**TENDER SPECIFICATION**

**PRODUCTION MANAGER FOR THE TOWN’S EVENTS PROGRAMME**

Leighton-Linslade Town Council has established a valued reputation for delivering a successful programme of large-scale, out-door community events. Over the last three years, the Council has contracted an independent Production Manager who has overseen the planning and delivery of its events programme inclusive of working closely and overseeing the work of permanent members of staff also engaged in event delivery.

It is the wish of the Council to work with an external contractor to deliver the events programme and to this end, the Council is now inviting tenders to undertake the work initially for one year with the option to extend to three years.

The annual budget for this work is £26,500.

**Tender process**

Please submit your Tender by email to Vivien Cannon, Head of Culture and Economic services: vivien.cannon@leightonlinslade-tc.gov.uk, and give your email the title: Production Manager Tender.

The closing date for Tenders is Tuesday 30th November 2021 at noon.

Ensure you supply all documents and details requested as part of the specification.

**Tender general specification**

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|  |  | Points | Score |
| 1 | Tenders will only be accepted from contractors able to demonstrate a minimum of 7 years-experience in pre-planning and delivery of a diverse programme of events.  | Yes / No |  |
| 2 | Tenders will only be accepted from contractors able to confirm their annual attendance of the event delivery dates (a pattern of annual dates) . Event dates have an annual regularity and those for 2022 are:* Wednesday 27th April - Business Network Event
* Sunday 5th June (Queen’s Jubilee weekend) - Big Lunch
* Sunday 5th June to Sunday 4th September - Music in the Park
* Saturday 30th July - Canal Festival
* Saturday 10th September - Last Night of the Proms
* Friday 25th – Sunday 27th November - Christmas Lights Switch On
* TBC – Decided annually, a limited number of small ad hoc events as identified.

Availability to respond to additional production management services that fall outside of the core event programme as listed above.  | Yes / No |  |
| 3 | Able to confirm - physical attendance is preferred but not required if a suitably qualified replacement is confirmed by the provider or attendance of a council officer is agreed, however being available to be contacted for decision-making, e.g., weather conditions affecting delivery decisions, is required. | Yes / No |  |
| 4 | Tenders will only be accepted from contractors able to commit to a minimum of 6-months’ notice period by either party to protect the delivery of the events. | Yes / No |  |
| 5 | Tenders will only be accepted from contractors able to physically attend the office to liaise with colleagues and be flexible in their weekly attendance days to accommodate the delivery of events within the agreed contractual hours. | Yes / No |  |
| 6 | Provide detailed evidence that you have held responsibility for the delivery of large-scale events, i.e., 4,000 attendees and above, for a minimum period of 7 years. | 10 |  |
| 7 | Provide detailed evidence of the qualifications you hold to include most, or all listed below:1. Membership of NOEA (National Outdoor Events Association), or equivalent associations,
2. Diploma or above in relevant industry subjects,
3. Health and Safety Qualification – levels 5 or above in relevant industry subjects,
4. First Aid
5. Crowd Management
6. Any other industry relevant qualifications and/or training.
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| 8. | Provide examples - To plan and manage, (including all aspects of Health and Safety) and deliver large outdoor events including attendance as required ensuring a successful and safe event which includes: 1. Create delivery timetables for all elements of event delivery and undertake actions as necessary.
2. Assess event risks and create risk assessments and event method statements for approval by the Council’s Health and Safety Officer. Including timely liaison with emergency services/SAG (Safety Advisor Group) for their input.
3. Liaise with the community and community groups, performers, etc. in connection with events.
4. Oversee event and event staffing budgets.
5. Oversee the production of material and press releases for events.
6. Provide leadership and guidance to staff assigned to assist with events.
7. Oversee the event work activity of the Cultural and Economic Services Town & Community Events Officer (37hrs per week).
8. Produce reports for committee meetings.
9. Attend meetings (as required) e.g., committee meetings - evening or day time.
10. Represent the Town Council communications and responses to public engagement in connection with events.
11. Deliver event activity in keeping with the Council’s Environmental Aims.
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| 9 | From time to time the Council may wish to request non-event contract delivery of events, e.g., Civic Service and Remembrance Day production management. In your pricing, please detail day rates for the listed roles below which from time to time may be needed. Please note, this list is not exhaustive. 1. Assistant production manager.
2. Site manager.
3. Site crew.
4. Administrator.
 | 5 |  |
| 10 | From time to time the council will require infrastructure equipment that you or your company own and able to provide in-house. In your pricing, please indicate your rates of hire against the equipment you have available. | 5 |  |
| 11 | Prospective contractors must be able to demonstrate previous experience of similar work and be prepared to provide details of 3 client organisations willing to act as referees. | 10 |  |
|  |  | **100** |  |