**Arts Council England Invitation to Tender**

Title: *Agents for Change South West - Coach*

Reference number:ART011-0060

Deadline for receipt of tender proposals: **12 noon on 31st July 2015**

**Background**

***The Arts Council***

Arts Council England champions, develops and invests in artistic and cultural experiences that enrich people's lives.

We support a range of activities across the arts, museums and libraries - from theatre to digital art, reading to dance, music to literature, and crafts to collections.

Great art and culture inspires us, brings us together and teaches us about ourselves and the world around us. In short, it makes life better.

Between 2011 and 2015, we will invest £1.4 billion of public money from government and an estimated £0.85 billion from the National Lottery to help create these experiences for as many people as possible across the count

**Section 1: Introduction**

Arts Council England is seeking a coach to deliver the Agents for Change South West programme – a six month pilot to test the agents for change model to embed diversity practice in NPO organisations.

The Agents for Change South West pilot programme is a pilot to match-make seven organisations that want to change, with artists who have the skills to help them realise their potential. The key to success is in the matching of potential partners, ensuring both parties value their contribution to the relationship, and the development of the relationship over six months through coaching, to achieve maximum change.

Arts Council England is seeking to recruit a Coach/facilitator to run the programme between mid June 2015 and April 2016. This could be one person to run the entire programme, or a lead facilitator with a small team of appropriately skilled coaches.

**Duration of Contract**

The period of the contract is August 2015 –April 2016.

**Procurement and Project Timeline**

The indicative timetable for the project is:

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Issue ITT | 22/7 |
| Deadline for clarification questions | 30/7 |
| **Deadline for receipt of tender proposals** | **12 noon on 31st July 2015** |
| Initial review of tenders | 3/8 |
| Possible clarification meetings | 5/8 |
| Moderate/Finalise scores and identify preferred bidder | 7/8 |
| Contract award | 10/8 |
| Pre Contract Inception meeting | 12/8 |
| Contract commencement | 17/8 |

**Specification/Requirements**

**Required skills**

* Organisation and project management
* Administration
* Coaching/mentoring
* Evaluation
* Report writing

**Key tasks**

Facilitating the relationship between organisations and agents by:

* Conducting needs analysis’ with each of the seven participating organisations to help them articulate their offer to agents
* Running a day for up to ten potential agents to articulate their offer, and prepare their case to meet with organisations
* Running a half-day speed networking event bringing potential partners together
* Analysing results from the speed networking, and brokering relationships
* Meeting with partners for each of seven relationships regularly throughout the six months of the project, acting as a critical friend, and coaching both sides to ensure each gets the best from their relationship

Evaluating the project

* Agreeing an appropriate evaluation approach with Arts Council staff
* Determining the evaluation methods and data required to assess the project in consultation with Arts Council staff Collecting data throughout the life of the project
* Writing a final evaluation report than can be disseminated throughout the sector

**Key Deliverables Due Date**

|  |  |
| --- | --- |
| **Meet with participating NPO to determine aspirations** | **August 2015** |
| **Meet with shortlisted agents to prepare for networking meeting** | **August – September 2015** |
| **Facilitate networking day** | **September 2015** |
| **Broker working relationships** | **September 2015** |
| **Coach relationships** | **September – March 2016** |
| **Monthly contract management phone catch ups** | **September to March 2016** |
| **Interim report** | **December 2015** |
| **Evaluation report first draft** | **March 2016** |
| **Final evaluation report** | **April 2016** |

**Useful weblinks**

* Please refer to our [brand guidelines](http://www.artscouncil.org.uk/who-we-are/supplying-arts-council/brand-identity-guidelines/)

Please note that ACE will retain Intellectual Property rights in all reports created.

**Escalation Procedures**

In the event of a major problem, a list of contacts will be required to manage any problem to a successful conclusion. Please outline your proposed escalation procedures as part of your tender response.

**Account Management**

In performing the services required under this contract the supplier will report to Ruth Kapadia**.** Please specify in your proposal the named individual who will be responsible for the account management of this contract on behalf of your organisation.

The programme of work will be overseen and guided by Simon Jutton, Senior Manager, Arts Council England.

**Management reporting/review meetings**

Monthly phone calls to discuss contract progress.

Attendance at one South West team meeting to present progress in early 2016.

**Pricing/Budget**

The budget available for this contract is between £ **16,000** and £ **17,220** inclusive of VAT and all travel and other expenses. **Bids which exceed £ 17,220 inclusive of VAT and all expenses will be excluded from this procurement exercise as being unaffordable.** Value for money is a key element of the evaluation criteria.

**Payment Structure and billing requirements**

A contract will be awarded for the length of the project. Arts Council England will pay on receipt of each deliverable.

You must indicate any subcontractors you are proposing to use in delivering the services.

**Evaluation criteria**

You are required to respond to **ALL** of the criteria below. To assist our evaluation of your tender submission, please ensure you clearly cross-refer your responses to the assigned numbers. Any relevant supporting tender documentation must also be clearly identifiable by a criteria number.

|  |  |
| --- | --- |
| **Pass Fail Criteria A** | PASS/FAIL |
| The Bidder’s total Fixed and Firm Costs do not exceed **£17220** inclusive of VAT and all expenses. Bidders whose costs exceed this amount will be excluded from further consideration in the tender process. |  |

**If you pass all of the pass/fail criteria set out above, we will evaluate your tender response using the quality and price criteria which are set out below.**

**Quality criteria 70 marks available**

The table below gives the criteria that will be used to evaluate the quality of the tender proposals received.

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **Weighting** |
| 1 | Demonstrate your understanding of the brief and set out your detailed proposals for delivering against our requirements to time and to budget. | 40 |
| 2 | Demonstrate your experience of successfully delivering similar services/producing similar evaluation reports. Providing examples of two similar coaching projects/provide references for these contracts. | 15 |
| 3 | Detail your relevant experience or that of your proposed delivery team (if applicable) by providing copies of their CVs. | 10 |
| 4 | **I**dentify the risks to successful delivery and your plans to mitigate them. | 5 |
| 5 | Demonstrate how you will address the Public Sector Equality Duty of the Equality Act 2010 in planning, delivery and monitoring of the contract. | 5 |

  Each criterion will be scored using the methodology in the table below.

|  |  |  |
| --- | --- | --- |
| 0 | Very Poor | No response or partial response and poor evidence provided in support of it.  Does not give Arts Council England confidence in the ability of the Bidder to deliver the Contract and/or our requirements are not met in most respects. |
| 1 | Weak | Response is supported by a weak standard of evidence in some areas giving rise to concern about the ability of the Bidder to deliver the Contract and/or our requirements are not met in some respects. |
| 2 | Satisfactory | Response is satisfactory and supported by a satisfactory standard of evidence. Gives Arts Council England confidence in the ability of the bidder to deliver the contract, meets the requirements in most respects. |
| 3 | Good | Response is comprehensive and supported by good standard of evidence. Gives Arts Council England a high level confidence in the ability of the Bidder to deliver the contract and meets Arts Council England ’s requirements. |
| 4 | Very Good | Response is comprehensive and supported by a very good standard of evidence meeting Arts Council England requirements and may exceed them in some respects. Gives Arts Council England a very good level of confidence in the ability of the Bidder to deliver the contract. |
| 5 | Exceptional | Response is very comprehensive and supported by a high standard of evidence. Gives Arts Council England a very high level of confidence in the ability of the Bidder to deliver the contract.  May exceed Arts Council England’s requirements in several respects. |

1. **Price criteria (30 marks)**

30 marks will be awarded to the lowest priced bid and the remaining bidders will be allocated scores based on their deviation from this figure. Your fixed and firm total costs figure including VAT and expenses will be used to score this question.

For example, if the lowest price is £100 and the second lowest price is £108 then the lowest priced bidder gets 30% (full marks) for price and the second placed bidder gets 27.6% and so on. (8/100 x 30 = 2.4 marks; 30 – 2.4 = 27.6 marks)

**The bidder with the highest score when the quality and price marks are added up will be the preferred bidder.**

# **Schedule of Charges**

VAT is chargeable on the services to be provided and this will be taken into account in the overall cost of this procurement contract.

Bidders shall complete the schedule of charges Table A below estimating the number of days and travel and subsistence costs associated with their bid. The total fixed price will be inclusive of VAT and inclusive of expenses and all costs to be incurred.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | **Role Description and Day Rate** | | | **Total Days** | **Total Firm and Fixed Price shall not exceed (£)** |
| **TABLE A:** | | | **e.g. Project Manager/ Director** | **e.g. Researcher** | **Other** |
|  | | | ***e.g. £500*** | **e.g. £300** | **e.g. £200** |  |  |
|  | |  | ***Quantity*** | | |  |  |
| Pre contract set up meeting | |  | *e.g. 0.5* | *1* | *1.5* | *3* | *850* |
| Meeting with NPOs | |  |  |  |  |  |  |
| Support artists to prepare for networking meeting | |  |  |  |  |  |  |
| Facilitate networking day | |  |  |  |  |  |  |
| Broker relationships | |  |  |  |  |  |  |
| Coaching meetings | |  |  |  |  |  |  |
| Evaluation | |  |  |  |  |  |  |
| Interim Evaluation report | |  |  |  |  |  |  |
| Final Evaluation report | |  |  |  |  |  |  |
| **Please include any other deliverables you are proposing to meet our requirements in section 3.** | |  |  |  |  |  |  |
| Travel and subsistence | |  |  |  |  |  |  |
| Other (non-staff) costs –  *Please specify* | |  |  |  |  |  |  |
| *[Add as necessary]* | |  |  |  |  |  |  |
| **Sub-total** | | | | | | | £ |
| **VAT** | | | | | | |  |
| **Total Fixed Price including VAT and expenses shall not exceed £17,220** | | | | | | | £ |

Notes: Arts Council England reserves the right to reject abnormally low tenders.

You should not submit additional assumptions with your pricing submission. If you submit assumptions you will be asked to withdraw them. Failure to withdraw them will lead to your exclusion from further participation in this competition.

**Section 2: 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 confidential 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.

**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.

The Arts Council’s standard terms and conditions 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/media/uploads/pdf/>

**There are terms and Contract\_for\_Services\_over\_10K and those for Contracts for Services below £10k. You should review the terms applicable to this tender.**

The Arts Council may also require further terms to be included in the contract that are specific to the successful supplier‘s application.. **The Preferred Supplier will not be permitted to enter into any negotiations on the terms of the Contract. Any attempt to negotiate amendments will breach the terms of this ITT and will result in the Preferred Supplier being excluded from the tender process. In such circumstances Arts Council England reserves the right to invite the next highest scoring Bidder to enter into the Contract.**

Please note that Arts Council England are 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). More information about FOIA can be found at [www.ico.gov.uk](http://www.ico.gov.uk).

**Validity of offer**

Please note that by submitting a tender response for consideration you are confirming that, as an officer for the company/organisation that you represent, you have read and understood the tender documents and that your offer to Arts Council England is open for acceptance for 60 days from the tender closing date.

**Tendering**

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, or clarification meetings.

**Information and questions**

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

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 issued via the Contracts Finder website ((https://online.contractsfinder.businesslink.gov.uk/) if the contract value is estimated to be above £10k including VAT. It is the bidder’s responsibility to check the website regularly for any clarifications.

**Return of Tender**

## Return of Tender

You must complete and submit your tender response/proposal electronically by the tender response deadline of **12 noon on 31st July 2015 to Ruth.kapadia@artscouncil.org.uk**

We will only accept responses received before the deadline. . Any tender delivered after the closing date and time for any reason may be discounted.

The Arts Council is not responsible if all or part of your tender is not received.

**Post-tender clarifications**

Arts Council England reserves the right to ask you to attend a post-tender clarification meeting.

Arts Council England reserves the right to conduct post-tender clarifications with one or more tenderers depending on the closeness of a bidder’s score to the highest scoring bidder.