# Tender for Digital Heritage ROSS Consultants

Please complete this form and email to ROSSProcurementExternal@heritagefund.org.uk

The information is required so we can process your bid and we not use it for any other purpose without your permission. Please provide your response after the colon.

## Section 1 - Contact details

### Company details

#### **Question 1.1 What is the registered company name?**

Name:

#### **Question 1.2 Main operational address for the service**

Address Line 1:

Address Line 2:

Address Line 3:

Town:

County:

Postcode:

Phone:

Email:

### Contact Details

#### Question 1.3 Responsible person for the Contract

Name:

Phone:

Email:

#### Question 1.4a. First candidate carrying out the Service (If different from question 3). Skip to section 2 when you have listed each person.

Name:

Address Line 1:

Address Line 2:

Address Line 3:

Town:

County:

Postcode:

Phone:

Email:

#### Question 1.4b Second candidate carrying out the Service (if applicable)

Name:

Address Line 1:

Address Line 2:

Address Line 3:

Town:

County:

Postcode:

Phone:

Email:

#### Question 1.4c Third candidate carrying out the Service (if applicable)

Name:

Address Line 1:

Address Line 2:

Address Line 3:

Town:

County:

Postcode:

Phone:

Email:

#### Question 1.4d Fourth candidate carrying out the Service (if applicable)

Name:

Address Line 1:

Address Line 2:

Address Line 3:

Town:

County:

Postcode:

Phone:

Email:

## Section 2 - Evaluation Questions

A response will need to be completed for each individual rather than per organisation. If more than one individual is responding please send separate Evaluation Questions response documents.

**Name of person who this is the response for:**

Please answer the following questions. There are word limits for questions and we will disregard any content that exceed them. You should aim to illustrate your experience and expertise across different types of digital work, including heritage projects where relevant. Please also provide an outline CV in a separate attachment which is no more than 2 pages. CVs are for reference only and will not be scored.

### Specialist Skills Questions

#### Question 2.1 Summary of expertise and experience

Please give a high-level summary of your experience and expertise as relevant to the general competencies listed in the invitation to tender, including any relevant qualifications and membership of professional bodies. (The word limit is maximum 600 words).

**Response:**

#### Question 2.2 Mandatory outcome

The Heritage Fund’s mandatory outcome for our current Strategic Funding Framework is “a wider range of people will be involved in heritage”, see our website for details. With this in mind, please describe your experience of working with groups or audiences that are often under-represented in heritage projects. For example: This may include people that are marginalised by race, disability, age, gender, religious belief or sexual orientation. Your experience may also include working with people living in poverty, long term unemployed people or low paid people in receipt of benefit support. The Word Limit is a maximum of 250 words.

**Response:**

#### Question 2.3 Social value and environmental sustainability

Describe how you demonstrate good social value and environmental sustainability in your work with organisations. For example, this can be:

* Economic, such as employment, training, work-experience for local people
* Environmental, such as how you reduce your carbon footprint
* Social, such as how you support community or charitable initiatives

The word limit is 300 words.

**Response:**

#### **Question 2.4a Competency Areas to be tendered for**

Which competency areas do you wish to be considered for? You do not have to ask to be considered for more than one Competency Area. Competency Areas are marked on a standalone basis. Question 2.4b ask you to provide examples of your experience for each area. Please answer yes or no for each competency area.

* Audiences, Marketing and Communications:
* Collections Management:
* Digital Service and Product Development:
* Digitisation and archiving:
* Events and working online:

#### Question 2.4b Technical expertise

For each competency area ticked above, please provide examples of your experience where you have provided organisations and groups with expert support and advice within this area. There is a maximum word limit of 600 words per competency area response. High scoring answers will: Focus on your own role and activity, the issues and challenges you faced and overcame, and the outputs and outcomes specifically of your work. Give case studies of work within the last three years. Choose a different focus for each case study.

##### Competency Area 1. Audiences, Marketing and Communications

**Response:**

##### Competency Area 2. Collections Management

**Response:**

##### Competency Area 3. Digital Service and Product Development

**Response:**

##### Competency Area 4. Digitisation and Archiving

**Response:**

##### Competency Area 5. Events and Working online

**Response:**

#### Question 2.5 Provide the names and contact detail of two referees.

These should be from organisations or projects you have supported within the last three years. We will not contact referees unless we shortlist you as a consultant.

Referee 1:

Referee 2:

## Section 3: Pricing Structure including fixed Volume Discounts

The volume discount reset each 12-month period, therefore each year your day rates will be discounted after 40 days and again after 80 days of work. Please note, prices entered will be maximum prices for the duration of the contract agreement. Please only provide one day rate regardless of how many Competency Areas you bid on.

Question 3.1 What is your day rate for the first 1 to 40 days commissioned? Include VAT if applicable.

Please also state whether you are VAT registered or whether VAT is not levied:

The day rate for 41 to 80 days commissioned will be the above day rate minus 20%

81 days and over during a 12-month period will be less a further 10%

#### Question 3.2 Please provide an estimate for the number of days you will be available each quarter. This is not scored.

Response:

## Section 4 - Languages

#### Question 4.1 We must communicate with grantees both verbally and in writing in the Welsh language if the grantee so requires. For information only, are you proficient in Welsh?

Answer Yes or No:

In addition, NHMF sometimes works with groups whose first language isn’t English. If you are proficient in any other languages, including British sign-language please say so here. This is for information only and is optional to complete.

Response:

## For Reference Only - Scoring Criteria Breakdown for each question:

Note: Scores for technical expertise questions will be scored independently and will not be cumulative. See the Invitation to Tender scoping document for details

**Total Quality Criteria (specialist skills) is 70%**

**Total Price Criteria is 30%**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Score** | **Weighting** |
| 2.1 How well has the candidate demonstrated their experience and expertise relevant to the general competencies | Scored 1 to 5 | Weighting 25% |
| 2.1b Has an outline CV been provided | Information only. Not scored | No Weighting |
| 2.2 How well has the candidate demonstrated their experience of working with groups or audiences that are often under-represented in heritage projects | Scored 1 to 5 | Weighting 5% |
| 2.3 How well has the candidate demonstrated good social value and environmental sustainability in their work with cultural organisations? | Scored 1 to 5 | 10% |
| 2.4a Competency areas to be tendered for  | Information only. Not scored. | No Weighting |
| 2.4b **Competency Area 1** - How well has the candidate demonstrated experience and expertise in audiences marketing and communications with reference to the relevant areas detailed in the ITT scope? | Scored 1 to 5 | Weighting 30% |
| 2.4b **Competency Area 2** - How well has the candidate demonstrated experience and expertise in collections management and digital storytelling with reference to the relevant areas detailed in the ITT scope? | Scored 1 to 5 | Weighting 30% |
| 2.4b **Competency Area 3** - How well has the candidate demonstrated experience and expertise in digital service and product development with reference to the relevant areas detailed in the ITT scope? | Scored 1 to 5 | Weighting 30% |
| 2.4b **Competency Area 4 -** How well has the candidate demonstrated experience and expertise in digitisation and archiving with reference to the relevant areas detailed in the ITT scope? | Scored 1 to 5 | Weighting 30% |
| 2.4b **Competency Area 5 -** How well has the candidate demonstrated experience and expertise in events and working online with reference to the relevant areas detailed in the ITT scope? | Scored 1 to 5 | Weighting 30% |
| 2.5 Referees | Scored as Pass or Fail | No Weighting |
| 3.1 Day rate for days 1 to 40 | Scored | Weighting 30% |
| 3.2 Estimated number of days available each year  | Information only. Not scored | No Weighting |
| 4.1 Languages spoken | Information only. Not scored | No Weighting |