

**Brief for artist to deliver Drama / Storytelling Workshops with Adults with Learning Disabilities
January – March 2019**

SECTION 1 - GENERAL REQUIREMENTS

Quotations are invited to deliver a series of Drama/ Storytelling workshops in community settings (including libraries) in the North Cambridge area (with a base in Arbury) between January and March 2019.

The Council's detailed requirements are defined in Section 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 the named person below.

The Council reserves the right to carry out due diligence checks on the awarded provider.

A. PROCUREMENT TIMETABLE

1. Request for Quotation Issued	7 December 2018
2. Deadline for Clarification Questions	21 December 2018
3. Deadline for Quotation Responses	11 January 2019
4. Quotation Evaluation	14 January 2019
5. Contract Awarded	18 January 2019
6. Deadline for Delivery	31 March 2019



B. BACKGROUND

The Library Presents

Creating a vibrant, exciting, diverse and inclusive programme of high quality arts activities with Libraries across Cambridgeshire

Cambridgeshire County Council has been awarded National Portfolio Organisation funding from Arts Council England to run The Library Presents in partnership with Babylon ARTS until 2022. The Library Presents programme will bring high quality arts activities into Libraries in towns and villages across Cambridgeshire.

The programme aims to inspire and deliver a vibrant inclusive programme of high quality arts activities in accessible and welcoming venues. By 2022 our communities will enjoy, experience and expect locally chosen and diverse arts activities across the County.

We aim to raise the ambition and professionalism of programming in libraries, so that over the four years we are increasingly able to programme excellent, diverse and 'stretching' work - ensuring that high quality cultural activity becomes part of the core offer of the library service. Residents, staff and volunteers will get the best quality participatory, performance, digital and visual arts work and learning experience.

Alongside the main programme of two seasons of co-programmed activity for paying audiences, we are commissioning work with schools to deliver Arts Award, **Drama/ Storytelling workshops with adults with Learning Disabilities** (this commission) and Digital Visual Art Workshops with older people. For more information visit: www.cambridgeshire.gov.uk/arts

C. CLARIFICATION QUESTIONS

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

Katherine Roberts

Coordinator, The Library Presents

Tel 01223 706779

Email katherine.roberts@cambridgeshire.gov.uk

Please note that the deadline for questions is

D. QUOTATION RESPONSES

Please complete **Section 3** and email to:

katherine.roberts@cambridgeshire.gov.uk

..... **By Time and Date....**

SECTION 2 – SPECIFICATION

We are seeking an organisation/individual/company (from here on referred to as ‘the artist’) to plan and deliver an **engaging and accessible series of drama and storytelling workshops with adults with Learning Disabilities**.

The aim of the workshop series is to enable participants to become part of a community, have a sense of purpose, grow in confidence, feel empowered and discover their strengths. The emphasis will be on stimulating creativity in a safe environment and working with participants to meet the outcomes outlined above.

The sessions will be inclusive; participants will have a range of communication and access requirements. The successful applicant will have demonstrable experience of working with adults with Learning Disabilities and with accommodating diverse needs in a group setting.

The successful applicant will also support the collection of feedback from participants (and sometimes support workers). This information will be used to identify potential for future commissions with adults with Learning Disabilities.

The workshops will take place in Cambridgeshire (mainly North Cambridge – Arbury and the surrounding area) from January to March 2019.

The workshops will be promoted through LD service providers in January 2019. Referrals and sign up will happen in January and the first week of February 2019. Referrals will include information about participant’s communication requirements, access requirements, whether they will attend independently or with a carer / support worker.

The fee is £4,000.

a) Timing & Locations

There will be 3 phases to the workshop delivery:

Phase 1 (2 sessions): Week commencing 4/2/19

The sessions will take place during weekdays in the daytime or evening.

Two sessions will be held in **Arbury** (Cambridge) with **up to 5 participants** and their support workers to refine the plan for the workshop series that will be delivered to a larger number of participants. Participants in these sessions will be engaged with LD service providers in the North Cambridge area.

Phase 2 (4 sessions): Week commencing 18/2/19

Session length: 30 minutes to 1 hour

More than one session and possibly more than one location on a day

Registered participants will be invited to **‘come and try’** sessions with the artist at Arbury Court Library, at a community centre in Arbury or at a service provider’s location. The aim of the sessions will be to help participants understand what the workshops entail, feel comfortable and confident to attend the rest of the sessions in the workshop series.

Phase 3 (10 sessions): Week commencing 25/2/19 finishing in week commencing 25/3/19

Session length: 2 hours

Delivery of the planned workshops to participants over a period of 5 weeks comprising of two workshops each week to two different groups of participants. The workshop groups will be tiered to accommodate

b) Participants

- There will be 10 -15 participants in each workshop group.
- There will be two tiers of workshops (5 sessions in each tier), participants will be grouped according to their communication & access requirements.
- The age of participants will be 30+yrs
- Information about participants access and communication requirements will be provided to the artist before the first session

c) Equipment

- The venues can provide chairs and tables if required
- Refreshments will be provided by The Library Presents programme for the sessions
- Workshop materials will need to be provided by the artist

d) Workshop Spaces

The workshops will take place in designated spaces in a library / community venue, the size of spaces is varied.

e) Support Staff

A member of Cambridgeshire County Council staff will be present to welcome participants, assist with refreshments, feedback collection and hold responsibility for managing the venue.

There will be a registration process before the first workshop managed by The Library Presents Co-ordinator to ensure the artist has information about participants that is relevant to the delivery of the workshops prior to the sessions.

f) We expect the participants to:

- Have fun
- All feel included and able to engage
- Be able to influence what they do
- Build confidence and discover their strengths
- Have the opportunity to develop friendships within the workshop group
- Have a high quality arts experience
- Develop creativity and unlock their imaginations

The workshops should not include any content that might offend or exclude.

g) The workshop leader should:

- Have demonstrable experience of working with adults with Learning Disabilities.
- Have experience of planning and leading workshops.
- Provide a session plan for the workshops.
- Provide a brief description of session content and images to support the promotion of the programme, including 'easy read' or 'picture narrative' content.
- Relate to and communicate positively with participants and be responsive to their needs.

- Carry out necessary risk assessments and safety checks (relating to the activity).
- Have public liability insurance.
- Work closely with the Coordinator for The Library Presents and other County Council Staff. This includes liaising during the run-up to ensure spaces and resources are available and appropriate and providing updates over the period of the contact.
- Support the evaluation process, including feedback from participants, staff and artists (materials will be provided) and compile a short post project report.
- Support the documentation process by allowing Cambridgeshire County Council staff to photograph and talk to participants (with appropriate consent) when required.

h) Fee

Total Fee £4,000 (exclusive of VAT).

The budget will cover all costs including:

- Planning
- Meetings with The Library Presents Co-ordinator and other County Council staff
- Workshop delivery
- Travel
- Resources
- Reporting

Potential providers are asked to note that any bids received which exceed this amount will be rejected as being non-compliant.

Payment will be made on receipt of detailed schedule and invoices, £3,000 at the beginning of the project, and the balance of £1,000 on completion and submission of evaluation report.

The Provider shall be wholly responsible for all income tax, national insurance and other similar contributions which may be payable out of, or as a result of, the receipt of any fee or other monies paid by Cambridgeshire County Council under this agreement.

SECTION 3 - SUPPORTING INFORMATION

A. Organisation and Contact Details

1. Your name or the
name of your organisation
(if applicable)

2. Registered office (if applicable)

3. Trading address (if different from
registered office)

4. Organisation Registration Number
(if applicable)

5. Is your organisation a:

Sole Trader

Partnership

Public Limited Company

Private Ltd Company

Voluntary & Community Sector

Charity

SME (Small and Medium Enterprise)

Other

If you selected other, please
specify

6. What, if any, local connections do
you have with the County?

7. Name of person to whom any
queries relating to this quote
should be addressed

8. Telephone number

9. Email address

10. Address (if different to the
Address above)

B. Questions

Number	Question
1.	Experience - Please provide examples of similar projects that you have undertaken in terms of the art form.
Potential Provider's Response	
2.	Experience - Please provide examples of similar projects that you have undertaken with adults with Learning Disabilities.
Potential Provider's Response	
3.	Please detail your approach to the delivery of the sessions and provide an example of the content.
Potential Provider's Response	
4.	How will you measure the success of the sessions and what would you hope the participants will achieve?
Potential Provider's Response	
5.	Please detail your preferred space requirements for the workshop venue.
Potential Provider's Response	
6.	The level of insurance required is £2m. Public Liability Insurance (back up of library insurance).
Can you confirm that your organisation has the required level of cover or is prepared to obtain the level of cover prior to award?	
Potential Provider's Response	Yes - have levels of cover already and will continue to for this contract <input data-bbox="528 1691 560 1727" type="checkbox"/>
No - but will provide the Authority's level of cover requested if awarded contract <input data-bbox="528 1848 560 1883" type="checkbox"/>	
No - have not got cover and won't provide Authority's level of cover <input data-bbox="528 1968 560 2004" type="checkbox"/>	

Please include links (only) to images, promotional resources or video to material that you would like us to view (if a password is required to view the material please include it with the link).

We kindly ask that you do not send media files or images with your form as submissions with large file sizes often fail to reach us.

SECTION 5 – FREEDOM OF INFORMATION

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 £30,000 or more in total value will also be published on the Council’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.

SECTION 6 – SIGNATURE AND DATE

Request for Quotation for Evaluator to deliver The Library Presents Family Book Festival.

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

- (i) that the information provided is complete and accurate;
- (ii) that no collusion with other organisations has taken place in order to fix the price;
- (iii) that no works/goods/supplies/services will be delivered or undertaken until both parties have executed formal contract documentation and an instruction to proceed has been given by the Council in writing.

Name

Position Held

Dated