

Invitation to Tender

Museum Governance Programme – Bespoke Consultancies

Background:

Renaissance South East has developed a Governance Programme which aims to support Local Authority and Independent Museums in the region through bespoke consultancy sessions and training events. We are now inviting tenders from consultants to work with us to deliver the consultancy sessions for this programme.

Programme Overview:

Dates: July 2010 – February 2011

Target audience: Local Authority and Independent Museums

Projected museum numbers: c.10

Number of participants: c.40

Total consultancy project budget: c. £50,000 (inclusive of VAT, travel and expenses)

Tender for bespoke consultancies deadline: **Thursday 2 July 5pm 2010**

Consultants are welcome to apply to cover the total consultancy project budget up to £50,000 reaching approximately 10 partner museums or a proportion of the project participants (£10,000 or below).

Programme Objectives:

This programme should provide museums with an opportunity to review and if necessary make changes to their governing structures and operational methods: The key objectives are to work with museums to:

- Improve their governance models and operations
- Review and where relevant propose or provide the necessary support, capacity or expertise required to implement changes to governance structures
- Prepare options appraisals for Local Authority museums looking to move to trust status

At the end of the programme participants should:

- Be confident and clear in their roles
- Have a clear understanding of strategic planning in relation to their museum
- Have identified organisational needs and be working towards addressing these
- Be in a position to reconsider the structure and diversity of their organisation and change or prepare to change based on the needs of the museum

Bespoke Governance Consultancies Brief:

To plan, deliver and evaluate bespoke 1-2-1 sessions related to governance. The sessions will provide solutions to the individual circumstances of partner museums and meet the overall objectives of the programme.

Key Project Deliverables:

- Delivery of bespoke 1-2-1 sessions with relevant participants
- Producing reports and documents/ resources relevant to the museums governance needs
- Midway report on progress of partner museums for Renaissance South East (please refer to timescales table outlined below)
- Contribution to case studies
- Contribution to training events
- Evaluation and recommendation report for Renaissance South East (please refer to timescales table outlined below)

Tender Documents:

Tender documentation should not exceed 2,000 words (4 pages of A4, excluding annexes) and should be submitted by email to mairead.ourourke@hants.gov.uk by:

Thursday 2 July 5pm 2010

All Tenders Should Demonstrate The Following:

- A response to the scenario provided (please see below)
- An introduction to and credentials of your organisation
- Examples of relevant (governance) projects you and/or your organisation have previously undertaken
- Details of the personnel proposed to carry out the work
- Details on how you would propose to satisfy the requirements of the brief
- Reference to how you propose to deliver this work (frameworks, methodologies and approaches)
- Budget breakdown for the project, including any VAT expenditure required.
- A statement of the number of days each team member will work on the project along with their job title and daily rates
- Details of other costs, including travel. These should be described in sufficient detail to allow assessors to consider the reasonableness of the costs and more generally the efficacy of the proposed approach
- Ability to meet the timescale outlined
- 2 References

Tenders above £10,000 (i.e. proposals to work with more than one museum) should also include:

- Details of experience gained in working with Local Authority museum services moving towards trust status.
- A detailed breakdown of how the delivery of the project would meet the defined timetable: outlining availability of personnel responsible for delivery

We expect all consultants who will be working with us to be flexible and able to manage their own timetabling with relation to planning meetings and support sessions with partner museums.

Timescales: Please note the following key dates when returning your tender

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| 1. Closing date for receipt of applications | Friday 2 nd July 5pm 2010 |
| 2. Meeting with Renaissance South East | Between 6 – 9 July 2010 |
| 3. Tender(s) awarded – contract | Monday 12 July 2010 |
| 4. Project commences | Wednesday 14 July 2010 |
| 5. Briefing with Museum Development Officers | Between 14 – 30 July 2010 |
| 6. Midway evaluation (if tendering for above £10,000 please note monthly reports and weekly updates will be required) | 4 th October 2010 |
| 7. Consultancy sessions completed: | 31 st January 2011 |
| 8. Evaluation and recommendations report: | 14 th February 2011 |

Full payment will be made on completion of items 6 & 7 at a rate identified in the successful tenders' submission and agreed in the issued contract, which will be agreed at item 3. It may also be possible to arrange part payment on completion of items 3 & 5.

Renaissance South East can provide:

- Contact details for museums
- Background knowledge on region and museums
- Documentation relative to the project and participating museums

- Details of the regional training programme
- Advertising

Scenario – To be reviewed in tenders above £10,000

Please review the scenario below and outline in brief within your tender the methods and approaches you would adopt in responding to this particular situation.

Renaissance South East has accepted an application for governance support which was submitted by the museum manager of Anytown Museum, John Smith and signed by Susan Williams, Head of Arts Culture and Heritage services at Anycounty Council. The application highlights the following:

Anytown Museum Information:

- Local museum with 90K visitors per annum
- Staffing and revenue budget of £750,000
- 25% income generation target through ticket sales, café, venue hire and fundraising
- Collection of 400K items, including 500 paintings held in trust and 20K archaeological objects displayed on behalf of a second trust.
- 5 f/t staff, 7 p/t staff and a number of frozen posts
- The museum is located in the centre of town adjacent to the library and sports centre
- Building space is at a premium and the museum building is owned by the council
- There is an active friends association with 150 members led by a committee of 8 people. The committee includes local dignitaries and business people.
- Susan has responsibility for an arts centre, a library, the museum and a sports centre.

The council are under pressure to make further spending efficiencies and are looking at ways of filling income deficits across all service areas. A newly elected member (Jane Brown) to Anycounty council has just gained responsibility for the communities portfolio within which arts, culture and tourism sit.

Susan has approached John and asked him to investigate the options for closing the museum, . Susan and John have discussed the proposal and are investigating the all of the options for the future of the museum and its collections, including moving to trust status. The deadline scheduled for the submission of an options report for discussion at Cabinet is 30 July 2010..

Please outline how you would propose to work with the Head of Service, Museum Manager and relevant stakeholders to support this process. Describe how you would approach taking the museum through a governance review cycle, paying particular attention to the feasibility and development stages. Include in your response a reference to time allocated, frameworks to be used and anticipated outcome.

Submitting your Tender:

Tender documentation should not exceed 2,000 words (excluding annexes) and should be submitted by email to mairead.orourke@hants.gov.uk by

Thursday 2 July 5pm 2010

Successful applicants will be notified by **5 July 2010**

For further details please contact: Mairead O'Rourke, Project Manager at Renaissance South East, Tel: 01962 8933 31