

Quotation for Delivery of Art Projects
Water, Mills and Marshes: the Broads Landscape
Partnership Scheme



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1.0 Brief for Broad Arts Community Engagement Programme

1.1 Background

Water, Mills and Marshes: the Broads Landscape Partnership Scheme was awarded an earmarked grant of £2.6 million by the Heritage Lottery Fund in November 2015. The content of the scheme was worked up during the Development Phase which ran from January 2016 to June 2017, at which point a second round bid was submitted and subsequently approved (copy available on request). The scheme commenced delivery in January 2018, and will run for five years, finishing in December 2022.

Full details of the scheme, its underpinning philosophy, its ambitions and its component projects are presented in our Landscape Conservation Action Plan (LCAP) which should be viewed to inform the quotation response, links below.

- [LCAP Part 1: Landscape history, statement of significance, vision for the future.](#)
- [LCAP Part 2: Project plan summaries](#)

The Scheme is seeking further funding from Arts Council England to deliver a programme of art-based projects based upon the Broads landscape to be delivered over 3 years. Participants will be engaged via a range of community organisations in Great Yarmouth and Lowestoft including the Youth Offending Team, Herring House Hostel, Norfolk Youth Offending Team and Access Community Trust.

2.0 Broads Based Art Projects

2.1 Rationale of Role

Two community engagement artists are required to work with partner organisations to deliver art projects based on field trips into the Broads landscape around the Great Yarmouth and Lowestoft areas.

2.2 Scope of Programme

The community engagement artists will work with partner organisations to deliver twenty-two projects (two per year per organisation) over a three year period. Every project will begin with a field trip into the Broads landscape to be delivered by the Water, Mills and Marshes: Broads Landscape Partnership Scheme (WMM). An art-based project will be formulated by the participants in response to the trip. This may be personal or collective. A wide range of creative opportunities will be made available to the participants including creative writing, visual arts, music and digital media.

Each project will have a clearly defined end product (e.g. an exhibition, performance or published material) which will be presented to the wider public both at the end of each project and at appropriate WMM events.

Relevant staff at each partner organisation will also attend a half-day training session on how to deliver and support participants in art-related projects. This will also be delivered by the community engagement artists.

In addition to delivery of project sessions and staff development sessions the artists will be required to attend a planning and review/evaluation meeting (a minimum of two programme delivery meetings per year).

2.2 Programme of Projects

Community Engagement Sessions:

Access Community Trust	6 projects over 3 years (Spring & Autumn). Each will comprise of: 1 x 5 hr session (National Park Visit) 5 x 2 hour sessions (creative project) Total hours per project = 15 hours Total hours per year = 30 hours
Neighbourhoods That Work	4 projects over 2 years (Spring and Autumn). Each will comprise of: 1 x 5 hr session (National Park Visit) 5 x 2 hour sessions (creative project) Total hours per project = 15 hours Total hours per year = 30 hours
Youth Offending Team	6 projects over 3 years (Spring & Autumn). Each will comprise of: 1 x 5 hr session (National Park Visit) 5 x 2 hour sessions (creative project) Total hours per project = 15 hours Total hours per year = 30 hours
Herring House Trust	6 projects over 3 years (Spring & Autumn). Each will comprise of: 1 x 5 hr session (National Park Visit) 5 x 2 hour sessions (creative project) Total hours per project = 15 hours Total hours per year = 30 hours
Total Client Programme hours	Each project will comprise of: 1 x 5 hr session (National Park Visit) 5 x 2 hour sessions (creative project) Total hours per project = 15 hours Total hours per year = 30 hours Total Session Time = 330 hours

Staff Development Sessions:

Access Community Trust Herring House Trust Neighbourhoods That Work Youth Offending Team	Initial 4hour training session for staff at each delivery organisation.
Total Staff Programme hours	16 hours

2.3 Budget

The total budget for delivery of the programme is not to exceed £13,500 (excluding VAT).

2.4 Project Constraints

The delivery of the project is dependent on a successful application to the Arts Council. The application will be submitted in October 2019 and a decision taken by the Arts Council in December. If successful with the application, the project will formally begin delivering activities in March 2019 and will end in March 2022.

3.0 Submission

3.1 Content required

Your quotation should include:

- Curriculum Vitae
- Details of relevant experience and expertise – in particular, working with at risk service users and organisations within the community
- A fixed cost for all work including a breakdown showing an hourly rate for delivery of project sessions; meeting attendance; travel costs and estimated material costs against one sample project design (excluding event costs).
- Price exclusive of VAT
- Details of safe-guarding training and DBS check (including level)
- Details of Public Liability and Employer's Liability insurance.

3.2 Form of content

We would prefer your submission in an electronic format. Electronic submissions should be sent by email to:

Anna Lynch, Project Officer
Broads Landscape Partnership Scheme: Water, Mills and Marshes
anna.lynch@broads-authority.gov.uk

3.3 Time-line

ACTION	Date
Release of brief	Friday 7 th September 2018
Clarification questions period ends	Monday 17 th September 2018
Return of an electronic version of the proposal material	By 5pm on Monday 24 th September
Contract Award	Monday 1 st October 2018

3.4 Award criteria

The decision to identify the preferred applicant will be based on our assessment of the most economically advantageous quotation as well as applicable past experience. The evaluation will take into account the following:

- Previous examples of high quality creative work
- Experience of delivering community engagement art projects
- Experience of working with similar client groups including those from socio-economically disadvantaged backgrounds, with physical and/or learning disabilities, poor mental health or socially challenging behaviour.
- Experience of delivering projects outdoors and at various community venues
- Experience of organising and leading public events.

Award Criteria	Weighting
Price *	50%
Evidence of experience and ability in undertaking similar projects and events	25%
Evidence of working with similar client groups	25%
Total – 100 points would equal maximum score	100%

* Price = $(\frac{\text{Lowest Quotation Price}}{\text{Quotation Price}}) \times 50$ (maximum mark available)

The estimated materials costs will be x 11 for each project (including staff training).

3.6 Intellectual Property

The intellectual property rights (including copyright and design) of all work, documentation, data, and materials and of any copies thereof (“Materials”) produced for the scheme and/or partnership by or on behalf of the appointed artist under or in connection with the Contract are hereby assigned to and shall vest in HLF and the delivery partners free from any encumbrance and with full title guarantee. The appointed artist shall not make or permit others to make any copies of materials without the Authority’s consent. Copyrights attached to the source data must be strictly adhered to. The appointed artist shall maintain adequate security measures during the term of the contract to safeguard materials from unauthorised access use or copying, and shall notify the Authority immediately if the consultant becomes aware of any unauthorised access to, use or copying of any materials by any person.

3.7 Right to cancel or vary the quotation

The Authority reserves the right:

- i. to amend, clarify, add to or withdraw all or any part of the Quotation Invitation at any time during the process;
- ii. to vary any timetable or deadlines set out in the Quotation Invitation;
- iii. not to conclude a contract for some or all of the goods and/or services (as applicable) for which Quotations are invited; and
- iv. to cancel all or part of the Quotation Invitation at any stage at any time.

The Potential Provider accepts and acknowledges that by issuing the Quotation document, the Authority is not bound to accept a Quotation or obliged to conclude a contract with the Potential Provider at all.

3.8 Contract awarding

The Potential Provider that achieves the highest total score will be awarded the Contract. If two or more Potential Providers obtain the highest total score, the Potential Provider with the highest score for the price element will be deemed the winner and awarded the Contract. If the Authority receives only one Quotation in relation to this brief, the Potential Provider will be awarded the Contract provided that they meet the Minimum Total Score of 65.

4.0 Project Management and contacts

The key contact for this work will be Anna Lynch, Project Officer for the Water, Mills and Marshes scheme.

For all queries relating to this brief, please contact:

Anna Lynch, Project Officer, Water, Mills and Marshes: the Broads Landscape Partnership Scheme

Tel: 01603 756003 or 077771617210

Email: anna.lynch@broads-authority.gov.uk

