



 **NATIONAL MUSEUMS LIVERPOOL**

True Colours school programme

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| Introduction  |  |

## Company Background

National Museums Liverpool (NML) is one of the world’s leading museum organisations. NML currently comprises eight museums in and around Merseyside. Entry to all our venues is free, with circa 3 million visitors per year. We hold in trust and safeguard some of the world’s greatest museum collections, which are universal in their range – everything from archaeology and ethnology, natural and physical sciences, fine and decorative arts, maritime, social and industrial history. We are core-funded by central UK government, and we are the only national museum service in England based wholly outside London, so we have a unique fourfold role – we are the main museum service for Liverpool and Merseyside; the largest cultural organisation in the North West of England; and we operate at both national and international levels.

Having played a pivotal role in the cultural, educational and economic life of Liverpool and the North West for more than 150 years, our success can be measured in terms of how well we combine this local and regional role with our national and international responsibilities.

Our mission is to be the world’s leading example of an inclusive museum service. We believe in the concept of social justice; we are funded by the public and in return we strive to provide an excellent service to the whole of the public. We believe in the power of museums to change people’s lives. We work hard to be a free museum service and focus our venues, exhibitions and education resources to reach out, and to represent the diverse needs of our local communities.

National Museums and Galleries on Merseyside was established as a national museum as an incorporated Trustee Body by the Merseyside Museums and Galleries Order 1986, because of the outstanding quality of its collections. In 2003 the name was changed to National Museums Liverpool. Our origins go back to 1851 and the founding of Liverpool Museum. NML is an exempt charity by virtue of Schedule 3 to the Charities Act 2011.

NML has status as a Non Departmental Public Body (NDPB) sponsored by the Department for Culture, Media and Sport (DCMS). The DCMS became the principal regulator of NML on 1 June 2010 and provides the majority of its revenue funding.

## Project Background

**Terracotta Warriors ‘*TRUE COLOURS’* Education programme**

An exhibition of 12 Terracotta Warriors from the tomb of China’s First Emperor (whose reign began in 246BC) will be returning to the UK for an exhibition at World Museum, Liverpool from February to October 2018. This is the first time in more than 30 years that spectacular Class 1 National Cultural Treasures will be brought to a museum in the UK outside London.

The Terracotta Army represents one of the most significant archaeological excavations of the 20th century and the exhibition will raise awareness of the importance of China. Since 1974 archaeologists have unearthed more than 8,000 life-sized Terracotta Warriors from underground tombs. Each warrior is individual: together, in this exhibition, they help us understand about everyday life in China over two thousand years ago.

Demand for the exhibition will be significant. The exhibition offers wonderful educational opportunities and an outline programme for Terracotta Warriors *‘True Colours’* is set out below.

## High Level Overview of Requirements

Bidders are asked to submit a formal tender for the Development & delivery of Terracotta Warriors True Colours school programme

An Artistic Producer is required to manage an educational project for the forthcoming Terracotta Warriors exhibition. The project is expected to start on 16 October 2017 and end on 30 October 2018.

An experienced organisation is required with the creative, organisational and management skills to provide and manage a creative team (director, writer, composer, teacher, designer) to develop & deliver the Terracotta Warriors True Colours school programme as specified above. The organisation will work closely with NML and its staff to create a programme that works seamlessly with NML’s operational and educational requirements. Backdrop, music, script and resources will be ready by 30 November when rehearsals will commence. The programme will be ready to deliver to schools by 31 January.

Programme delivery and evaluation will run from 19 February until 30 October 2018.The contract involves organising and delivering training for teachers.

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| Tender Instructions  |  |

Introduction |

# Tendering is required by NMLs procurement processes that ensure that NML is adhering to Managing Public Money guidelines. The Bidder is requested to propose a solution that will meet the current and future requirements of NML, as detailed within this tender pack.

## 2.2 General

NML reserves the right, without prior notice, to change, modify, or withdraw the basis of its request and/or to reject all proposals and terminate negotiations at any time. In no circumstance will NML incur any liability in respect of time, effort or costs incurred in regard to either discussions, meetings or time spent in respect of reviewing and/or responding to this document or any subsequent material.

This tender is not a purchase order or an offer to contract and does not constitute an offer capable of acceptance. This tender does not commit NML or any official of it to any specific course of action. The issue of this tender does not bind NML or any official of it to accept any proposal, in whole, or in part, whether it includes the lowest priced proposal, nor does it bind any officials of NML to provide any explanation or reason for its’ decision to accept or reject any proposal. Moreover, while it is the intention of NML to enter contract negotiations with the selected bidder, the fact that NML has given acceptance to a specific Bidder does not bind it or any official of it in any manner to the bidder. Acceptance of a proposal neither commitsNML to award a contract to any bidder, even if all requirements stated in this tender are satisfied, nor does it limitNML’s right to negotiate in their best interest. NML reserves the right to contract with a bidder for reasons other than the lowest price. Contract award will be post the tender process and may be awarded without discussions or negotiations

The bidder shall be deemed to have examined before the submission of their bid submission, all the provisions in this tender as well as regulations and other information relevant to your bid submission, and to have fully considered the risks, contingencies, and other circumstances, which could affect the bid submission. The bidder shall be responsible for obtaining all information by the making of reasonable and prudent inquiries and, by prior arrangement.

By submitting a bid submission the bidder represents that it has read and understood the tender. The bidder will consider the contents of any submitted bid submission as an offer to contract.

Any attempt by bidders or their advisors to influence the contract award process in any way may result in the bidder being disqualified. Specifically, bidders shall not directly or indirectly, at any time:

* Revise or amend the content of their tender in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner or bidder;
* Enter into any agreement or arrangement with any other person as to the form or content of any other tender, or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other tender;
* Enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a tender;
* Canvass NML or any employees or agents of NML in relation to this procurement; or
* Attempt to obtain information from any of the employees or agents of NML or its advisors concerning another bidder or tender; or
* Offer, pay, promise to pay, or authorize the giving of any financial or other benefit to any person for the purpose of obtaining an improper advantage, or otherwise conduct themselves in a manner contrary to any anti-bribery or anti-money laundering legislation and/or regulations in the broadest sense (whether issued by the EU, the US, the UN or any other body) or any other such rule or legislation that may apply from time to time.

Bidders are responsible for ensuring that no conflicts of interest exist between the bidder and its advisors, and NML and its advisors and Partners.

NML also reserves the right to cease discussions with any bidder from the date of submission of bidder tender.

Failure to meet a qualification or requirement in this tender will not necessarily subject a proposal to disqualification but may do so.

## 2.3 Confidentiality and Non-Disclosure

The information contained in this tender (or accumulated through other written or verbal communication) is confidential. It is for proposal purposes only and is not to be disclosed or used for any other purpose.

Information received by NML in this tender will be held in strict confidence and will not be disclosed to any party, other than within NML and their engaged consultants if appropriate,without the express written consent of the bidder.

NML undertakes not to publicise any information obtained during this tender process, either generally or to any other bidders involved in the tender. Additionally, there will be no obligation on the part of NML to share any of the results or conclusions of the tender process with any bidder.

As a responder to this tender, you are reminded of the need for confidentiality and the need not to divulge your actual or intended tender price or an approximation of that price to any other person or body until we notify you that the contract has been awarded.

## 2.4 Accuracy of information and liability of NML

The information contained in this tender has been prepared by NML in good faith but does not purport to be comprehensive or to have been independently verified. NML does not accept any liability or responsibility for the adequacy, accuracy, or completeness of, or make any representation or warranty (express or implied) with respect to the information contained in the tender, or with respect to any written or oral information made or to be made available to any bidder or its professional advisors and any liability therefore is hereby expressly disclaimed.

Bidders considering entering into a contractual relationship with NML should make their own enquiries and investigations of NML's requirements. The subject matter of this tender shall only have contractual effect when it is contained in the express terms of an executed agreement.

Nothing in this tender is, or should be, relied upon as a promise or representation as to the future, and NML does not undertake to provide bidders with access to any additional information, or to update the information in this tender, or to correct any inaccuracies that may become apparent. NML reserves the right, without prior notice, to change the procedures outlined in this tender or to terminate discussions and the delivery of information at any time before entering into an agreement.

Should there be any obvious typographical errors or misunderstandings in the tender documentation then clarification should be sought. However, if the response is found to misrepresent facts, the documents will be deemed void. In the case where the error or misrepresentation is not discovered until after the contract is awarded, we reserve the right to determine the contract and costs incurred by us as a result of the determination shall be recoverable from the bidder under the contract.

## 2.5 Cost of Preparation

NML will not accept any liability or responsibility for any costs incurred by the bidder in preparing this tender document or any associated work effort.

## 2.6 Oral Agreement or Arrangements

Any alleged oral agreements or arrangements made by the bidder with any NML agent or employee will be disregarded in any proposal evaluation or associated award.

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## 2.7 Independent Price Determinations

The bidder shall warrant, represent, and certify that the following requirements have been met in connection with their proposal for this tender:

* The costs proposed have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such process with any other organisation or with any competitor;
* Unless otherwise required by law, the pricing proposed has not been knowingly disclosed by the bidder on a prior basis directly or indirectly to any other organisation or to any competitor; and no attempt has been made, or will be made, by the proposed to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

## 2.8 Payments Against a Contract Award

Under no circumstances shall the successful bidder begin to perform under the contract prior to the effective date of the contract. NML shall assume no liability for payment of services under the terms of the contract until the successful bidder is notified that the contract has been agreed by both parties.

## 2.9 Bidder Misrepresentation or Default

NML may reject the proposal and void any award resulting from this tender to a bidder who makes any material misrepresentation in their proposal or other submittal in connection with this tender.

## 2.10 Amendments to the Tender

NML reserves the right to issue amendments or modifications to this tender during the tender stage. These will be amended on the procurement portal where the tender was originally advertised and bids will be assumed to take account of any such modifications and amendments.

## 2.11 Responding to the Tender

In responding to this tender, the bidder you specifically agrees to the following:

Having examined all parts of the tender that the supply of the Goods and/or Services to NML will be at the rates/prices as provided. All prices must be quoted on the basis indicated in the accompanying documents, except where the bidder proposes alternative priced procedures, and should **exclude VAT.** Discounts for prompt payment should be stated. The basis of the price shall be inclusive of all costs and delivery to NML.

That any contract whatsoever that may result from this tender shall be subject to the laws of England and Wales as interpreted in an English Court.

The prices quoted and all other information supplied in this tender are valid and open to acceptance by NML for a period three calendar months from the tender return date specified in the tender

The essence of competitive tendering is that NML shall receive bona fide competitive tenders from all companies tendering. In recognition of this principle, any response is declared to be a bona fide tender, intended to be competitive and that the bidder (or representatives) have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person.

The bidder declares that you have not done and undertake that you will not do any of the following acts:-

* communicate with a person, other than the person calling for this tender, the amount or approximate amount of the proposed tender.
* enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted.
* offer to pay or give, or agree to pay or give, any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the requirement any act or thing of the sort described above.

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| Tender Timing, Scoring and Process  |  |

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## 3.1 Questions and Additional Information

Formal queries concerning the content of this tender and the bidder’s submission should be submitted in writing by e-mail to Ian Lindsay (Ian.Lindsay@liverpoolmuseums.org.uk) with the subject title “True Colours school programme”.

Where questions are raised by bidders and answers given clarify NMLs requirements for the tender, then these questions and answers may be shared with other bidders responding to this tender.

Queries must not be directed through any other employee, contractor or consultant who is engaged as part of the tender working party.

## 3.2 Site Visits

It is advised that bidders visit the site, we would designate a day for all selected tender applicants to visit if required. This will ensure that all parties get the same information and opportunity. This would be arranged on 11 September 2018 **only** Please contact jon.marrow@liverpoolmuseums.org.uk

## 3.3 Target Timetable

The target timetable for this project is shown in the table below but bidders must be aware that whilst every effort will be made to meet these dates, the timetable may change for operational reasons

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| **Step** | **Task** | **Date** |
| 1. | Tender issued | **31/08/2017** |
| 2. | Site visit (if required) | **11/09/2017** |
| 3. | Deadline for clarification questions  | **18/09/2017** |
| 4.. | Responses to clarification questions issued | **21/09/2017** |
| 5. | **Deadline for Bid Submission** | **25/09/2017** |
| 6 | Evaluation of the Tender Responses commences | **25/09/2017** |
| 7. | Clarification meetings if required | **04/10/2017** |
| 8. | Notification to unsuccessful Bidder | **05/10/2017** |
| 9. | Provisional notification to Successful Bidder  | **05/10/2017** |
| 10. | Order Placed & contracts signed | **13/10/2017** |
| 11. | Installation complete | **30/10/2018** |

Note – all deadlines are at Noon on that business day.

## 3.4 Timing and Delivery

The bidder must provide a full submission by email. Bids should be in Microsoft Word, Excel or PDF format. The submission must include a copy of “Appendix A - Form of Tender”.

The submission must be made to Tenders@liverpoolmuseums.org.uk. To ensure that your submission is successful you should ensure that each email is less than 8Mb. Emails should be titled “True Colours programme”. If multiple emails are sent the header should indicate they are “Part x of xx”.

Bid submissions must be received no later than **Noon on 25th Sep 2017.** Any response received after this date and time may be discounted from further consideration. Any requirement that the bidder might have for proof of delivery is at the bidder’s discretion and cost.

No bid submission will be opened until the deadline of **Noon on 25th Sep 2017.**

To enable an efficient and fair evaluation process this process must be strictly adhered to. If a bidder does not comply with the requirements contained in this Section, NML may (in its sole discretion) disqualify the bidder from the competition.

**3.5 Bidder Interviews**

Following the deadline for bid submission, NML will evaluate and score each bidder’s submission against the evaluation criteria. Bidders may be invited to attend an interview to discuss the content of their written bid.

The post tender interviews will be held on 04/10/2017. Notification will be sent to those bidders invited to interview.

**3.6 Evaluation**

The bid submissions will be checked initially for compliance with this tender and for completeness. Responses that are not substantially complete and/or compliant may be rejected. During the evaluation period, NML reserves the right to call for further information from the bidders to assist in its consideration of their responses.

The bid submissions will be evaluated according to the following criteria, to determine the highest scoring responses. :

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| **Element of Evaluation** | **Max Score Available** |
| Experience* Leadership skills/managing team of artists effectively
* Managing projects to deadline/budgets
* What relevant experience has your organisation of successfully delivering similar projects to primary school audiences?
* References
 | 35 |
| Fee | 30 |
| How you will approach the contract creatively for delivery of an outstanding and inspiring educational experience | 15 |
| How you ensure excellent communication between all parties | 10 |
| Flexibility, reliability – willingness to work with NML’s objectives | 10 |
| **Total** | **100** |

Only information provided as a direct response to this tender will be evaluated. Information and detail which forms part of general company literature or promotional brochures etc. will not form part of the evaluation process. Supplementary documentation may be attached where you have been directed to do so. All sections must be answered unless advised otherwise.

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| Bid Requirements  |  |

## 4.1 Introduction

This section provides bidders with details of the form and content of bids that are invited and sets out the procedural requirements with which bidders must comply when submitting bids in order for their bids to be considered by NML. The process is intended to:

• assist NML in choosing the most economically advantageous bid;

• make clear the requirements with which bidders must comply and the basis on which the bids will be evaluated; and

• maintain competition throughout.

If a bidder does not comply with the requirements contained in this Section, NML may (in its sole discretion) disqualify the Bidder from the competition. Bids should be as concise as possible, whilst providing sufficient information to enable NML to evaluate bids in accordance with this tender.

The bidder is required to prepare the proposal and pricing based on the requirements specification detailed in section 5 of this document. Any assumptions that the bidder makes must be clearly stated in the appropriate section.

The costs must be fully itemised and transparent.

If the bidder has additional information that is directly relevant to the stated requirements but not explicitly requested, this may be added to the end of the most appropriate section under the heading “Additional Information” or referenced out to appendices.

Failure to return all of the requested documentation may result in your tender not being considered further.

This document details baseline requirements for the solution. This is not meant to be an exhaustive list of requirements but it will however serve to identify suitable solutions and bidders. NML reserves the right to modify its requirements at any time.

## 4.2 Management Summary

The bidder must provide a concise management summary of their offering, including the following:

1. A brief overview of the proposed solution including reference to any partners and third parties.
2. Reasons why NML should choose the proposed bidder and solution.
3. Summary of the bidder’s commercial offer.

## 4.3 Company Background

### 4.3.1 Company Details

The bidder must provide the following information:

1. The registered name and address of the company
2. Details of any holding companies
3. The date the company was established
4. The main activities of the company
5. The proportion of the total business accounted for by the proposed services
6. The number and location of offices, identifying the main functions of each
7. Insurance details (Professional Indemnity cover, Employers Liability cover, IPR cover)
8. Company accreditations (professional body accreditations and trade body accreditations but excluding awards)
9. Certifications and last audit dates, e.g. ISO9000 / 9001
10. An organisation chart that highlights those functions that would be involved in the delivery and subsequent support of the proposed services
11. The quality assurance mechanisms employed by the bidder
12. Describe any recent mergers or acquisitions
13. Detail any significant partnerships that will be used to deliver the proposed services. Detail the specific nature of each partnership and describe the commercial and contractual implications

### 4.3.2 Financial Information

The bidder must provide audited accounts for the last three financial years. If the organisation has not been in existence for three years then supply all available accounts.

### 4.3.3 Third Party Services

The bidder must provide the following information for each of the proposed third parties / sub-contractors that may form part of the proposed solution to this tender:

1. Service
2. Supplying bidder name
3. Product name / version
4. List of relevant clients where the bidder has provided that service

### 4.3.4 Reference Clients

As part of the selection process NML will require to contact references of the bidder for similar solutions. The bidder must select 2 reference clients and provide the following contact information:

1. Company name and address
2. Description of solution provided
3. Key contact name, title, and contact information
4. Length of the supply relationship

NML undertakes not to contact any reference company without arranging such contact via the bidder’s Account Manager first.

### 4.4 NML Security and Health & Safety requirements

As part of the selection process NML will require potential bidders to agree to NML’s security and Health and Safety requirements. Please review the enclosed documents:

i) Appendix B – NML Supplemental conditions

ii) Appendix C – NML Safety Guidelines for Contractors

iii)Appendix D – NML H&S Questionnaire

Please complete and return the NML H& S Questionnaire with your submission.

### 4.5 NML Procurement Protocol

As part of the NML Procurement protocol and procedures, NML expect suppliers to uphold similar business standards, particularly in relation to sustainability, ethics and the Modern Slavery Act. NML will require potential bidders to agree to NML’s Procurement Protocol and their agreement to uphold those values. Please review the enclosed document:

i) Appendix E – NML Procurement Protocol

Please complete and return the NML Procurement Protocol Supplier Agreement.

### 4.6 Timetable

Please note that the programme must be reay for delivery by 31 January 2018. Project complete 30 October 2018

Bidders should present a detailed timetable for planning, installation and completion for the project as a whole, indicating how this date will be achieved.

## 4.7 Form of Agreement

The winning bidder shall be appointed using the NML Service Provider Agreement. Copy of this form of contract is included with this tender. (Appendix F)

**4.8 Costs**

A full breakdown of all costs is to be provided. One off costs and continuing running costs should be clearly distinguished. Please provide details of any potential extra costs.

Cost breakdown should include the following as a minimum:

As an exempt charity and an educational institution funded by government (DCMS). NML generally qualifies for academia, educational or charity pricing schemes offered by many bidders and manufacturers and this must be taken into account when tendering.

We would look for a phased payment schedule across the lifetime of the schedule, with minimal upfront payment. We would expect each phased payment to be invoiced with accompanying evidence of work completed and time spent.

**4.9 Summary of Documents to be returned as part of Submission**

Bidders are required to provide the following completed documents as part of their tender return, if a bidder fails to return the below items the tender submission will be considered invalid:

* + 1. Form of Tender
		2. Pricing document - Cost breakdown
		3. All requirements referenced in point 4.3
		4. Confirmation of Delivery dates/Programme
		5. Detailed specification of proposed solution
		6. Management summary answers (section 4.2)
		7. Acknowledgement of NML Procurement Protocol form
		8. Standard Terms & Conditions
		9. Answers to additional questions

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| Requirements Specification  |  |

**5.1 The Education Offer**

**Timescale**

Development will begin mid October 2017 for completion by 31 January 2018. Delivery will take place from the last week in February 2018 until the end of October 2018.

**Project summary**

The programme will deliver an ‘animated story’ experience for primary schools, early years and the public. It will include the following elements.

* A timed visit to World Museum to see the Terracotta Warriors exhibition
* A visual spectacle to be experienced at World Museum as part of a performance
* A performance (with interactive elements) to be experienced by individual classes
* A story based experience for early years children (to be developed by the NML team).
* An archaeology workshop to be experienced (developed by the NML education team)
* A Continuing Professional Development strand to support teachers’ use of the programme.
* Pre and post visit activity resources as a stimulus to learning

A collaborative joined up approach by all contractors and NML staff is required to ensure every child’s experience is memorable and magical.

**Project Aims**

* To inspire children, teachers and the school to visit the World Museum and access the Terracotta Warriors exhibition with a sense of adventure and enthusiasm.
* To use performance and spectacle to enable children to develop and follow their curiosity about ancient China
* To give children an authentic understanding of the culture, lifestyle, values and stories of ancient China linked to the national curriculum
* To enable children to understand the value of artefacts
* To inspire teachers, children and the school to engage in a process of discovery about the archaeological and creative processes to aid understanding of the world of ancient China, even though it existed thousands of years ago
* To enable children to make connections between their own experience and the world of ancient China
* To create an environment and context in which children can share their learning and knowledge with their peers and teachers

**Target Audience**

The programme will be available for schools and groups, all of whom are eagerly awaiting the programme. The age focus of different elements in the programme will be as follows:

* Two versions of the performance element – one for Key Stage (KS) 1 ages 5-7 (Years 1-2), and one targeted at KS2, ages 7-11, (Years 3-6)
* An archaeology - lab workshop for KS2 pupils
* An early years story / roleplay /music element for early years (ages 0-5)
* A strong sensory element will be included to support the involvement of children with special needs.

**Delivery Elements**

The project aims to include the following elements:

1. An animated story performance in which children can interact which is inspired by the Terracotta Warriors exhibition. The animated story will encompass a variety of performing arts including music, puppetry design and also replica artefacts to bring museum collections to life. The story will aim to place the children in the role of time-traveller/detectives and require them to participate in some form of quest to reveal/find the Warriors’ *True Colours (*an allusion to the survival of coloured paint on some warriors after 2000 years).The story telling performance needs to be prepared in two versions - one for KS1 pupils (ages 5-7) and for KS2 (ages 7-11). An element of the KS1 performance will enable children to get hands-on with objects.

The animated story will have a basis of historical accuracy, be inspired by historical events/artefacts, yet the final performances must also inspire a sense of awe, wonder, excitement and magic as they transport children to another time & place. The performance, in which the children will participate, will be 30-35 minutes long. On 31 January both versions are required for performance before visiting school groups.

The project involves directing and rehearsing a small team of NML actors to create the animated story performance. Both versions of the script will be performed by two actors.

A composer will add a magical element to the animated story performance by creating music and soundscape. Recorded music will be used in the performances. The copyright of story script and music /soundscape will belong to National Museums Liverpool.

2. The performance will be accompanied by a backdrop / spectacle at World Museum which will function as a setting for the animated story. The main part of the backdrop / spectacle will remain in place but part of it needs to be dismantled after each performance so that the children can reconstruct it (or add the important finishing touches). It is important that at a practical level every child in class can meaningfully help in building the installation and develop a strong sense of ownership, understanding and interaction. The spectacle / backdrop will be built at World Museum. It must be straight forward and quick to take it down and re-erect once a week.

The backdrop / spectacle will transform children’s world to ancient China, and within it actor/s / performers, 35 children and 5-10 adult helpers will embark on an adventure/ exploration of discovery. The set will inspire a sense of awe and wonder. Children using the set will be aged 0 to 11.

The backdrop, puppets, costumes (eg for a terracotta warrior) and props must be designed to withstand the wear and tear of regular hard use: four performances a day for nine months. The means for regular repair to all elements is required so that the set etc retain their magical appearance and ability to transport users to another world.

3. An archaeology - lab workshop for KS2 pupils will be developed by NML curators and educators to provide a ‘real world‘ understanding of museum archaeology and the human stories behind the objects in our collection.

4. A strand will be created by the NML Education team to provide a memorable, inspiring experience suitable for early years children (ages 0-5) which links to EYFS curriculum. It will use the spectacle and be a music inspired story with role play, musical participation, a craft activity and a short visit to the exhibition led by the ‘story-teller’/performer. Specialist input is required from a composer to enable children to participate with musical interactions in the story.

5. A suite of pre- & post-visit resources, including web-based resources/lesson plans will be created for KS1 & KS2 students by a contractor with a primary school teaching background. Pre-visit work resources will prepare teachers and pupils for their visit, to ignite and develop their interest, creating a sense of excitement and anticipation.

The pre-visit resources will offer students a quest or challenge to be carried out by the children working with their teacher before their visit. The final stage of the quest will be completed on the visit to the Terracotta Warriors exhibition at World Museum to find the last missing clue. Post visit resources will support creative activities inspired by the visit, and allow further exploration of themes raised by the exhibition. Resources will be linked to the National Curriculum and web based. They will include lesson plans / activities for pupils and a briefing & key facts to enable teachers to get up to speed on the subject easily. Quality is more important than quantity and resources will be fun, creative, educational and inspiring.

**6.** A Continuing Professional Development (CPD) strand for teachers will be developed to build their knowledge and confidence in and to promote the offer. Sessions for teachers will be delivered from November and on three further occasions during the exhibition.

**5.2 Artistic Producer brief**

**Overall objective**

The role of the AP is to actively project manage the development and delivery of the Terracotta Warriors ‘TRUE COLOURS’ Education programme, facilitating the creative development process and ensuring a high quality, inspirational and educational museum experience for primary schools by agreed deadlines. The animated story must be ready for performance by 31 January.

The AP will have experience working in a museum setting and delivering productions for schools. S/he will report to the NML Project Lead and achieve the project aims (as above).

**Specific objectives**

The AP will:

• Provide artistic leadership, coordination and input as required

• Identify in consultation with NML and recruit a team of creative developers, story builders and specialists to shape and deliver the programme

• Use actors from NML

• Organise and facilitate an initial creative planning day, to include also the NML team

• Provide a detailed project management overview with timeline, outputs and key milestones, providing a revised budget

• Provide a communication structure for key stakeholders

• Develop an effective system to manage a very tight timescale and establish clear, appropriate lines of communication

• Coordinate key players including NML and stakeholders, to ensure a seamless, coherent offer

• Ensure a basis of historical accuracy for the programme content, accepting that elements of the performance and spectacle will be fictional

• Ensure props & set are robust, risk assessed, fit for purpose and suitable for children to set up

• Ensure the programme meets Health and Safety and Safeguarding requirements

• Organise delivery of CPD to teachers to maximise the benefit of the Terracotta Warriors educational programme. (The AP and team will contribute to the teacher CPD workshops from November 2017 to September 2018.)

• Organise evaluation at three agreed points during programme delivery and arrange necessary changes.

Central to the programme are the above delivery elements. NML staff will develop an early years programme and a KS2 archaeology workshop. The AP needs to ensure these are integrated with the True Colours programme.

The AP will engage and manage a team of contractors to deliver to the highest standard the True Colours programme within the project’s implementation budget of £37,000. There is an additional budget for marketing the programme and for the Artistic Producer’s fee.

It is anticipated that the AP will engage professionals in these areas to deliver the project:

Director

Writer/story builder

Designer

Primary school teacher

Composer/Music artist

The AP will ensure that the above creative practitioners will work together closely as a team and with NML staff to share skills, knowledge and expertise, communicate and meet regularly, to ensure the resulting offer is: 1. Of the highest quality, inspirational and educational for primary schools and early years children and 2. Completely integrated and seamless for the visitor.

The AP will ensure the programme meets the needs of the target audience and ensure a strong sensory element to support the involvement of children with special needs.

The Artistic Producer will start the process with a creative development day organised by NML involving Writer, Story-builder, Composer, Designer and NML’s education team.

The required agreed outputs from the day are:

- Outline narrative for the whole programme

- Brief for each of the individual elements within the programme and aims and objectives of each

- Outline of how each programme element contributes to the whole experience for the child,

- Outline project timetable

- A revised budget

- A communication structure for the key stakeholders.

The bulk of the development part of the contract will be completed by 31 January 2018 but the Artistic producer will be responsible for ensuring that the programme is delivered to the highest standards and meets the above objectives while the programme runs (end of October 2018).

**Appointment period**

October 2017- October 2018

|  |  |
| --- | --- |
| Additional Questions  |  |

**6.1 Introduction**

NML requires the tender to answer specific questions in relation to the submission.

Each question will be scored as per the evaluation summary in section 3.6.

## If you fail to provide a response to any applicable question, your bid may be deemed to be non-compliant. If a bid is deemed to be non-compliant, the bid may be rejected.

## Responses to questions should be limited to and focused on the specific requirement. Bidders should refrain from including generalised statements, information not relevant to the requirement and information relating to general marketing of your organisation. Each question answered must be complete in its own right and tailored towards that specific question.

**6.2 Questions**

Please expand each section of the answer table to include all relevant information.

|  |  |
| --- | --- |
| **Question 1** |  |
| Please state how you will approach leading and managing a team of artists. |
| **Answer:** |

|  |  |
| --- | --- |
| **Question 2** |  |
| Please state how you will manage the project to deadline and budget. |
| **Answer:** |

|  |  |
| --- | --- |
| **Question 3** |  |
| Please state how you will approach this contract with flexibility, reliability and a willingness to work with NML’s objectives |
| **Answer:** |

|  |  |
| --- | --- |
| **Question 4** |  |
| What is your Artistic Producer fee?  |
| **Answer:** |

|  |  |
| --- | --- |
| **Question 5** |  |
| How you will approach the contract creatively for delivery of an outstanding and inspiring educational experience? |
| **Answer:** |

|  |  |
| --- | --- |
| **Question 6** |  |
| How will you ensure excellent communication between all parties? |
| **Answer:** |

|  |  |
| --- | --- |
| **Question 7** |  |
| What relevant experience has your organisation of successfully delivering similar projects to primary school audiences? |
| **Answer:** |