

Arts Council England Invitation to Tender

Title: Assessment of Museums Accreditation Returns

Reference number: ACE 012 ITT

Deadline for receipt of tender proposals: 12:00 on Wednesday 25 January 2017

Instructions to tenderers

Please submit your tender offer in accordance with all of the instructions, requirements and specifications set out in the enclosed documentation.

You must treat these documents and any further information provided by Arts Council England as Official Sensitive at all times and only disclose them if necessary to prepare a compliant response to the tender.

Nothing in the enclosed documentation or appendixes, or any other communication made between Arts Council England and any other party, can be considered a contract or agreement at this stage.

All correspondence in relation to this tender should be submitted by Contracts Finder message board. The closing date for any queries related to this Invitation to Tender shall be **Wednesday 18 January 2017**.

You must complete and submit your tender response/proposal as per the instructions in Attachment 6: List of Information to be Returned before the tender return deadline.

Please allow at least 24 hours to upload your completed documents. We will only accept responses submitted via Contracts Finder. Tenders delivered by any alternative means will be discounted from further consideration.

Arts Council England is not responsible if all or part of your tender is not received. In the event of a dispute, you are responsible to prove the documentation was submitted.

Tender Timetable

Please see below a detailed timetable of when specific events will take place and specific deadlines which must be met in order to participate in this tender.

Event	Date/Time
Tender Notice posted	10/01/2017
Closing date for any queries related to Invitation to Tender	12:00 hours on 18/01/2017
Tender response deadline	12:00 hours on 25/01/2017
Phone interviews (if applicable)	03/02/2017
Anticipated contract award	w/c 06/02/2017
Anticipated contract start date	15/02/2017

Compliance

Arts Council England reserves the right to disqualify or reduce the evaluation score of any tenderers who do not fully comply with the requirements in the tender documentation, in particular the closing time and date.

If you propose alternative goods or services for consideration, you must clearly mark these as non-compliant. Arts Council England reserves the right to reject any proposals with non-compliant alternatives. Tenders that are received are not automatically accepted.

Arts Council England reserves the right to evaluate proposals on a variety of criteria. The tender with the lowest price will not automatically be accepted.

Prices

Submit all prices in pounds sterling and indicate VAT separately, if applicable. Prices should be fixed and firm for the duration of the contract.

Please note: Arts Council England reserves the right to purchase all or any parts of the tendered goods or services at the prices and specifications submitted in your response.

Budget

The potential budget which Arts Council has set for this work is £20,000 to £50,000 per year for each year of the project, including VAT. Expenses will not be available as the work is carried out remotely without the use of any special equipment. All tenders will be considered. Although it is not the only criteria used Arts Council will be looking closely at the potential price of a tender with value for money being an important criteria. If a tender appears excessively high or low, Arts Council may wish to discuss this with the individual submitting the tender.

- Arts Council England will pay up to £400 (inclusive of VAT) per completed and moderation passed assessment (the average length of assessment of seven (7) hours).
- Arts Council England will pay up to £150 for attendance at the ½ day training workshop.

All bidders are required to submit a schedule of charges (Attachment 5a and 5b) and indicate how many maximum assessments the service provider is capable to provide and in what timescale.

Payment Structure and billing requirements

Payment will be made once assessments have been completed and award decisions become effective, this is ordinarily two weeks after a Panel meeting. Panel meetings in 2017 are scheduled to take place on 9 February, 6 April, 21 June, 21 September and 15 November. An invoice will need to be received in order to issue payment, which should occur within 14 working days of receipt of an invoice. Payment will not be made in advance, and will be at a level determined on the prices offered within the tendered proposal.

Contract Terms and duration

Arts Council England will award a non-exclusive framework Agreement to the successful tenderer(s) for an initial period of 1 year (15 February 2017 to 14 February 2018) with an option for further extension periods of 1 year, subject to the outcome of Arts Council Service reviews,

up to a maximum period of 3 additional years terminating on 14 February 2021. The 1 year Framework agreement will be set up for a minimum of 3 and maximum of 7 contract assessors.

The Arts Council's standard terms for services will form part of the contract to be awarded.

These can be downloaded and reviewed from our website:

[http://www.artscouncil.org.uk/sites/default/files/download-file/Contract for Services over 10K v2 July 2014.pdf](http://www.artscouncil.org.uk/sites/default/files/download-file/Contract%20for%20Services%20over%2010K%20v2%20July%202014.pdf)

The Arts Council may also require further terms to be included in the contract that are specific to the successful tenderer's application. The final award of the tender is always subject to the parties agreeing to all terms of the contract.

Please note that Arts Council England is required to publish online the final awarded contract and any associated documentation. If you have any concerns about the future publication of sensitive information you should raise these within your tender proposal, highlighting which areas within your proposal you consider may be subject to exemption, and subsequent redaction, in line with the provisions of the Freedom of Information Act 2000 (FOIA).

Validity of offer

You must offer your tender for acceptance for 60 days from the deadline for tender submission.

Tendering

If we need to amend any tender documents before the closing date, we will write to you with any changes. If we extend the deadline for tender responses, we will advise you.

Arts Council England reserves the right, in its absolute discretion, to cancel or suspend this tender process at any time and for any reason. If we need to do this we will notify you in writing as soon as reasonably practicably.

Arts Council England is not responsible, and will not pay for any expenses or losses you incur during, but not limited to, the tender preparation, site visits, post-tender negotiations or interviews.

Information and questions

If you need us to clarify the documentation or if you have further questions regarding the tender process, write to the Senior Officer, Procurement quoting the tender reference number. We will try to respond to reasonable requests for further information within the timescale of the tender.

For large tenders, we may appoint a tender team (e.g. technical evaluators) that tenderers may have controlled access to. If so, we will provide names, contact details and control criteria.

Arts Council England reserves the right to advise all other tenderers of material questions and the answers supplied without disclosing the source of the enquiry. These will be provided to all suppliers via the contracts finder website.

Return of Tender

Please submit:

- Two copies of your tender including all documentation in a plain sealed envelope or package by no later than **12:00 hours on 25 January 2017**, see Attachment 6. Please

Attachment 2

address to: David Battersby, (Senior Officer, Procurement), Arts Council England, The Foundry, 82 Granville Street, Birmingham. B1 2LH.

- One electronic copy of your tender including all documentation to procurement.services@artscouncil.org.uk by the same deadline.

Any tender delivered after the deadline for any reason may be discounted. All evaluation against the contract award criteria will be made using the hard copies of your tender response.

In your tender response, clearly indicate the names and addresses of any sub-contractors you intend to use to provide the services, and the scope of work you will employ them for.

The Arts Council is not responsible if all or part of your tender is not received. You should use a traceable dispatch system. In the event of a dispute, you are responsible to prove the tender was delivered.