

NATIONAL MUSEUMS SCOTLAND INVITATION TO QUOTE

INVITATION TO QUOTE FOR NATIONAL PROGRAMME CONSULTATION WORK

- 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 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, along with an appropriate level of quality and experience; bids will be scored on 30% cost, 50% quality and 20% relevant experience. The quality and experience analysis will be based on your answers provided in the quality and experience sections in the Bidder Quotation section of this document. These 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, experience 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 13:00pm on 20 June 2016 to Jilly Burns j.burns@nms.ac.uk**
- Enquiries and returns regarding this Invitation To Quote should be emailed to:

Date of Invitation: **Date to be returned:**

Contracting Office: Tel:

Name: email:

THE BRIEF

1.0 Overview

National Museums Scotland wishes to appoint a suitably qualified and experienced consultant to undertake research, consultation and analysis to support the development of a national project with local museums as part of the fourth phase in the redevelopment of the National Museum of Scotland, *Revealing Cultures: Ancient Egypt and East Asia*.

Revealing Cultures will mark the completion of the 15 year Masterplan to redevelop the National Museum of Scotland. Importantly, *Revealing Cultures* presents an opportunity to push the success of the National Museum of Scotland Masterplan out beyond the physical walls of the Museum. Two new galleries will showcase our world-class collections relating to ancient Egypt and three major East Asian cultures - China, Japan and Korea. An integral part of *Revealing Cultures* is a national programme built around the curatorial, conservation, skills development, digital, learning and community engagement work integral to the development of the two new galleries.

Ancient Egypt Rediscovered and *Exploring East Asia* will display a wide range of material from our collections inviting visitors to explore these cultures and civilisations, reinterpreting the familiar and revealing the unknown. These galleries will encourage our audiences to question and challenge their existing perceptions of histories and societies, skills that are essential to education and negotiating the wider modern world. *Revealing Cultures* will enable a greater appreciation of the diversity, relevance and significance of these cultural traditions, their histories and mutual influence, which continue to impact the world today. Using an extensive range of interpretive techniques, allied to learning and digital activity programming, and linked to a national programme, National Museums Scotland will offer visitors the opportunity for a deep engagement. We will take an integrated and collaborative approach, with curatorial, learning and exhibition professionals working closely together, to ensure that our presentation of the national collections is linked to a clear understanding of the learning needs of our audiences.

The national programme will extend the reach of this work beyond the Museum to work with up to 12 partner museums with related collections across Scotland and further expand our reach to work with the identified target audiences for each subject nationally. The target audiences for *Ancient Egypt Rediscovered* are: Primary – Families (with children 7+) and Secondary – Adult learners, primary schools and tourists. The target audiences for *Exploring East Asia* are: Primary – Adult learners and Secondary – Students, secondary schools, tourists (East Asia).

2.0 The Requirements

In the Heritage Lottery Fund Stage 2 bid we will develop a greater understanding of the collections and develop the content and conceptual range of the galleries and the national programme. This will inform the continued gallery content (up to Stage D) and will help assess collections for possible touring or highlight loans to Scottish museums and identify strong links that can be made between local and national collections. We will also undertake audience consultation with prospective partner museums to inform the national programme development, considering with them the best approach to engaging with target audiences or to derive long-term benefits for partners, collections and audiences. The required consultation research will include consultation with partners and community audiences which will directly inform the creation of the full Activity Plan. *Revealing Cultures 5* – Project Execution Plan 19 for submission in March 2017.

The consultant will be briefed and appointed to research, consult and assess the content, scope and impact of the national programme to be delivered nationally, with 12 partners, to agreed target audiences 2017-2019. They will produce a first draft of the national programme to be undertaken alongside the gallery redevelopment work.

National Museums Scotland national and international programme staff, learning and programmes staff and curatorial staff will provide initial briefings and will be available to provide expert advice on prospective museum partners and contacts, share our approach to working with target audiences and background information on the related collections and gallery plans.

The consultant will also work with our national & international programmes, curatorial and learning & programmes staff to identify and approach any other stakeholders or partners that could be usefully associated with delivering the final national programme, in fulfilment of its agreed aims.

2.1 Tasks/Services to be delivered by the National Programme Consultant

- **Initial consultation with prospective partners**
Initial consultation with agreed sector contacts to assess the needs and scope of the national programme (contacts provided). Review to include scoping related collections, partner museum capacity to work with agreed target audiences, opportunities to develop skills.
- **Identify shared collections interests and stories**
Identify key NMS and local stories and potential key objects to build the national programme on to ensure connection to the gallery developments (both Egypt and East Asia collections) and underpin work with the agreed national partners.
- **Identify target audience needs and interests**
Identify the best means to engage agreed target audiences in the national programme.
- **Options Appraisal**

Provide (at least 3) recommended options for different models of delivering the national programme to meet the key aims of the project. Once a delivery option has been agreed with the client, this will inform partner selection criteria and the production of the final national programme delivery plan.

- **Recommend partners**

Identify (up to 12) key partners for intensive involvement in the delivery of the final project. Key partners will be chosen based on the agreed criteria e.g. related collections, interest in working with potential target audiences identified, strategic impact of skills development training towards future partner capacity building interests.

- **Consult partners**

Consult with the agreed (up to 12) partners on development of the full national programme activity plan, including a skills and resource needs analysis. This will inform the final associated skills and training programme and national travelling project model based on those partners' collections links, audience interests and needs, partner capabilities and resources required.

- **Identify any additional opportunities for consideration**

Work with NMS national & international programmes, curatorial and learning & programmes staff to identify and approach any other national partners that could be usefully associated with delivering the final national programme, with its agreed partners, to target audiences and in fulfilment of its agreed aims.

- **Produce final national programme delivery plan**

Produce final national programme delivery plan including fully costed assessment of resources/budget required, timetable for implementation, summary of collection stories for expansion, recommendations for audience engagement activities and briefs for skills development work to be provided.

- **Collaborate with NMS staff**

Feed into the national programme discussions directly, attending internal project implementation meetings as requested

2.2 Staff involved

This national programme consultation will be managed by Jilly Burns, Head of National & International Partnerships as part of Phase II Activity Plan submission. She will liaise closely with the National Programme Implementation Director, Stephen Allen, Head of Learning & Programmes, and Christine McLean, Community Engagement Manager.

2.3 Dissemination of results

Findings (initial and final) will be shared with the National & International Partnerships and Community Engagement teams. Final reports will be disseminated to the Project Implementation and Executive Groups.

2.4 Time schedule

We wish to submit our Stage 2 application to the Heritage Lottery Fund in March 2017. To meet this deadline the consultation research and required reports must be completed no later than November 2016.

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|-----------------------------|-----------------|
| • Send out to tender | w/c 30 May |
| • Tender/quote responses | 20 June |
| • Assessment and decision | w/c 27 June |
| • Research and consultation | Aug-Oct |
| • Draft report | w/c 17 October |
| • Final report | w/c 21 November |

2.5 Budget

A budget of £8,500 (exclusive of VAT) has been allocated for the national programme consultation. Please show in your brief a breakdown of the budget costs.

3.0 Payments

The contracted Consultant 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	Revealing Cultures National Programme
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)	

Quality	
<p>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.</p>	

Experience	
<p>Provide information and details on how your previous experience will meet the requirements detailed in this document.</p> <p>Additional attachments of up to 2 pages are permitted.</p>	

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