

REQUEST FOR QUOTATION FOR

music ensembles

music live 2020





The Federation of Small Businesses (FSB) is pleased to endorse this RFQ document. Through changes to their procurement process to support small businesses, Cambridgeshire County Council are showing their commitment to improving the local economy. This positive action is a step forward in the simplification of the procurement process and the FSB look forward to working with Camridgeshire County Council to encourage effective trade between the Council and local small businesses.

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# INTRODUCTION

## GENERAL REQUIREMENTS

Cambridgeshire County Council invites quotations for the provision of interactive concerts and workshops for schools during March 2020 as part of the annual Music Live festival in Cambridgeshire, Norfolk and Bedford. Some concerts will be streamed live to schools and also recorded.

The Authority’s detailed requirements are defined in Part 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 Cambridgeshire Music.

The Authority reserves the right to:

* carry out due diligence checks on the awarded provider;
* amend the conditions of Contract attached in Appendix 1;
* abandon the procurement process at any stage without any liability to the Authority; and or
* require the Potential Provider to clarify its quotation in writing and if the Potential Provider fails to respond satisfactorily, this may result in the Potential Provider not being selected.

## BACKGROUND

Cambridgeshire Music is the music education hub for Cambridgeshire, and **part of the Education Directorate of Cambridgeshire County Council.** It provides music activities for children and young people in schools and settings, through bands and ensembles and projects. It operates a base in Huntingdon at which activities take place and the administration centre is based.

**Each year a number of large-scale projects take place involving schools and other partners.**

**Music Live is the foremost schools’ professional concert festival in the East of England, taking place annually in March. Building on an established annual tour, the 2 year project Music Live 19/20, supported by Arts Council England, will comprise 300 live, and 50 streamed performances of commissioned work for children and young people by 15 diverse professional ensembles, touring to 150 schools across Cambridgeshire, Norfolk and Bedford, reaching 30,000 live and 13,000 digital audiences.**

**Music Live 2019 consisted of musicians from 14** professional ensembles reaching over 18000 young people over 175 sessions, alongside celebratory culminations of a number of Cambridgeshire Music projects. Our aim for this festival is to bring professional performance to as many children as possible and enable them to interact with adults for whom music is not only their passion but also their work; we believe music has the power to enhance learning and change lives.

The extended geographical reach interacts with more areas of low cultural engagement, offering support for Artsmark and Arts Award.

## PROCUREMENT TIMETABLE

|  |  |
| --- | --- |
| **Request for Quotation Issued** | Tuesday 7 May 2019 |
| **Deadline for Clarification Questions** | 17:00 Wednesday 29 May 2019 |
| **Deadline for Quotation Responses** | 17:00 Monday 10 June 2019 |
| **Quotation Evaluation** | Estimate:  Monday 24 June 2019 |
| **Contract Awarded / Start Date** | Estimate:  Tuesday 16 July 2019 |
| **Deadline for Delivery** | Commencing:  Monday 2 March 2020 |
| **Contract End Date** | Evaluation completed and submitted by  Friday 24 April 2020 |

## CLARIFICATION QUESTIONS

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

|  |  |
| --- | --- |
| **Name** | Lin Hetherington |
| **Job Title** | Deputy Head, Cambridgeshire Music |
| **Telephone** | 01480 373500/373835 |
| **Email** | [lin.hetherington@cambridgeshire.gov.uk](mailto:lin.hetherington@cambridgeshire.gov.uk) |
| **Deadline for questions (date & time)** | 17:00 Wednesday 29 May 2019 |

## QUOTATION RESPONSES

Should you wish to take part in the selection process please complete this RFQ and return via email to:

|  |  |
| --- | --- |
| **Name** | Lin Hetherington |
| **Job Title** | Deputy Head of Cambridgeshire Music |
| **Telephone** | 01480 373500/373835 |
| **Email** | [lin.hetherington@cambridgeshire.gov.uk](mailto:lin.hetherington@cambridgeshire.gov.uk)  cm@cambridgeshire.gov.uk |
| **Respond by Date & Time** | 17:00 Monday 10 June 2019 |

## 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:

|  |
| --- |
| **Evaluation Method: Weighted combination of Quality and Price** |

**Quality Questions at 70% + Pricing at 30% = 100%**

1. **Quality Questions (Part 3 Section B)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid** | **Potential Provider Quality Score** | **Max Quality Score Available** | **Score %** |
| Bid 1 | 40 | 60 | 46.67% |
| Bid 2 | 50 | 60 | 58.33% |
| Bid 3 | 60 | 60 | 70.00% |

Quality is worth 70% of the overall evaluation. Responses will be scored between 0-3 using the following scale:

|  |  |
| --- | --- |
| **Score** | **Criteria to Award Score** |
| **0** | **Response does not meet requirements or no response is provided.** |
| **1** | **Response partially meets requirements but contains significant weaknesses, issues or omissions.** |
| **2** | **Response meets requirements to an acceptable standard but contains some weaknesses, issues or omissions.** |
| **3** | **Response meets requirements to a high standard. Robust and detailed in all respects.** |

1. **Pricing (Part 4)**

Pricing % will be calculated as follows:

The bid with the lowest overall price will receive a full score of “Y” (30%)

The following calculation will be applied to the other bids:

(Lowest compliant bid price ÷ Potential Providers Price) x 30

This means than any bid that is double or more the lowest compliant bid will score 0% for the pricing element.

e.g.

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid** | **Lowest Compliant Bid Price (£)** | **Potential Providers Price (£)** | **Score %** |
| Bid 1 | £5,000 | £5,000 | 30 |
| Bid 2 | £5,000 | £8,000 | 19 |
| Bid 3 | £5,000 | £7,000 | 21 |

Total score:

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid** | **Quality Score (70%)** | **Price Score (30%)** | **Total (100%)** |
| Bid 1 | 46.67 | 30.00 | 76.67 |
| Bid 2 | 58.33 | 19.00 | 77.33 |
| Bid 3 | 70.00 | 21.00 | 91.00 |

# SPECIFICATION

**Role:** Music Ensemble for Music Live 2020.

* Plan, deliver, and evaluate interactive concerts and, if requested, linked workshops for schools.
* Plan, and deliver a live- streamed concert to schools which will be recorded for schools to download.

**Time commitment:** Between 3 and 5 days’ delivery during March with flexibility within the month.

The fee quoted should be inclusive of all expenses to carry out the contract, including enhanced DBS clearance.

In order to plan an effective programme of concerts and workshops for schools during March 2020, Cambridgeshire Music requests submission of:

1. Quote, specifying any cash contribution your ensemble can contribute.
2. Proposed schedule of delivery
3. Assurance of enhanced DBS checks for all involved in delivery

Our need is for high quality school based concerts suitable for live-streaming and, where requested by schools, associated workshops. Responses should consider how proposed activity will champion the work of the Music Education Hub, National Music Education Plan and support inclusion and diversity objectives in Cambridgeshire, Norfolk and Bedford, improve engagement with school clusters, local community musicians, and how a musical legacy might be achieved through ongoing collaboration. Responders may wish to consider how activities help schools to achieve Artsmark and Arts Award provision within the outlined tasks below.

**Tasks:**

* Devise an interactive, themed concert with optional supporting workshop, aimed at a specific age group. The concert may be requested in isolation by schools or with the associated workshop.
* Provide a plan with timings (may be outline at this stage) for the activity; concert should last 1 hour and, if requested, ideally both workshop and concert should fit within 2 hours
* Detail how provision will be adapted for requests from Special schools, and how children with Special Educational Needs and Disability (SEND) will be included in your work.
* Explain how you will adapt your work for streaming to schools and outline the format.
* Manage liaison with schools pre-visit to ensure a smooth delivery of provision
* Provide pre-visit educational material for schools, to be sent at least 2 weeks before your visit and follow up with schools to ensure the material has arrived and is being used prior to your visit.
* Evaluate each concert and workshop with the school, ensuring feedback and data collection. This will mainly be through an online survey to include data collection.
* Return report and any feedback, including any audio-visuals, by Friday 24 April 2020

**Supervision:**

Cambridgeshire Music will provide a named contact for regular liaison over all aspects of the workshop and concert delivery and following an initial discussion and planning meeting, it is expected that regular communication will be maintained with additional meetings scheduled as required and at the end of the project for report presentation. These may be telephone meetings.

**Expected Schedule of Deliverables:**

|  |  |  |
| --- | --- | --- |
| **Date** | **Activity** | **Notes** |
| July 2019 | Commit dates for delivery, agree action plan. Arrange meeting to agree publicity. | Last year’s report and feedback will be available to inform next year’s delivery.  Schools will be given initial dates in July. |
| August 2019 | Provide copy for brochure, including high resolution photographs. | 2019 brochure format may be used as a guide to style and content. |
| September 2019 | Proof read the brochure entry, checking for correct detail and dates.  Ensure all musicians involved have current DBS checks in place. | Mostly done by email. |
| December 2019 | Timetable drafted. | Checking with schools. |
| January 2020 | Ensembles make initial contact with assigned schools and establish how the requested work will be most effectively delivered. | Be aware of musical, cultural and social background of each school. |
| February 2020 | Send pre-concert notes, you tube links or other listening, and any relevant information. Give schools a list of musicians to expect and assure them DBS checks are complete. Schools may want proof.  Ensure all resources will be in place on the day. | Check chairs, piano, parking arrangements, lunch if required, numbers attending and exact timings. |
| March 2020 | Up to 5 full days in schools; where possible, 2 schools in the morning and 1 in the afternoon. Secondary schools may be whole day visits incorporating feeder primaries.  Please take photographic ID  Online survey to be completed after each session. | This is based on 3 hours in school in the morning and 2 in the afternoon. Some schools may want a whole day, or just a concert. |
| April 2020 | Send back your report, (likely to be a smart survey as in 2019) and all feedback gleaned from schools. | Schools will also receive the evaluation sheet and may return via ensembles. |

# SUPPORTING INFORMATION

Please complete section 3 and section 4 below

Part A: Organisation and Contact Details

|  |  |
| --- | --- |
| **A-1 Name of your organisation** |  |
| **A-2 Registered office (if applicable)** |  |
| **A-3 Trading address (if different from registered**  **office)** |  |
| **A-4 Organisation Registration Number**  **(if applicable)** |  |
| **A-5 Is your organisation a:**   * Sole Trader * Partnership * Public Limited Company * Private Ltd Company * Charity * Other |  |
| **If you selected other, please specify** |  |
| **A-6 What, if any, local connections do you have with the County** |  |
| **A-7 If the Company is a**  **member of a group of companies,**  **please give the name and**  **address of the ultimate holding**  **company** |  |
| **A-8 Name of person to whom**  **any queries relating to this quote**  **should be addressed** |  |
| **A-9 Telephone** |  |
| **A-10 Email** |  |
| **A-11 Address**  **(if different from the Address above)** |  |

## Questions

Please see Section 1, Part F (*Evaluation of Quotations*) for details on the weighting and scoring criteria.

|  |  |  |
| --- | --- | --- |
| **Question**  **Number**  1 | **Question**  How will you use your previous experience in managing music education projects in schools and settings within the last 3 years to ensure a positive experience for pupils and teachers? | **Weighting (1 = Low, 2 =Med or 3 = High)**  **2** |
|  |  |  |
| Potential Provider’s Response |  |  |
| 2 | How does your proposal for a themed interactive concert and linked workshop option, designed for a particular age range, provide an inspiring music experience? Please give details of your theme and why you have chosen it, the proposed ensemble, the dates you are offering, expected timings, and any preferences regarding types of school/age ranges.  The areas to be covered are Cambridgeshire (especially our areas of disadvantage in Fenland, East Cambs., Huntingdonshire and North Cambridge), Norfolk (particularly Great Yarmouth), and Bedford Borough. Please tell us where you would be happy to work. | **3** |
| Potential Provider’s Response |  |  |
| 3 | What will be the challenges in delivering a streamed concert, especially if interactive? | **2** |
| Potential Provider’s Response |  |  |
| 4 | How will you manage communication around the project with Cambridgeshire Music, with schools and audiences, and how could you support legacy from this festival? | **3** |
| Potential Provider’s Response |  |  |
| 5 | How can your involvement in the project draw in additional investment from external sources, develop community engagement or additional profile that can help support and develop the festival and ensure legacy for the schools? | **2** |
| Potential Provider’s Response |  |  |
| 6 | The level of insurance required is £5 million public liability.  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 |  |
| 7 | The Authority wishes to ensure that within your business or in its supply chain there is no servitude or forced labour, slavery human trafficking, arranging or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights. Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015. | **PASS/FAIL question. Potential Providers who answer ‘No’ - will fail the RFQ process.** |
| Potential Provider’s Response | **Yes** – in response to this quotation our supply chain complies with the Modern Slavery Act 2015    **No** – in response to this quotation our supply chain does not comply with the Modern Slavery Act 2015 |  |
| 8 | The Authority wishes to ensure that within your business or in its supply chain that the processing of personal data and processes in relation to this contract are compliant with the requirements of the General Data Protection Regulations (GDPR) and Data Protection Act.  Please confirm that you and your supply chain with regard to this quotation response comply with all applicable data protection legislation including but not limited to the General Data Protection Regulations (GDPR) and Data Protection Act. | **PASS/FAIL question. Potential Providers who answer ‘No’ - will fail the RFQ process.** |
| Potential Provider’s Response | **Yes** – in response to this quotation ourselves and our supply chain comply with all applicable data protection legislation including but not limited to with the General Data Protection Regulations (GDPR) and Data Protection Act.    **No** – in response to this quotation ourselves and/or our supply chain does not comply with all applicable data protection legislation including but not limited to with the General Data Protection Regulations (GDPR) and Data Protection Act. |  |

# PRICING SHEET

## Pricing and Costs

Please insert your costs in the table below. The costs should be broken down into components with a full description of each component and its associated time and costs.

|  |  |  |  |
| --- | --- | --- | --- |
| **Component** | **Detail** | **How you have worked it out** | **Costs (£)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Costs (£):** | | |  |

# FREEDOM OF INFORMATION & SIGNATURE AND DATE

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 £25,000 or more in total value will also be published on the Authority’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.

Please state here any specific information in this RFQ that you do not wish to be disclosed under Freedom of information Act. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

**Request for Quotation for** **the provision of music ensembles for Music Live 2020**

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

that the information provided is complete and accurate;

1. that the price in Section 4 is our best offer;
2. that no collusion with other organisations has taken place in order to fix the price;
3. to be subjected to the terms and conditions set out in Conditions of Contract identified in Appendix 1;
4. that no works/goods/supplies/services will be delivered or undertaken until both parties have executed the formal contract documentation as identified in Appendix 1 and an instruction to proceed has been given by the Authority in writing.

|  |  |
| --- | --- |
| **Name** |  |
| **Position Held** |  |
| **Date** |  |

1. CONDITIONS OF CONTRACT

Please follow the link below to access the terms and conditions:

<https://www.cambridgeshiremusic.org.uk/pages/about-us/terms-and-conditions/>