

# NATIONAL MUSEUMS SCOTLAND INVITATION TO QUOTE

## INVITATION TO QUOTE FOR SCHOOLS EVALUATION REVIEW AND DEVELOPMENT

- You are invited by National Museums Scotland to quote for the provision of goods/services detailed in this document.
- It is the responsibility of Tenderers to ensure that their tender is delivered no later than the appointed time and the National Museums Scotland may not undertake to consider tenders received after that time.
- National Museums Scotland are not bound to accept the lowest priced or any quote and shall not be bound to accept the supplier as sole supplier. Prices quoted shall remain fixed for the duration of the contract. Value Added Tax (VAT) should be shown separately and the VAT registration number given.
- The contract will be awarded on the basis of the most economically advantageous quote with 30% price and 70% quality. The quality analysis will be based on your answers provided in the quality section in the Bidder Quotation section of this document. This will be scored as per the scoring matrix in Appendix A. The price evaluation will be assessed by allocating 100% to the lowest bid and all other bids will be scored on a pro rata basis. (e.g. lowest bid price divided by the Bidders price multiplied by the price weighting as indicated above). The price and quality scores will be combined to give a total score.
- 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
- This tender will be valid for **60** days from the returnable date.
- **Tenderers are instructed to complete and return the Bidder Quotation section of this document by 5pm on Monday 11 January 2016 to Sarah Cowie [s.cowie@nms.ac.uk](mailto:s.cowie@nms.ac.uk)**
- Enquiries and returns regarding this Invitation To Quote should be emailed to:

<b>Date of Invitation:</b>	<input type="text" value="10/12/15"/>	<b>Date to be returned:</b>	<input type="text" value="11/01/16"/>
<b>Contracting Office:</b>	<input type="text" value="Learning and Programmes"/>	<b>Tel:</b>	<input type="text" value="0131 247 4046"/>
<b>Name:</b>	<input type="text" value="Sarah Cowie"/>	<b>email:</b>	<input type="text" value="s.cowie@nms.ac.uk"/>

# THE BRIEF

## 1.0 Overview

National Museums Scotland wishes to engage a company to review its current schools evaluation programme and to create and implement a new schools evaluation toolkit to be used across its four sites.

The contract will start on 22/01/16 and end on 31/03/16.

## 2.0 The Requirements

National Museums Scotland (NMS) runs a popular schools programme, welcoming over 50,000 school pupils each year, across its four sites:

- National Museum of Scotland
- National War Museum
- National Museum of Flight
- National Museum of Rural Life

An annual quantitative research report about National Museum of Scotland school visits provides details such as: numbers of schools attending, types of workshops being booked, returning schools, number of public/independent schools attending, plus other basic details. At present, there is no similar qualitative report about the schools experiences, feedback, and views on the programme.

Qualitative evaluation with schools at present is 'light-touch', mainly in the format of teachers' feedback postcards. The results of these are not currently collated, but instead analysed on an individual basis. The postcards have been used for a number of years, and it has been identified by staff that the questions being asked do not reflect what NMS would like to find out about its school visits. There is also a relatively low return rate as teachers have to complete them on the day and hand in, or post back (attaching a stamp) following their visit.

Going forward, NMS would like to discover some of these additional points:

- How engaged pupils are in workshops/sessions
- How workshops fit in with learning about the topic in the classroom
- How visits/workshops could be improved
- How schools found out about the programme of schools activities
- How schools would *like* to find out about our programme of schools activities
  - Format (leaflet, poster, website, email, etc)
  - Time of year
  - Level of detail

NMS are therefore looking to engage a company to review their current system and develop a much more in depth evaluation toolkit for its schools audiences.

NMS are looking for the toolkit to contain:

- Post-visit questionnaires for teachers – both online (SurveyMonkey) and in hard copy (MS Word format)
- Longer term follow up questionnaires for teachers to be circulated at the end of term – online (SurveyMonkey)
- Observation form for staff use (MS Word format)
- Simple feedback system for pupils
- Suggestions for analysing and interpreting the data

The SurveyMonkey questionnaires would be set on the NMS account and the company would be provided with access to this to set up and test the questionnaires.

The company would carry out a trial period with the updated questionnaires over the period of 1 week of school visits and produce a short report of findings.

NMS would also be looking for the company to attend an initial research meeting with relevant staff and also to run a training session with staff and volunteers on implementing the new evaluation system.

The budget for this work is £3500, exclusive of VAT.

### **3.0 Payments**

The Contractor shall provide an invoice breakdown, per order, detailing the charges based on this Invitation To Quote 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

# BIDDER QUOTATION

*Complete and return this section to the procurer named in this document*

COMPANY INFORMATION	
Date	
Invitation to Quote Reference	SCHOOLS EVALUATION REVIEW AND DEVELOPMENT
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 <b>UTR (Unique Taxpayer Reference or CRN Company registration Number)</b> or alternative EU registration number)	

Quality	
Provide a method statement which details how your solution will meet the requirements detailed in this document. Additional attachments of up to 4 pages are permitted.	

PRICE			
Description of goods/services	Quantity	Price per unit (Ex VAT)	Total Price Ex VAT
TOTAL EXCLUDING VAT			£

## APPENDIX A

Assessment	Score	Interpretation
unacceptable	0	Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.
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.
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.
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.
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.

**End of Invitation To Quote Document**