# Tender for Digital Heritage ROSS Consultants

The information is required so we can process your bid and we not use it for any other purpose without your permission.

## Section 1: Contact details

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| --- | --- |
| Company details |  |
| 1.1 Registered company name: |  |
| 1.2 Main operational address for the service |
| Address 1: |  |
| Address 2: |  |
| Address 3: |  |
| Town: |  |
| County: |  |
| Postcode: |  |
| Phone: |   |
| Email: |   |
| Contacts |   |
| 1.3 Responsible person for the Contract: |
| Name: |   |
| Phone: |    |
| Email: |  |
| 1.4a First candidate carrying out the Service (If different from 3. above) |
| Name: |   |
| Address 1: |   |
| Address 2: |   |
| Address 3: |    |
| Town: |   |
| County: |  |
| Postcode: |   |
| Phone: |  |
| Email: |  |
| 1.4b Second candidate carrying out the Service (if applicable) |
| Name: |   |
| Address 1: |   |
| Address 2: |   |
| Address 3: |    |
| Town: |   |
| County: |  |
| Postcode: |   |
| Phone: |  |
| Email: |  |
| 1.4c Third candidate carrying out the Service (if applicable) |
| Name: |   |
| Address 1: |   |
| Address 2: |   |
| Address 3: |    |
| Town: |   |
| County: |  |
| Postcode: |   |
| Phone: |  |
| Email: |  |
| 1.4d Fourth candidate carrying out the Service (if applicable) |
| Name: |   |
| Address 1: |   |
| Address 2: |   |
| Address 3: |    |
| Town: |   |
| County: |  |
| Postcode: |   |
| Phone: |  |
| Email: |  |

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## Section 2: Evaluation Questions

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| **Detailed Criteria for (name):**  |  |

(A response will need to be completed for each individual rather than per organisation. If more than one individual is responding please send separate Evaluation Questions response documents).

Please complete the clear boxes below. Throughout, word limits are maxima, and we will disregard any content that exceed them. You should aim to illustrate your experience and expertise across different types of digital work, including heritage projects where relevant.

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| Specialist Skills Questions  |
| **2.1 Summary of expertise and experience****Please give a high-level summary of your experience and expertise as relevant to the general competencies listed in the invitation to tender, including any relevant qualifications and membership of professional bodies.** **(Max 600 words)****Please also provide an outline CV in a separate attachment (no more than 2 pages). CVs are for reference only and will not be scored.** |
| *Response:* |
| **2.2 Mandatory outcome****The Heritage Fund’s mandatory outcome for our current Strategic Funding Framework is “a wider range of people will be involved in heritage”, see** [**our website**](https://www.heritagefund.org.uk/funding/outcomes/wider-range-people-will-be-involved-heritage) **for details.****With this in mind, please describe your experience of working with groups or audiences that are often under-represented in heritage projects. For example: This may include people that are marginalised by race, disability, age, gender, religious belief or sexual orientation. Your experience may also include working with people living in poverty, long term unemployed people or low paid people in receipt of benefit support.****(Max 250 words)** |
| *Response:* |
| **2.3 Social value and environmental sustainability****Describe how you demonstrate good social value and environmental sustainability in your work with organisations.** **For example, this can be economic (e.g. employment, training, work-experience for local people); environmental (e.g. how you reduce your carbon footprint) or social (e.g. how you support local community/charitable initiatives)****(Max 300 words)** |
| *Response:* |

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| **2.4a Competency Areas to be tendered for** **For each digital competency area you wish to be considered for, please indicate Y/N (Yes/No) in the appropriate box. You do not have to ask to be considered for more than one Competency Area. Competency Areas are marked on a stand-alone basis. Questions 3.1 – 3.5 ask you to provide examples of your experience.** |
| **Competency Area 1: Audiences, Marketing and Communications** | **Y/N** |
| **Competency Area 2: Collections Management** | **Y/N** |
| **Competency Area 3: Digital Service and Product Development** | **Y/N**  |
| **Competency Area 4: Digitisation and Archiving** | **Y/N** |
| **Competency Area 5: Events and Working Online** | **Y/N** |

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| **2.4b Technical expertise****For each competency area ticked above, please provide examples of your experience where you have provided organisations and groups with expert support and advice within this area****(Max 600 words per response)****High scoring answers will:** * **Focus on your own role and activity, the issues and challenges you faced and overcame, and the outputs/outcomes specifically of your work.**
* **Give case studies of work within the last three years.**
* **Choose a different focus for each case study.**
 |
| **Competency Area 1: Audiences, Marketing and Communications** |
| *Response:* |
| **Competency Area 2: Collections Management** |
| *Response:* |
| **Competency Area 3: Digital Service and Product Development** |
| *Response:* |
| **Competency Area 4: Digitisation and Archiving** |
| *Response:* |
| **Competency Area 5: Events and Working Online** |
| *Response:* |
| **2.5 Provide the names and contact detail of two referees. These should be from organisations or projects you have supported within the last three years. We will not contact referees unless we shortlist you as a consultant.**  |
| *Referee 1:* |
| *Referee 2:* |
|  |

## Section 3: Pricing Structure including fixed Volume Discounts

The volume discount reset each 12-month period, therefore each year your day rates will be discounted after 40 days and again after 80 days of work.

Please note, prices entered will be maximum prices for the duration of the contract agreement.

Please only provide one day rate regardless of how many Competency Areas you bid on

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| **5.1) 1 to 40 days day rate including VAT if applicable (£). Please also state whether you are VAT registered:** |
| *Response:* |
| 41 to 80 will be the above less 20%81 and over day during a 12-month period less a further 10% |
| **5.2) Please provide your estimated availability (number of days) each quarter. Not scored.***Response:* |

## Section 4: Languages

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| **4.1 We must communicate with grantees both verbally and in writing in the Welsh language if the grantee so requires. For information only, are you proficient in Welsh?** |
| *Response:* Yes/No |
| **In addition, NHMF sometimes works with groups whose first language isn’t English. If you are proficient in any other languages, including British sign-language please say so here. This is for information only and is optional to complete***Response:* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Score** | **Weighting** | **Total** |
| **Quality criteria - specialist skills 70%** |
| 2.1a How well has the candidate demonstrated their experience and expertise relevant to the general competencies |  | 25% | 0 |
| 2.1b Has an outline CV been provided | Information only | N/A | N/A |
| 2.2 How well has the candidate demonstrated their experience of working with groups or audiences that are often under-represented in heritage projects |  | 5% | 0 |
| 2.3 How well has the candidate demonstrated good social value and environmental sustainability in their work with cultural organisations? |  | 10% | 0 |
| 2.4a Competency areas to be tendered for  | Information only | N/A | N/A |
| 2.4b **Competency Area 1** - How well has the candidate demonstrated experience and expertise in audiences marketing and communications with reference to the relevant areas detailed in the ITT scope? |   | 30%\* | 0 |
| 2.4b **Competency Area 2** - How well has the candidate demonstrated experience and expertise in collections management with reference to the relevant areas detailed in the ITT scope? |  | 30%\* | 0 |
| 2.4b **Competency Area 3** - How well has the candidate demonstrated experience and expertise in digital service and product development with reference to the relevant areas detailed in the ITT scope? |  | 30%\* | 0 |
| 2.4b **Competency Area 4 -** How well has the candidate demonstrated experience and expertise in digitisation and archiving with reference to the relevant areas detailed in the ITT scope? |  | 30%\* | 0 |
| 2.4b **Competency Area 5 -** How well has the candidate demonstrated experience and expertise in events and working online with reference to the relevant areas detailed in the ITT scope? |  | 30%\* | 0 |
| **Screening criteria - specialist skills - Pass/Fail** |
| 2.5 Referees | Pass/Fail | N/A | Pass/Fail |
| **Pricing criteria – 30%** |
| 3.1 Day rate for days 1 to 40 |  | 30% | 0 |
| 3.2 Estimated number of days available each year  | Information only | N/A | N/A |
| 4.1 Languages spoken | Information only | N/A | N/A |

\**Scores for technical expertise questions will be scored independently and will not be cumulative***.** *See ITT scoping document for details*