



**LOTTERY FUNDED**



## **Contract to deliver SVQ3 Museums and Galleries Practice to learners as part of the HLF Skills for the Future funded Skills for Success Programme**

### **Tender Brief**

**Deadline:** 25 April 2018

#### **Background**

Museums Galleries Scotland (MGS) is the National Development Body for museums and galleries in Scotland. MGS also promote the sector's work to the Scottish Government, stakeholders and the public, and advocate the public value and contribution of museums and galleries to society.

We invite tenders from suitably experienced and qualified people and organisations to work with MGS and host museum staff to support the delivery of the SVQ3 Museums and Galleries Practice to learners across Scotland.

MGS have a history of delivering successful work based learning programmes. We have recently received funding from the Heritage Lottery Fund for our Skills for Success programme. Skills for Success will develop and address issues including a lack of diversity in the workforce; a lack of accessible entry and progression routes; the development of an accredited work based learning culture in museum sector organisations; and to tackle vital skills gaps. There will be two strands, an entry level strand and a management strand. Both strands will undertake 12 month placements while working towards SVQ3 Museums & Galleries Practice and learners will participate in other pre planned and tailored relevant training opportunities.

A contractor(s) is required to work with the Skills for Success Programme Manager, Skills Development Manager and the Business Services Manager to achieve the deliverables of this tender. Working to the budget in this tender brief, the successful contractor will have specific responsibility for the following area of work:

- Assessment and verification of 16 candidates undertaking the SVQ3 Museums and Galleries Practice from August 2018-September 2019.
- Candidates will be based across Scotland which could include Glasgow, Edinburgh, Stirling, Perthshire, Aberdeen, Cromarty, Orkney Islands, Selkirk, Dumfries, Blantyre, Paisley, South Ayrshire, Fife

#### **Deliverables:**

- Successful delivery of the SVQ3 Museums & Galleries Practice to 16 new entry learners within the designated time period

## Your experience

We are looking to appoint an individual or team to undertake this work who can demonstrate an awareness of, and expertise in the area outlined above.

The successful bidder would need to be approved and capable to deliver the SVQ 3 Museums Galleries Studies or be willing to apply for approval and have approval status with capability to deliver by 31<sup>st</sup> July 2018.

### Core competencies should include

Knowledge of vocational work based learning.

Experience of delivering SVQ3 Museums & Galleries Practice, SVQ3 Cultural Venue Operation, SVQ3 Community arts or suitable equivalent.

Knowledge and understanding of diversity issues and experience of working with a diverse range of learners, some that may have complex needs.

Sound project management skills with demonstrable capacity to deliver positive results within tight deadlines over a challenging geographical area while liaising with a range of stakeholders.

Excellent collaborative, team working and communication skills.

Capability and commitment to fully engage in all aspects of the evaluation process with MGS staff and our external evaluation provider.

### Timescales and Budgeting

We expect close liaison throughout the contract period and informal updates on progress as well as participation at project meetings. Attendance at meetings and methods of communication will be agreed at the inception meeting.

All project costs must come within the budget agreed on commissioning. Payments will be linked to the successful completion of key milestones. Timings will be agreed at the project inception meeting.

<b>Task</b>	<b>Date</b>
Deadline for clarifications	18 <sup>th</sup> April 18
Deadline for tenders	25 <sup>th</sup> April 18
Notification of invitees for tender presentations	w/c 30 <sup>th</sup> April 18
Presentations at MGS offices for selected tenders	9 <sup>th</sup> May 18
Notification of appointment decision	11 <sup>th</sup> May 18
Inception meeting	Mid-late May 18

### Instructions for Tender

Where appropriate, any additional information provided by MGS as a result of a request for clarification will be circulated to all tenderers.

The main body of the tender document should be no more than 10 pages, excluding appendices.

Please include a cost breakdown to show cost per candidate on the following bases:

- a) Registration of candidates through contractor's assessment centre
- b) Registration of candidates through MGS's assessment centre

Your total figure should be inclusive of VAT.

Tenders should be submitted electronically to [training@museumsgalleriesscotland.org.uk](mailto:training@museumsgalleriesscotland.org.uk) by **12 noon on Wednesday 25 April 2018**.

Only a limited number of contractors will be invited to present at MGS offices and the submission of a tender should not be taken as a guarantee of inclusion on this shortlist. Inclusion on the short-list will be based on the first 4 requirements on the scoring framework and final tender appointment from all 5, including the presentation of proposal.

Any enquiries about the tender process or points of clarification should be directed to Rachael Rowley, Business Services Manager [rachaelr@museumsgalleriesscotland.org.uk](mailto:rachaelr@museumsgalleriesscotland.org.uk) by **18<sup>th</sup> April 2018**

<b>Scoring Framework Requirements</b>	<b>% of tender</b>
<b>Understanding of MGS and HLF requirements:</b> Interpretation of the brief.	20%
<b>Experience of delivery:</b> Please provide detail on similar work with previous clients, clearly demonstrating how your experience qualifies you to meet the criteria with contact details for references	25%
<b>The Team and organisational abilities:</b> As a project that will be fast-paced with a strict time and budget, how you manage your deliverables will be important. Set out responsibility for tasks and how your company would manage to ensure it is delivered on time and on budget meeting the deliverables of the tender brief (enclose team's CVs in appendix, no more than 2 pages per CV). Please outline potential risks to successful completion of the project taking account of the scope of work and timetable specified. The risk assessment should outline strategies to tackle potential risks, general contingency arrangements as appropriate.	25%
<b>Budget:</b> Please include a pricing schedule. We are an organisation with charitable status so value for money is important to us. Please state clearly how many learners you would expect to assess for the cost provided. Please also give a costs for additional learners.	20%
<b>Interviews/presentation of Proposals:</b> The bidders invited to tender will be required to present their proposals (10 minute prepared presentation and approximately 30 minutes discussion and questions). The final 10% will be awarded accordingly following the presentations.	10%

**PLEASE COMPLETE THE BELOW AS PART OF YOUR SUBMISSION**

**CONFIRMATION OF TENDER SUBMISSION**

*Note: Where the tenderer is a consortium, the lead member of the consortium should complete this form.*

**INVITATION TO TENDER FOR CONSULTANCY SERVICES**

<b>Name of Tenderer</b>	
<b>Registered Address/ Principal Place of Business</b>	
<b>Registered Number, if applicable</b>	
<b>Contact Name for enquiries related to your tender response</b>	
<b>Contact's position</b>	
<b>Contact's email address</b>	
<b>Contact's landline telephone number</b>	
<b>Contact's mobile telephone number</b>	

Having examined the Invitation to Tender (ITT), and being fully satisfied in all respects with the requirements of the ITT (including all instructions and terms and conditions set out therein), I hereby submit this tender response. If this tender response is accepted we understand and accept that we will enter into a legally binding contract (being in the same or substantially the same form as the draft provided to us with the ITT) within 5 days of being called upon to do so.

I confirm that I and the tendering organisation agree to comply with the provisions relating to confidentiality set out in the ITT.

I hereby warrant that to the best of my knowledge and belief:

- the information provided in this tender response is accurate and is not false or misleading, and that if there is any change in circumstances which may impact this statement, I shall promptly notify MGS in writing, setting out the relevant details in full; and
- that there are no potential or actual conflicts of interest that would prevent the tenderer acting for MGS in relation to any aspect of the Requirement.

This Tender Response shall remain open for acceptance by MGS for a period of 180 days after the due date for return of tender responses specified in the ITT.

I warrant that I have all the requisite corporate authority to sign this tender response.

Signed for and on behalf of the above named Tenderer:

Signature .....

Position .....

Date .....

**NON-COLLUSION CERTIFICATE**

*Note: Where the tenderer is a consortium, each member of the consortium should complete this certificate.*

**Name of Tendering Organisation:**

1. I warrant this is a bona fide tender response, intended to be competitive and that we have not fixed or adjusted the amount or content of the tender response or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other party.
  
2. I also confirm that we have not and that we will not at any time commit or undertake any of the following acts:
  - 2.1. communicate to a party other than MGS the amount or approximate amount of my/our proposed tender response (other than in confidence in order to obtain quotations necessary for the preparation of the tender response and/or insurance);
  - 2.2. enter into any agreement or arrangement with any other party that he shall refrain from tendering or as to the amount of any tender response to be submitted;
  - 2.3. offer or agree to pay or give any sum of money inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused any act or omission to be done in relation to any other tender or the proposed tender response; or
  - 2.4. otherwise entered into any agreement or arrangement with another party in relation to any aspect of any tender response submitted.
  
3. In this Schedule:
  - 3.1. the word "**person**" includes any person, body or association, corporate or incorporate; and
  - 3.2. the phrase "**any agreement or arrangement**" includes any transaction, formal or informal whether legally binding or not.
  
4. I warrant that I have all the requisite corporate authority to sign this certificate.

Signed for and on behalf of the above named tenderer:

Signature .....

Position .....

Date .....

**NON-CANVASSING CERTIFICATE**

*Note: Where the tenderer is a consortium, each member of the consortium should complete this certificate.*

**Name of Tendering Organisation:**

1. I hereby confirm that we have not canvassed any member, officer, employee, or agent of MGS in connection with the award of the Contract and that no person employed by us or acting on our behalf has done any such act.
  
2. I hereby undertake that we will not prior to the conclusion of the appointment process canvass or solicit any member, employee, agent of MGS in connection with the award of the contract and that no person employed by us or acting on our behalf will do any such act.
  
3. I warrant that I have all the requisite corporate authority to sign this Certificate.

Signed for and on behalf of the above named Tenderer:

Signature .....

Position .....

Date .....