duration | 1st August 2024 – 31st July 2027 |

**SECTION 2: EVALUATION**

Each submission will be checked initially for compliance with all requirements of the ITQ.

The following should be completed and returned:

Section 3 – Specification

Section 4 – Qualitative Questions

Section 5 – Declaration and Pricing Schedule

Section 6 – Company Information

Quotations will be evaluated against the award criteria set out below.

|  |  |  |
| --- | --- | --- |
| **Section** | **Sub Section / Category** | **Weighting (%)** |
| Quality | Quality Questions 1-8 (all questions are equally weighted at 8.75%) | 70 |
| Price | Cost of the course provision | 30 |
| **TOTAL** | | **100** |

The Quality criteria are to be evaluated based on the Qualitative Question at Schedule 4.

## 

## Each Method Statement will be scored 0-4 as below

|  |  |  |
| --- | --- | --- |
| **Score** | **Rating** | **Assessment of Response** |
| **4** | Very Good | Response meets requirements to a very high standard with clear and credible added value and/or innovation. |
| **3** | Good | Response meets requirements to a high standard. Comprehensive, robust and well justified showing full understanding of requirements. |
| **2** | Acceptable | Response generally of a good standard. No significant weaknesses, issues or omissions. |
| **1** | Poor | Response partially meets requirements but contains material weaknesses, issues or omissions and/or inconsistencies which raise serious concerns. |
| **0\*** | Unacceptable | Response does not meet requirements and/or is unacceptable. Insufficient information to demonstrate Tenderer's ability to deliver the services. |

(\*) A score of 0 against any question will permit the evaluation panel to cease marking the tender and disqualify it entirely.

**Price**

Submissions will be ranked in order of price the lowest total submission attracting the full weighting of 30% thereafter the scores will be attributed as a percentage difference to the lowest price.

The Supplier with the lowest total will automatically be awarded 30% in the Commercial Envelope. Thereafter each other Supplier is compared against the lowest priced Supplier in accordance with the following formula:  
(A / B) x C = X

Where:

A = the lowest submitted price of all Suppliers  
B = the total price submitted by the Supplier  
C = the maximum percentage score i.e. 30 %  
X = the score for Price

**Clarification Meetings**

During the evaluation period, UCLan reserves the right to seek clarification via emails or by means of a clarification meeting to assist it in its consideration of their Quotations.

**SECTION 3: SPECIFICATION**

**About University of Central Lancashire**

The University of Central Lancashire is the international, multi-campus university tracing its roots back to 1828 and leading the way in modern learning today. We believe in supporting people to seize every opportunity to flourish in education, at work and for life. With our universal, second-to-none support, whatever your goal, together we’ll make it happen.

We’re innovative by nature, offering more choices and creating more possibilities. Combining academic excellence and real-world teaching, we give people the skills and experience industry need.

Today we’re one of the UK’s largest universities with a colleague and student community of over 42,000 and an employment-focused course portfolio containing over 350 undergraduate programmes and nearly 200+ postgraduate courses.

Our main campus is based in Preston, with others located in Burnley (East Lancashire), Blackburn (Training 2000), Westlakes (West Cumbria), London and Cyprus. Internationally we now enrol students from more than 100 countries and have partnerships with over 120 institutions from across the globe. We are ranked in the top 7 percent of universities worldwide\* and we hold a string of 5 Star awards in the QS Stars rating system, scoring the top rating for teaching, employability, internationalisation, facilities and inclusiveness.

We were chosen as University of the Year 2023 at the 2023 Edufuturists Uprising awards, which are a celebration of the innovation and creativity that is happening in education today. In late 2023 we were also placed top for affordability and named as the most affordable university in the UK by The Times.

On the world stage, our innovative research teams work collaboratively with major international organisations, from the United Nations and the World Health Organization to the European Space Agency and NASA. Whether it’s helping to produce the world’s first photograph of a Black Hole, advising the Government on the potential fire risks to those living in high rise tower blocks, or supporting the wellbeing of those living with dementia, our researchers are delivering accessible and impactful research that is relevant to society. Our programmes support and nurture our postgraduate research students and early career researchers.

The impact of our world-leading research has doubled since the last Research Excellence Framework (REF2021) assessment. We’re proud that 72% of our submissions to the Research Excellence Framework (REF2021) have been classified as having outstanding or very considerable impact in terms of reach and significance. We have demonstrated our impact in more than 68 countries, reaching 18 million people and organisations.

We are a national leader in the number of student and graduate start-up businesses we support, and top in the north of England.\*\* Our University is Lancashire’s largest provider of graduate level qualifications and we have established links with global businesses, police constabularies, NHS Trusts and more than 1,000 regional enterprises across a variety of sectors. We are a proud civic anchor too, committed to adding social value and playing our role in the economic prosperity of the places in which we are based; sourcing products and services locally, boosting jobs and economic growth.

Our Preston Campus has recently benefitted from a radical £200m transformation. Our vision to create a world-class campus for the benefit of students, colleagues and the whole community is becoming a reality. Our £35m Engineering Innovation Centre (EIC), which opened in 2019, has become a hive of innovation, bringing together University researchers, industry experts, local businesses and students in a spirit of collaboration and discovery.

Crucially, we see the EIC helping the region’s businesses to link-up with us to deliver the benefits of what has become known as the ‘fourth industrial revolution’ in areas such as virtual reality, artificial intelligence and 3D printing.

A brand-new state-of-the-art veterinary school is currently being built on the Preston Campus and is due to open in early 2025. This will be the first of its kind in Lancashire and one of only two in the north of England.

Our £60m Student Centre, which houses all our student support services, opened in 2021 and looks out over our new civic square. This is fast becoming an exciting hub of activity, a focal point for community events and an iconic gateway linking together the city and the University.

\*2023 Centre for World University Rankings (CWUR)

\*\* Tide, 2021

**Specification Overview**

1. **Project Introduction**

UCLan offers a leading MA Programme in Music Industry Management and Promotion. It triangulates academia, practice based learning, and access to industry expertise. The course was established in 2012 with enhanced industrial aspects embedded through working in association with key industry practitioners and their associated organisational infrastructures.

1. **Requirement**

The partner/ associate organisation will need a demonstrable track record in collaborating with Higher Education institutions on delivering postgraduate programmes in the field of Music Industry Management.

The organisation and key associated personnel will have a track record of generating revenues, and sustainable business activities, derived through music related activities on a regional, national and international basis.

The organisation and/ or associated personnel will have participated in high profile works of cultural significance or influence.

The key associated personnel will be able to provide industrial insights into key aspects of music industry practice. This will include the social consumption of music, the operation of music venues, clubs, and festivals, the recorded music and music copyright industries, artistry, touring, branding, associated institutional, operational and legal frameworks, finance, business/ project planning and management.

Key personnel should be able to attend campus in person.

The organisation should have a significant network of music venues, clubs and infrastructure based in the Northwest of England, which can be accessible to students in connection with research activities.

The organisation should have assets, logos and images which are music industry recognised branding, and permit the use of such assets on materials for promotion of the course.

The University expect at least 1 mentorship sessions per student per semester and 3 Lectures / Seminars per semester.

1. **Output**

Access to industrial expertise from distinguished practitioners. Students will be able to draw on such insights to inform their practical work and academic writing/ output.

Anticipated student number on the course is between 5-10 but this is to be confirmed.

**The contract will be set up on a per student basis. No students -  no cost to the University.**

**SECTION 4: QUALITATIVE QUESTIONS**

**Bidder instructions:** Please explain how you meet each requirement (Q1-Q8) in the corresponding answer boxes (A1-A8). Please expand any box as required.

**Q1** The partner/ associate organisation will need a demonstrable track record in collaborating with Higher Education institutions on delivering postgraduate programmes in the field of Music Industry Management.

|  |
| --- |
| **A1** |

**Q2** The organisation and key associated personnel will have a track record of generating revenues and sustainable business activities derived through music related activities on a regional, national and international basis.

|  |
| --- |
| **A2** |

**Q3** The organisation and/ or associated personnel will have participated in high profile works of cultural significance or influence.

|  |
| --- |
| **A3** |

**Q4** The key associated personnel will be able to provide industrial insights into key aspects of music industry practice. This will include the social consumption of music, the operation of music venues, clubs, and festivals, the recorded music and music copyright industries, artistry, touring, branding, associated institutional, operational and legal frameworks, finance, business/ project planning and management.

|  |
| --- |
| **A4** |

**Q5** Please describe how you will design and deliver the mentorship sessions / lectures / seminars to enhance the student experience through the delivery of this contract.

|  |
| --- |
| **A5** |

**Q6** The organisation should have a significant network of music venues, clubs and infrastructure based in the Northwest of England, which will be accessible to students in relation to research activities.

|  |
| --- |
| **A6** |

**Q7** The organisation should have assets, logos and images which are music industry recognised branding, and permit the use of such assets on materials for promotion of the course.

|  |
| --- |
| **A7** |

**Q8** The University expect at least 1 mentorship sessions per student per semester and 3 Lectures / Seminars per semester. Key personnel should be able to attend campus in person.

Please describe how you will meet this requirement.

**A8**

|  |
| --- |
| **SECTION 5: DECLARATION AND PRICING SCHEDULE** This document must be used when submitting a Quotation. |

TO: UNIVERSITY OF CENTRAL LANCASHIRE

FOR: THE CONTRACT KNOWN AS: Industry Partner in MA Music Industry Management and Promotion Course

Sir/Madam

I/we agree that the documents comprising the Invitation to Quote together with our submission documents will form part of any contract awarded pursuant to this process.

I/We understand that UCLan is not bound to accept the lowest Quotation, or any Quotation that may be received.

I/We certify that this is a bona fide Quotation and that I/we have not fixed or adjusted the amount of the Quotation by or under or in accordance with any agreements with any other person(s).

I/We declare that there are no known conflicts of interest or reportable integrity issues between (a) the company named below or any of its officers or employees, and (b) UCLan or their officers or employees.

I/We agree that this Quotation shall be open for acceptance for a period of 90 days from the last date quoted for submission of Quotations.

I/We have not corrupted/amended any text whatsoever in this electronically transmitted Invitation to Quote document.

Company Name: …………………………………………………………………………………...

Address: …………………………………………………………………………………………….

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Telephone No: ……………………………………………………………………………………..

E-mail: ………………………………………………………………………………………………

Signed: ……………………………………………………………………………………………...

Print Name: …………………………………………………………………………………………

Position in Company: ……………………………………………………………………………...

Date: ………………………………………………………………………………………………...

# PRICING SCHEDULE

Please complete and attach the Quotation.

(i) Price(s) quoted must be in pounds sterling and exclusive of VAT

(ii) All cost must be included, no additional costs will be considered by UCLan.



**SECTION 6: COMPANY INFORMATION**

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| --- | --- |
| **Question** | |
| 6.1 | Full name of organisation (or of the organisation acting as lead contact where a consortium bid is being submitted) |
|  |
| 6.2 | Trading name of organisation (if different from above). |
|  |
| 6.3 | Registered address & company registration number of organisation or address of principal office in organisation. |
|  |
| 6.4 | Phone number. |
|  |
| 6.5 | E-Mail address. |
|  |
| 6.6 | Address and phone number of office from where business would be conducted in support of this contract, or where purchase orders should be sent, if different from above. |
|  |
| 6.7 | Full names and (organisation) addresses of all directors/organisation secretary/partners/associates/members or proprietor indicating who should be contacted in case of difficulties with this contract. |
|  |
| 6.8 | Are any of the persons named in 6.7 above related to anybody employed by UCLan or a member of UCLan? If yes, please give details. |
|  |
| 6.9 | Have any of the persons named in 6.7 above been employed by UCLan or been a member of UCLan. If yes, please give details. |
|  |

**SECTION 7: TERMS AND CONDITIONS OF CONTRACT**

Terms and Conditions as per the UCLan’s Terms & Conditions

