

## Birmingham Museums Trust

### Resilient Heritage: Laying the Foundations

## Invitation to Tender

### Introduction

Birmingham Museums Trust (BMT) are inviting Tenders from appropriately qualified companies, individuals, and collaborations to help deliver work in connection with the first phase of a fundamental transformation of BMT to a resilient and financially sustainable organisation.

The following tenders are included in this phase, and advertised as below:

Advert 1 issued 15<sup>th</sup> December:

- Lot 1.1 Business Strategy
- Lot 1.2 Market Research

Advert 2 to be issued in January 2024:

- Lot 2.1 Citizens Jury
- Lot 2.2 Communications
- Lot 2.3 Evaluation Strategy

Tenderers are welcome to apply for multiple Tenders.

### Tender Instructions

Tenders should be via our Project Manager, Focus Consultants. During the Tender period, should the Tenderer wish to submit questions or seek clarification on any information contained within this pack, they should be issued via the [administration@focus-consultants.com](mailto:administration@focus-consultants.com) with the Subject heading: Laying the Foundations.

There will be a Project Launch Event held via Zoom at **12pm – 1pm on 10<sup>th</sup> January 2024**. The link is below. Please join us to hear more about this transformational project.

<https://us02web.zoom.us/j/87402277396?pwd=RUwrbXJqRmNwS0JOUeVzT2FzNWJLUT09>

Meeting ID: 874 0227 7396

Passcode: 426715

If successful in being shortlisted for interview, interviews will be held on 21<sup>st</sup> February 2024.

### Procurement Programme

Description	Date
Project Launch Event	10/01/2024
Deadline for submission of queries	25/01/2024
Answers issued by	30/01/2024
Tender deadline	02/02/2024
Interviews	21/02/2024
Appointment	28/02/2024
Contract commences	11/03/2024

All responses to the specification will be scored by a panel using a weighted scoring system based on a 30:70 split between Price and Quality criteria respectively. Tenders will be evaluated against the following Criteria:

Criterion Weighting:		
1	Portfolio of candidate - Including CV(s) and Case Studies of Success.	20%
2	Anticipated programme for the work.	10%
3	Your approach to the brief including identifying any potential barriers or challenges.	40%
4	Fee proposal and breakdown, including any additional expenses over and above your core fee.	30%

All responses will be assessed based on the following Scoring Methodology:

Scoring Methodology		
10	Superior or outstanding compliance	Well exceeds the specified requirements.
9	Significantly exceeds requirements	Excellent response which surpasses all requirements and is fully substantiated.
8	Exceeds compliance	Very satisfactory response/more than adequate response to requirements and well substantiated.

7	Full compliance	Adequate response to requirements and appropriately substantiated.
5-6	Satisfactory compliance	Contains minor deficiencies preventing full compliance.
4-3	Marginal Compliance	Contains certain material deficiencies preventing full compliance.
1-2	Unsatisfactory Response	Does not meet minimum requirements or is inadequately substantiated.

Final scores will be agreed following an evaluation ratification meeting, and these scores will then be weighted according to the weightings listed in the table above.

The formula used to calculate the weighted scores for each of the Criteria is the score given to each Criteria multiplied by the weighting factor shown for that Criteria i.e. Question Weighted Score (%) = (Tenderer's score/5) x Question Weighting.

The lowest price submission will receive maximum marks. The remaining Admitted Participants' prices will be compared with the lowest and receive a proportion of the marks based on how their price relates to the lowest price.

$$\text{Pricing Weighted Score (\%)} = (\text{Lowest Price} / \text{Admitted Participant's Price}) \times \text{Question Weighting}$$

Please submit your pricing information by setting out key tasks, resource, and associated fee.

Admitted Participants should note that the prices quoted in their Tender Return shall remain valid for acceptance for a minimum of 90 days from the tender return date.

The price shall be indicated exclusive of VAT.

The price shall be inclusive of all out-of-pocket expenses, including (without limitation) telecommunication, copying, printing, photography, materials, report preparation and publication, presentation materials, travel, subsistence, and accommodation.

Admitted Participants should note that the Evaluation Panel does not bind itself to accept the lowest or any Tender Return and reserves the right to accept or reject a Tender Return either in whole or in part, the right to reject a qualified Tender Return and the right to cancel the Tender Exercise at any point.

The Client is not liable for any costs resulting from any cancellation of this Tender Exercise or for any other costs incurred by those tendering for this Tender Exercise.

The Evaluation Panel may enter into Post Tender Clarification following receipt of the Tender Returns and reserves the right (but is not obliged) to seek clarification of any aspect of an Admitted Participant's Tender Return during the evaluation stage where necessary for the purpose of carrying out a fair evaluation.