Brief for delivery of Family Book Festival, Spring 2019

**SECTION 1 - GENERAL REQUIREMENTS**

Quotations are invited to deliver a Family Book Festival in Huntingdon, St Neots and Ramsey Libraries during **May 2019.**

The Council’s detailed requirements are defined in Section 2 - Specification.

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 named person below.

The Council reserves the right to carry out due diligence checks on the awarded provider.

1. **PROCUREMENT TIMETABLE**

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| --- | --- |
| 1. **Request for Quotation Issued** | 29 August 2018 |
| 1. **Deadline for Clarification Questions** | 18 September 2018 |
| 1. **Deadline for Quotation Responses** | 26 September 2018 |
| 1. **Quotation Evaluation** | 27 September to 9 October 2018 |
| 1. **Contract Awarded** | Estimate 10 October 2018 |
| 1. **Deadline for Delivery** | 11 May 2019 |

1. **BACKGROUND**

**The Library Presents**

**Creating a vibrant, exciting, diverse and inclusive programme of high quality arts activities with Libraries across Cambridgeshire**

Cambridgeshire County Council has been awarded National Portfolio Organisation funding from Arts Council England to run The Library Presents in partnership with Babylon ARTS until 2022. The Library Presents programme will bring high quality arts activities into Libraries in towns and villages across Cambridgeshire.

The programme aims to inspire and deliver a vibrant inclusive programme of high quality arts activities in accessible and welcoming venues. By 2022 our communities will enjoy, experience and expect locally chosen and diverse arts activities across the County.

We aim to raise the ambition and professionalism of programming in libraries, so that over the four years we are increasingly able to programme excellent, diverse and ‘stretching’ work - ensuring that high quality cultural activity becomes part of the core offer of the library service. Residents, staff and volunteers will get the best quality participatory, performance, digital and visual arts work and learning experience.

Alongside the main programme of two seasons of co-programmed activity for paying audiences, we are commissioning work with schools to deliver Arts Award, a digital project with older people and targeted activity with Looked After Children.

For more information visit: [www.cambridgeshire.gov.uk/arts](http://www.cambridgeshire.gov.uk/arts)

**We will also run a Family Book Festival in three Libraries, to appeal to primary schools, primary school age children and their families.**

1. **CLARIFICATION QUESTIONS**

Any queries about this document, the procurement process, or the proposed contract itself, should be referred to:

Joanne Gray

Partnerships, Projects and Funding Manager

Tel 01223 715476

Email [joanne.gray@cambridgeshire.gov.uk](mailto:joanne.gray@cambridgeshire.gov.uk)

Please note that the deadline for questions is **18 September 2018.**

1. **QUOTATION RESPONSES**

Should you wish to take part in the selection process please complete **Section 3** and email to:

The Library Presents Team

Partnerships, Projects and Funding

Email [thelibrarypresents@cambridgeshire.gov.uk](mailto:joanne.gray@cambridgeshire.gov.uk)

**by 26 September 2018.**

**SECTION 2 – SPECIFICATION**

**We are seeking an organisation/individual/company to programme and deliver a lively and accessible Family Book Festival with opportunities for engagement in the Spring 2019. The Festival will be held in three Huntingdonshire Libraries, focussing on Huntingdon Library. The fee is £8,000.**

You (the Provider) will create an inspirational series of events, to create a Festival which features authors and illustrators. The Festival will be designed to appeal to children through schools and with their families.

It is envisaged the Festival will include workshops, author talks, spoken word, storytelling and performance and that the Festival will be engaging and fun for the participants.

The Provider will be responsible for all programming, arrangements with and payment of authors; workshop leaders, etc; and for supply of information in advance for promotional purposes.

The target age group to be Primary School children; our priority age-group is KS2, however we would also aim to engage pre-school children, plus Key Stage 1 and 3.

**Timing**

29th April to 11th May 2019. Focus on Saturday 4th and Saturday 11th May.

Full day 10am-4pm, Huntingdon – suggested 2 events in morning, 3 in afternoon (from 1pm).

Full day 10am -4pm Ramsey & St Neots with 2 morning & 2 afternoon events.

2 Saturdays in May Half Term (one Saturday with St Neots & Ramsey, one Saturday in Huntingdon).

Visits to 9 Schools (3 in each location) in week prior to 4th May. 1 hour session in each school.

Preferred days: Huntingdon – Thursdays, St Neots- Wednesdays (exact days will depend on availability of schools).

Number of Libraries: Three. Main Festival in Huntingdon Library, with smaller satellite events in Ramsey & St Neots Libraries.

We would like to reach a minimum of 1,000 people through the entire festival (including schools visits), with the aim of 250 people visiting book festival events in each library on the Saturdays.

**Library Spaces:**

**Huntingdon** – Large Meeting Room, capacity 60 people. Part of Main Library upstairs, capacity 70-90 people.

(At closed time, Thursday afternoon, 100+ people)

**Ramsey** – Meeting room capacity 30 people, part of main library space capacity 30 people.

**St Neots** – Childrens Library Space capacity 40-50 people, upstairs library space 40 people.

We would expect authors for different age groups, illustrators, readings, workshops, open-for-all craft/writing activity, plus at least one Headliner, quite widely known in the 8-11 years age group.

Participation will be free - pre-booking will be advised to ensure a place where numbers are restricted. Tickets will be available in the libraries, this helps with finding the venue ahead of the events/workshops, increases footfall and promotes the library too.

Drop-ins are popular as another option to pre-booked tickets. Rhymetimes / storytimes throughout the day, and simple crafts aimed at pre-school children, should be considered for younger siblings, as should a ‘running’ craft option so children can take part in between other events.

The Festival should be an event (or series of events) that parents will enjoy taking their children to, something that will inspire parents as well as children to engage more with literature.

**We expect the Festival to include:**

* Artists and authors who are able to adapt or develop their activity so that it can be accommodated in library spaces.
* Non-offensive content.
* An inclusive and diverse programme of activities that includes work created by or for those representing different backgrounds, cultures and abilities.
* Performances / Readings / Workshops by authors for KS1, 2 and 3
* Drop-In events
* Inspiring authors whose books represent diverse backgrounds (ethnicity, cultures, sexualities, family structures etc).
* At-least one ‘headline’ author currently popular with age group 8-11

At least one event in the programme that is accessible to people speaking English as a second language or who may have other barriers to accessing the spoken word.

**The Successful Provider will be responsible for:**

Public Liability Insurance

Safety checks and Risk Assessment

Provide appropriately checked and experienced staff at each event.

Liaison in advance with the Area Library Managers for Huntingdon – Shelley Kane, Ramsey – Naomi Peel, St Neots – Martin Gilman on all arrangements for space, decoration of space and equipment needed, timing, numbers, safety, refreshments, additional staff support needed on the day(s).

The Festival will be promoted using The Library Presents branding, to be produced by the programme Co-ordinators. Supply of final copy should be provided 5 weeks in advance of the Festival. Child and family friendly programme design is important, copy and images supplied should comply with this.

Our team of Library Community Participation Officers will support the promotion of the Book Festival to schools and other local links across the district (it may be that you have relevant contacts /links).

The Festival will include Book sales; we have a link with Heffers. The Provider will share a confirmed list of participating authors/illustrators 5 weeks in advance of the Festival to allow for appropriate stock to be available.

Space and time for promotion of benefits of being a Library member (staff, materials and support will be provided).

Documentation of the Festival will be required. Elements of the Festival will be filmed/photographed and will be uploaded online and made available on the website [www.cambridgeshire.gov.uk/arts](http://www.cambridgeshire.gov.uk/arts) It is the Provider’s responsibility to ensure participant numbers are gathered and to obtain permissions for images to be shared – website and beyond.

The Successful Provider will:

* Work closely with the Project Manager for The Library Presents and with Library Service staff.
* Support the evaluation process, including feedback from participants, staff and artists (material will be provided) and compile a short post-Festival report.
* Record numbers of participants (as well as postcodes and age groups) and co-operate with other members of the team, listed above.
* The Successful Provider must be available to attend an initial ‘induction’ meeting and then provide monthly updates over the period of the contract to the Council’s Authorised Officer.

**Total Fee £8,000 (exclusive of VAT).**

The budget will cover all costs including all planning and delivery time, travel, expenses, fees payable to authors etc. It does not include costs of promotional materials as this will be supported by the in-house team.

Potential providers are asked to note that any bids received which exceed this amount will be rejected as being non-compliant.

Payment will be made on receipt of detailed schedule and invoices, £3,000 at the beginning of the project, £3,000 mid-way, and the balance of £2,000 on completion and submission of evaluation report.

The Provider shall be wholly responsible for all income tax, national insurance and other similar contributions which may be payable out of, or as a result of, the receipt of any fee or other monies paid by Cambridgeshire County Council under this agreement.

Please see website [www.cambridgeshire.gov.uk/arts](http://www.cambridgeshire.gov.uk/arts) for more information on the programme as a whole. A copy of the full Business Plan is available on request.

# **SECTION 3 - SUPPORTING INFORMATION**

##### Organisation and Contact Details

1. Name of your organisation
2. Registered office (if applicable)

1. Trading address (if different from

registered office)

1. Organisation Registration Number

(if applicable)

1. Is your organisation a:

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Sole Trader

Partnership

Public Limited Company

Private Ltd Company

Voluntary & Community Sector

Charity

SME (Small and Medium Enterprise)

Other

If you selected other, please

specify

1. What, if any, local connections do

you have with the County?

1. Name of person to whom any

queries relating to this quote

should be addressed

1. Telephone number
2. Email address
3. Address (if different to the

Address above)

1. **Questions**

|  |  |  |
| --- | --- | --- |
| **Question**  **Number** | **Question** | **Weighting (1 = Low, 2 =Med or 3= High)** |
| 1. | Experience - Please provide examples of previous Book Festival or similar projects that you have undertaken. | 3 |
| Potential Provider’s Response |  |  |
| 2. | Please detail your approach to the planning of a Family Book Festival, and how you would liaise with staff to ensure it is appropriate to our Libraries. You may wish to suggest a theme. | 3 |
| Potential Provider’s Response |  |  |
| 3. | How will you programme? Please tell us about any existing links you have (possibly in the county) or any authors/artists you would aim to include or develop links with. | 3 |
| Potential Provider’s Response |  |  |
| 4. | Please provide a summary of how you will design the Festival to attract families who are new to the idea of a Book Festival. | 3 |
| Potential Provider’s Response |  |  |
| 5. | Please state any key milestones you feel are relevant in your response. How will you ensure that you meet the final deadline 11 May 2019? | 3 |
| Potential Provider’s Response |  |  |
| 6. | The level of insurance required is £2m. Public Liability Insurance (back up of library insurance).  Can you confirm that your organisation has the required level of cover or is prepared to obtain the level of cover prior to award? | **PASS/FAIL question. Potential Providers who answer ‘No - have not got cover and won't provide Authority’s level of cover’ will fail the RFQ process.** |
| Potential Provider’s Response | **Yes** - have levels of cover already and will continue to for this contract    **No** - but will provide the Authority‘s level of cover requested if awarded contract    **No** - have not got cover and won't provide Authority’s level of cover |  |

Please include links (only) to images, promotional resources or video to material that you would like us to view (if a password is required to view the material please include it with the link).

We kindly ask that you do not send media files or images with your form as submissions with large file sizes often fail to reach us.

1. **Pricing and Costs**

Please insert your costs in the table below. The costs could be broken down into components, example below of associated time and costs.

**Pricing Model:**

Budget should include planning, delivery and evaluation time, fees for authors, artists, expenses, materials.

|  |  |
| --- | --- |
| [Component] please add further headings, as appropriate | [Costs] |
| Appropriate research and programming |  |
| Fees to ‘performers’ |  |
| Staff cover for all events |  |
| Expenses, such as travel |  |
| Other |  |
| **Total Costs** | **£** |

|  |  |
| --- | --- |
| Please indicate the number of days you are offering to deliver the project at the maximum contract price. |  |

**SECTION 4 - 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:**

**Quotations will be evaluated on quality only, as the stated budget is £8,000. Any submissions that exceed this amount shall be discarded.**

**There are 60 marks on offer: each question shall be scored out of 4 as per the matrix below, and this score shall be multiplied by the weighting which is 3 in all cases on questions 1-5 in Section B. Therefore the maximum score per question is 12 (3x4) and the maximum total score is 60 (12 x 5 questions).**

**The bidder with the highest score will be awarded the contract.**

|  |  |
| --- | --- |
| **Score** | **Criteria to Award Score** |
| 4 | Considered to be an outstanding response on the basis that:  o   It addresses **all** relevant criteria  o   The supporting detail is clear and robust and provides evaluators with the utmost confidence that all criteria will be delivered to the highest standard |
| 3 | Considered to be a good response on the basis that:  o   It addresses **all** relevant criteria  o   The supporting detail is considered to be clear and provides evaluators with confidence that the criteria will be delivered to a good standard |
| 2 | Considered to be an acceptable response on the basis that:  o   It addresses **most** of the relevant criteria  o   The supporting detail is clear for the most part and provides evaluators with an understanding that the criteria it does address will be met to an acceptable level |
| 1 | Considered to be a limited response on the basis that:  o   Overall it lacks sufficient detail or is perceived to be unclear, meaning that evaluators are not confident that the criteria will be delivered to an acceptable level |
| 0 | Considered to be a poor response on the basis that:  o   It does not answer the question or is completely irrelevant |

**SECTION 5 – FREEDOM OF INFORMATION**

Information in relation to this RFQ 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 £500 as per the Government Transparency agenda. Details of all contracts worth £30,000 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.

**SECTION 6 – SIGNATURE AND DATE**

**Request for Quotation for Evaluator to deliver The Library Presents Family Book Festival.**

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

1. that the information provided is complete and accurate;
2. that no collusion with other organisations has taken place in order to fix the price;
3. that no works/goods/supplies/services will be delivered or undertaken until both parties have executed formal contract documentation and an instruction to proceed has been given by the Council in writing.

Name ...............................................................

Position Held ...........................................................

Dated ..............................................................

**Appendix A**

**Equality & Diversity Monitoring**

**We will ask the successful provider to complete the following information once programming for the Festival is underway:**

Please complete the following form for your company / performers / artists.

**How do your artists / performers / artistic directors identify their gender?**

**Please tick all that apply**

Man🗆 Woman🗆 Transgender🗆 Non-binary🗆

Prefer not to say🗆 If you prefer to use your own term, please specify

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**Age: Please tick all that apply to your artists / performers / artistic directors**

16-24🗆 25-29🗆 30-34🗆 35-39🗆 40-44🗆 45-49🗆 50-54🗆55-59🗆 60-64🗆 65+🗆 Prefer not to say🗆

**Do any of your artists / performers / artistic directors consider themselves to have a disability?**

Yes🗆 No🗆 Prefer not to say🗆

**Sexual orientation: Please tick all that apply to your artists / performers / artistic directors**

Heterosexual🗆 Gay woman/lesbian🗆 Gay man🗆 Bisexual🗆 Prefer not to say🗆

If you prefer to use your own term, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Religion or belief: Please tick all that apply to your artists / performers / artistic directors**

No religion or belief🗆 Buddhist🗆 Christian🗆 Hindu🗆 Jewish🗆 Muslim🗆 Sikh🗆 Prefer not to say🗆

If other religion or belief, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ethnicity:**

**Please tick all that apply to your artists / performers / artistic directors.**

**Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong.**

English🗆 Welsh 🗆 Scottish🗆 Northern Irish🗆 Irish🗆 British🗆 Gypsy or Irish Traveller🗆 White and Black Caribbean🗆 White and Black African🗆 White and Asian🗆 Indian🗆

Pakistani🗆 Bangladeshi🗆 Chinese🗆 African🗆 Caribbean🗆 Arab🗆

Any other ethnic group, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_