

National Museums Scotland

Invitation To Quote

Get Energised: Science Engagement Specialist

DOCUMENT LAYOUT

This document is in 4 Sections:

Part 1	Instructions To Tenderers
1.1	General Instructions
1.2	Quote Submissions
1.3	Quote Evaluation
1.4	Selection and Award Criteria
1.5	Terms and Conditions of Contract

Part 2	Procurement Specifications
2.1	Overview
2.2	National Museums Scotland
2.3	Background
2.4	The Requirements
2.5	Payments

Part 3	Tenderers Submission
3.1	Background
3.3	Award Criteria - Quality
3.4	Award Criteria - Price

Part 4	Form of Tender
---------------	-----------------------

Appendix A	Evaluation Criteria Scoring Definitions
-------------------	--

PART 1: INSTRUCTIONS TO TENDERERS

1.1 GENERAL

- Failure to comply with instructions contained within these documents may result in the rejection of Quotes.
- Tenderers are required to provide all of the information requested within these documents in the format and order specified.
- National Museums Scotland reserves the right to amend any part of this documentation at any time during the procurement process.
- National Museums Scotland reserves the right to cancel this procurement process at any point prior to placement of the final purchase order without penalty.
- National Museums Scotland will not be responsible for any expenses incurred by Tenderers during this procurement process, whether or not an award of Contract is made.
- National Museums Scotland reserves the right to reject or disqualify a Tenderer where the Tenderer fails to comply fully with the specified requirement.
- National Museums Scotland reserves the right to reject or disqualify a Tenderer where the Tenderer is guilty of a serious misrepresentation in supplying any information required in this document.
- National Museums Scotland is not bound to accept the lowest, most economically advantageous or any Quote received.
- If you are a freelance contractor, National Museums Scotland will require the following to be in place prior to a binding contract and commencing trading.
 - A valid CRN or UTR;
 - A Freelance Contractors – Contract Award Letter, signed by the supplier
- The Freedom of Information (Scotland) Act 2002 designates the National Museums Scotland as a Scottish public authority and therefore subject to the provisions and obligations in that Act.
- Quotes must be open for acceptance for a period of 60 days, from the final date for Quote submissions.

1.2 Quote Submissions

**The closing time/date for Quote submissions is:
Monday 20 June 2016 at 10am
Late submissions will not be accepted.**

- Submissions must be made electronically via the quick quotes portal at Scotland portal at www.publiccontractsscotland.gov.uk
- Tenderers should allow sufficient time before the closing time/date to upload Quotes and should note that the National Museums Scotland has no discretion to allow further access to upload documentation once the closing time/date has elapsed.
- Should users of Public Contracts Scotland portal have any problems with the website they should contact the website's Support Desk by following the 'Contact Us' option on the left hand menu at the web address noted above.
- Quotes uploaded after the closing date/time will not be considered.

1.3 Quote Evaluation

- Quotes will be evaluated in an objective manner.
- Quote submissions should consist of the following:
 - Completed Award Criteria questions (included within this document);
 - Completed Form of Tender (included within this document); and
 - Pricing Schedule.
- Only information provided as a direct response to the Award Criteria questions and the Pricing Schedule (separate attachment) will be evaluated.
- Tenderers should respond on the basis that National Museums Scotland has no prior knowledge of their organisation.
- Information and detail which form part of general company literature or promotional brochures etc. will not form part of the evaluation process. Marketing material should not be included.
- Tenderers will be notified of the outcome of their Quote once the evaluation of all Quotes has been completed.

1.4 Award Criteria (price & quality)

- National Museums Scotland will apply the following evaluation process to all Quotes received. The Contract will be awarded on the basis of the Most Economically Advantageous Quote based on the following;

Criteria	%
Quality	70
Price	30

- The aim of the evaluation is to select the Quote which represent the best overall value for money. This evaluation will include an emphasis on quality as well as price.
- The quality analysis will be based on the answers provided in response to the weighted Award Criteria Questions within this document. Responses to these questions will be scored as per the scoring matrix at Appendix 1 of this document.
- Following completion of the quality analysis, Quotes will be subject to a cost analysis. The cost analysis will establish the full price of Quotes considering responses to the Pricing Schedule. The lowest priced bid will be allocated the 100% weighting. All other bids will be scored on a prorated basis against the lowest bid (e.g. lowest bid price divided by the Tenderer's price multiplied by the price weighting). Scores from the quality analysis will then be combined with the scores for the cost analysis using the price:quality ratio outlined above to reach a combined score for each Quote.

1.5 Terms and Conditions of Contract

- The Contract shall be subject to the attached National Museums Scotland Terms and Conditions of Contract (separate attachment).
- Any alternative Terms and Conditions of Contract offered by a Tenderer shall, if inconsistent with the National Museums Scotland Terms and Conditions, be deemed to have been rejected unless expressly accepted by National Museums Scotland in writing.

PART 2: Procurement Specifications

2.1 Overview

The National Museums Scotland wishes to engage a Science Engagement Specialist. National Museums Scotland is seeking a suitably qualified contractor to deliver our Get Energised programme with experience in developing and delivering similar educational projects.

The contract will start on the 30 June 2016 and end on the 31 March 2017.

The budget for this work is £9600. An additional budget of maximum £6000 is allocated for 'kit' materials.

2.2 National Museums Scotland

National Museums Scotland cares for vast, multi-disciplinary collections. The collections are a significant part of the culture of Scotland, held in trust for the Scottish people.

National Museums Scotland is a Non-Departmental Public Body, governed by a Board of Trustees. The core funding of National Museums Scotland is grant-in-aid received from the Scottish Government. We care for collections of national and international importance. Our activities are spread over five sites in Scotland:

- National Museums Scotland; Chambers Street, Edinburgh
- National War Museum (NWM); Edinburgh Castle
- National Museum of Flight (NMF); East Fortune, East Lothian
- National Museum of Rural Life (NMRL); Kitchside, East Kilbride
- National Museums Collections Centre; West Granton Road, Edinburgh

2.3 Background To the Requirements

Get Energised with the ScottishPower Foundation is an on-going programme at National Museums Scotland. In 2013-14, the programme was launched and offered Challenge Days on the topic of renewable energies in Scotland for pupils undertaking their 4-5 National Qualifications in Physics.

Since then the programme has developed and now includes:

- Challenge Days for National Qualification Physics pupils
- Science Investigation Days for S1-3 pupils
- Magic Carpet session about weather for Nursery-P1 pupils
- Interactive STEM workshop for P5-7 pupils
- Training and support for teachers.

A range of resources on renewable energy have also been developed including:

- Pupil Challenges booklet (for National Qualification pupils)

- Secondary Teachers' Guide
- Nursery and Primary Teachers' Guide
- Windmill template
- A series of short films

These resources and further information about the sessions can be found on www.nms.ac.uk/getenergised

The project is supported by a steering group of representatives from a wide range of organisations connected to renewable energy.

Plans for 2016-17

In the 2016-17 academic year, this project will continue with the sessions mentioned above. New science and technology galleries are due to open at the National Museum of Scotland on 8 July 2016. One of these galleries, Energise, will focus on the story of energy and new resources will be created to link the Get Energised sessions into this gallery.

Sessions will also be updated to reflect current trends and news in the renewable energy sector and learning staff will also be trained to deliver the sessions to allow the programme to continue beyond 2017.

Target Audience

- Pupils studying National Qualifications 4-5 in Physics
- Pupils in S1-3
- Primary & Secondary teachers
- Primary 5-7 pupils
- Nursery-Primary 1 pupils

Pupil learning outcomes

- Applying their knowledge of physics, maths and technologies to solving real engineering challenges and presenting their solutions.
- Promoting physics, maths and technologies as subject choices for S1-2 pupils
- Developing skills in team-working to successfully complete challenges.
- Able to discuss the pros and cons of renewable energy versus traditional sources of energy.
- Understanding the different career opportunities available in Scotland in the renewable energy sector.
- Be inspired by the innovative engineering and creative people in Scotland's renewable energy industry.

2.4 The Requirements

1. Update and Delivery of Four Challenge Days

Four Challenge Days will be hosted for pupils undertaking National Qualifications 4-5 in Physics. The Challenge Days have run successfully for 3 consecutive years but require updating of some aspects due to feedback from staff and pupils.

The freelancer would be required to:

- Deliver each Challenge Day, providing an introductory talk at the start for pupils, and providing support throughout the day to groups taking part in challenges
- Update the Hydro, Solar and Marine challenges, based on pupil and teacher feedback, and refresh the kit
- Alter the wind challenge to reduce the need for as many fans, introduce a more competitive element, and make the session more hands-on. The new session should also include information about offshore wind farms.
- Provide standardised introduction 'stories' for each of the four challenges to support staff in delivering them
- Update the Teachers' Pack and Pupil Challenge Booklet which accompany the day, based on teacher and pupil feedback, and also to include the latest developments in renewable energy in Scotland and information about career routes into renewable energy
- To work with with Careers Advisors at the museum to develop a new networking session at end of Challenge Days, to replace the keynote speech
- Train Museum Learning Staff in running the four activities on the day

Delivery Outline

Challenge Days:

- Wed 5 & Thurs 6 Oct 2016 – National Museum of Rural Life
- Mon 7 & Tues 8 November 2016 – National Museum of Scotland

Update content –16 September 2016

Train staff to deliver sessions –end September 2016

2. Update and Delivery of Training for S1-3 Workshop

S1-3 pupils at Get Energised Science Investigation Days take part in an introduction session, plus two 60 minute workshops on Engineering in Scotland and Scotland's Landscape.

The freelancer would be required to:

- Update introduction to include interactive demonstration of how electricity is generated using coils and magnets. An external company could be sourced to create an interactive for this section.
- Update the demonstrations which pupils take part in, based on pupil and teacher feedback, and refresh the kit if necessary
- Standardise scripts to ensure all staff delivering the same sessions and train staff in delivering these
- Create a trail sheet for pupils to use when exploring new Energise gallery at National Museum of Scotland which links into the introduction to the day

Dates for S1-3 sessions (Freelancer not required to attend all of these sessions)

National Museum of Rural Life
Wed 28-Fri 30 Sept 2016

Mon 10-Wed 12 Oct 2016

National Museum of Scotland

Mon 21-Tues 22 Nov 2016

Mon 8 – Thurs 11 May 2017

Delivery outline

Update workshops and resources – August-September 2016

Train staff to deliver – early September 2016

Trailsheet – early November 2016

3. Update and create resources for Upper Primary Classes

P5-P7 pupils in the Get Energised Power House sessions discuss different types of renewable energy in Scotland, before creating their own house and choosing which renewable energy source to use to power it.

The freelancer would be required to:

- Create a trail sheet to complement the session for pupils to use when exploring new Energise gallery at National Museum of Scotland
- Update the activities which pupils take part in, based on pupil and teacher feedback, and refresh the kit if necessary
- Update teachers pack to include the latest developments in renewable energy in Scotland and work with Careers Advisors to update information about the world of work in relation to renewable energy

Dates for P5-7 sessions (Freelancer not required to attend all of these sessions)

National Museum of Rural Life

Wed 28-Fri 28 Oct 2016

Wed 2-Fri 4 Nov 2016

National Museum of Scotland

Mon 31 Oct-Fri 4 Nov 2016

Mon 16-Fri 20 Jan 2017

Mon 13-Thurs 16 Mar 2017

Delivery outline

Update activities and refresh kit – early October 2016

Trail sheet created – 14 October 2016

4. Update and create resources for Early Years

Nursery-P1 pupils taking part in the Magic Carpet weather session learn more about the wind and how we can use it to generate electricity through stories, songs, and interactive experiments.

The freelancer would be required to:

- Create a trail sheet to complement the session for pupils to use when exploring new Energise gallery at National Museum of Scotland
- Update the activities which pupils take part in, based on pupil and teacher feedback, and refresh the kit if necessary

Delivery outline

Update activities and refresh kit – early October 2016

Trail sheet created – 14 October 2016

5. Delivery of CPD sessions

Four CPD sessions for teachers will be provided:

Secondary teachers CPD will cover Challenge Days and S1/2 Workshops – 1 at National Museum of Scotland (to include introduction to new galleries), 1 at National Museum of Rural Life.

Primary teachers will cover Upper Primary and Early Years Workshops – 1 at National Museum of Scotland, 1 at National Museum of Rural Life.

These sessions will allow teachers to test the workshop before they bring their pupils and will provide them with a range of ideas and resources they can use pre and post visit to assist them with the topic of Energy.

Delivery outline

Delivery of CPD sessions for Secondary teachers: 2 days – September-October 2016

Delivery of CPD sessions for Primary teachers: 2 days – October-November 2016

6. Outreach Project

To reach teachers and pupils beyond the central belt with the Get Energised project, this year an outreach kit will be developed to be used by external groups, based in Aberdeen with the Institute of Physics group. This will require the freelancer to:

- Develop and source kit, including equipment, notes and housing for kit
- Work with Careers Advisors to include section about careers in the renewable energy industry
- Run 2 training sessions for teachers in Aberdeen/Aberdeenshire
- Run session at ASE conference in Dundee, 3-4 March 2017

Delivery outline

Hand over kit and run training sessions for teachers - Feb 2017

Run session at ASE conference – 3-4 March 2017

Project Management

Sarah Cowie, Learning Officer (Schools), National Museums Scotland will manage the overall delivery of the project. Sarah will be responsible for:

- Recruiting and managing panel of experts and stakeholders
- Marketing and recruitment of schools including all publicity and web information
- All liaison and bookings of schools
- Event operations on the challenge days
- Ensuring project milestones are met
- Liaising with Graphic Designers on the design and printing of resources
- Providing support and training to Museum's Learning staff if required
- Evaluation of project

The **Science Engagement Specialist** will be expected to carry out the following tasks:

- Update and deliver 4 Challenge Days for pupils on the theme of renewable energy in Scotland
- Procure materials required for Challenge Days, prepare materials as required for the day into 'kits' and deliver 'kits' to the museum.
- Update current Teachers' packs and Pupil Challenge booklet
- Create three trail sheets for each different age group – Nursery-P1, P5-P7 and S1-S3
- Update content and resources for S1-3 Science Investigation Day, P5-7 Power House session and Nursery-P1 Magic Carpet Weather session
- Develop outreach kit and deliver sessions for teachers in Aberdeen
- Deliver 4 CPD sessions for teachers
- Train Museum Learning Staff
- Attend approximately 6 meetings throughout the course of the project
- Liaise with NMS staff on the content of sessions and the use of equipment and materials.
- Update or create risk assessments for all sessions
- Prepare post event report.

Programme

It is expected that the contract will commence in July and follow the schedule as below:

- | | |
|------------------------------------|-------------------------|
| • Deadline for tender applications | mid June 2016 |
| • Selection process | Late June 2016 |
| • Successful applicant appointed | July 2016 |
| • S1-3 workshop and CD updates | September 2016 |
| • Update Primary workshops | October 2016 |
| • Create Nursery/Primary Trails | October 2016 |
| • CPD sessions | September-November 2016 |
| • Challenge Days | October-November 2016 |
| • S1-S3 Trail | November 2016 |
| • Outreach Kit | February 2017 |
| • Final Report | 31 March 2017 |

Deliverable Milestones

Update S1-3 content	12 September 2016
Primary/nursery trail sheets created	14 October 2016
Challenge Days delivery	5-6 October & 7-8 November 2016
Delivery of outreach kit	24 February 2017
ASE Conference session	3-4 March 2017
Final report (including drafts)	31 March 2017

2.5 Payments

The Contractor shall provide an invoice breakdown, per order, detailing the charges based on the programme provided in this document. Invoices shall be clearly itemised with the number of days, service description and pay rate.

This is not a commitment to purchase. Commitment to purchase will be made only through the receipt of a properly authorised National Museums Scotland purchase order.

Invoices received for work where no corresponding order exists will not be paid.

It is the responsibility of the Contractor to notify National Museums Scotland on any cost variance from the original quote prior to engaging in any additional work. This must be approved in writing by National Museums Scotland.

All invoices will be paid in arrears within 30 days of invoice.

PART 3: Tenderers Submission

All Tenderer's are required to provide a detailed response to all of the following questions. Your responses will be assessed as part of the overall evaluation of your Quote.

This section will not be evaluated and is for information only

3.1 BACKGROUND	
Date	
Invitation to Quote Reference	
Company Name	
Organisation Legal Status	<input type="checkbox"/> Sole Trader <input type="checkbox"/> Private Limited Company <input type="checkbox"/> Public Limited Company <input type="checkbox"/> Partnership <input type="checkbox"/> Other
If you have answered 'other' to the question above please provide details here.	
VAT registration number (or UTR (Unique Taxpayer Reference or CRN Company registration Number) or alternative EU registration number)	

The following award criteria will be evaluated as part of the quality scoring.

3.3. Award Criteria - Quality		
DELIVERY OF THE REQUIREMENT		WEIGHTING (%) 45
Question 3.3.1	<p>Provide a method statement which details how you will deliver the services that are described in the requirements. In particular you should detail:</p> <ul style="list-style-type: none"> Your approach to and understanding of the project, including delivery of project outputs, time management, and ability to develop the project 	
Response	<p>The space allowance is 3 pages. No PDF Submissions. Submissions should be in the space provided below. Arial size 11 font.</p>	

EXPERTISE & EXPERIENCE		WEIGHTING (%) 25
Question 3.3.2	<p>Provide details of your expertise and experience relevant to this project</p>	
Response	<p>The space allowance is 3 pages. No PDF Submissions. Submissions should be in the space provided below. Arial size 11 font.</p>	

3.4 Award Criteria - Price			
Your quotation should be competitive and broken down to show itemised costs. The prices quoted should be fixed costs which are Net and exclusive of VAT.			
Description of goods/services	Quantity	Price per unit (Ex VAT)	Total Price Ex VAT
TOTAL EXCLUDING VAT			£
Discount			£
TOTAL COST (Excluding VAT)			£

PART 4: Form of Tender

We, the undersigned, having considered these documents and subject to and upon the National Museums Scotland Terms and Conditions of Contract, offer the provision of the goods/services for the price(s) entered in the Pricing Schedule.

The National Museums Scotland is not bound to accept this or any Quote, however, any Contract that may result from this Quote will be subject to Scots Law and the Tenderer hereby irrevocably submits to the jurisdiction of the Scottish Courts.

We undertake to complete the performance of the whole of the goods/services set out in these documents within the times stated therein.

By submitting a Quote, we acknowledge that our Quote is a bona fide Quote, intended to be competitive, and that we have not fixed or adjusted the amount of the Quote by or under or in accordance with any agreement or arrangement with any other person.

Tenderer's Name (block capitals):	
Tenderer's Signature:	
Company Name & Address:	
Witness Name (block capitals):	
Witness Signature:	
Date:	day of 2016

Appendix A

Evaluation Criteria Scoring Definitions

Assessment	Score	Interpretation
Excellent	4	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.
Good	3	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.
Acceptable	2	Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.
Poor	1	Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.
Unacceptable	0	Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

End of Invitation To Quote Document