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| **A close up of a sign  Description generated with very high confidence**  Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR  Tel: 01768 899 773 Email: office@penrithtowncouncil.co.uk |

**Specification   
  
Penrith Arts and Cultural Strategy**

September 27, 2019

Carol Grey

ECONOMIC DEVELOPMENT OFFICER

**Specification**

**Penrith Arts and Cultural Strategy**

**Introduction**

Penrith Town Council is seeking to develop a 5-year Arts and Cultural Strategy for Penrith. It will be developed against existing approved strategies and the Penrith Neighbourhood Plan and will ensure long-term legacy.

Given Penrith’s economic needs and cultural aspirations it is proposed that the plan will reflect how culture can bring community benefit, sustainable economic development, and attract inward investment to improve the quality of life for residents and visitors.

The Arts and Cultural Strategy will recognise and expand the opportunities that exist for residents to engage with, experience and enjoy local arts and culture.

The strategy will complement the local ambition for Penrith to develop as a premier events destination and to be recognised as an arts and cultural destination drawing on its natural, physical and community assets.

**Expected Outputs:**

1. An evidence-based Arts and Cultural Strategy that provides 5-year deliverable strategic plan and vision for Arts and Culture in Penrith.
2. A strategy that provides a foundation for a longer-term sustainable arts and cultural programme that contributes positively to the local economy.
3. A strategy that encourages inclusivity and accessibility to all ages, cultures communities and abilities that aims to increase and broaden engagement in arts and cultural activity.
4. Develops the reputation of Penrith as an arts and cultural destination.

**SCOPE:**

The successful applicant will be required to deliver a strategy that provides:

1. Audit and assessment of the existing local cultural environment.
2. Audit and assessment of cultural policies within Cumbria that will have relevance and alignment to a Penrith strategy.
3. Mapping of the current provision.
4. A strategy that will develop appropriate arts and cultural infrastructure (physical and human) which identifies clear approaches and costings associated to support the growth and development of creative industries, individual artists and cultural practitioners.
5. A Delivery Plan that identifies how the outcomes set out in the introduction of this specification can be realised. In doing that the plan should also identify:
6. a unique selling point for Penrith.
7. the potential for alternative delivery models.
8. the role for digital technology.
9. A fundraising strategy that identifies potential local and national funding opportunities for the delivery of the cultural strategy and approaches to stimulate support for arts and cultural activity both in terms of earned income and the private and voluntary sectors.
10. Proposals for a Town Council led stakeholder group whose remit will be to:
11. Work in partnership with Penrith Town Council and other relevant bodies.
12. Oversee the delivery of the new Penrith Arts and Cultural Strategy across its 5-year lifetime and periodic review.
13. Maximise opportunities for the arts and cultural sector to play its full part in Penrith’s long-term sustainable development.
14. Enable the arts and cultural sector in Penrith to play a full role in strategies, such as economic development, jobs creation, education, health and well-being.

**Timescale**

1. It is envisaged that this piece of work will commence upon appointment and with the final report provided at an agreed timescale.
2. Actions related to the delivery of the strategy would commence 1 April 2020.

**Output**

The output of this piece of work will be an Arts and Cultural Strategy that covers all the requirements as outlined above.

**Requirements for Submission**

1. Those interested in submitting a quotation for this project should submit one electronic copy of the quotation application form to;

Carol Grey: [economicdevelopmentofficer@penrithtowncouncil.co.uk](mailto:economicdevelopmentofficer@penrithtowncouncil.co.uk)

By 27th October 2019 at 12 pm

1. Composition of proposed project team including CVs, relevant qualifications and any other relevant information.

**Quotation**

1. Provide all the information required along with a breakdown of all costs that indicate a rate per day and the number of days required to complete the scheme of work broken down against the objectives set out in the scope of works. Costs should be inclusive of all anticipated expenses.
2. Interested Applicants should note that an overall maximum budget of up to £5,000 is agreed for this project.
3. The award of the contract will be based on an evaluation considering the cost of the proposal along with the technical capability, previous experience and proposed methodology for the work.
4. A service level agreement will be agreed.
5. Contract payment will be paid on completion of contract.
6. The Council will purchase locally wherever possible and where best value can be satisfied. The Council will primarily make purchases within the parish of Penrith the district of Eden and County of Cumbria.
7. Procurement activities will comply with the Council's Financial Regulations and the Procurement Regulations 2015 and reflect the practises as recorded in the NALC Procurement Toolkit.
8. The Council will show favour to organisations that pay the Living Wage as set by the Living Wage Foundation.

**A close up of a sign

Description generated with very high confidence**

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR

Tel: 01768 899 773 Email: [townclerk@penrithtowncouncil.co.uk](mailto:townclerk@penrithtowncouncil.co.uk)

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| **APPLICANT DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Title** | |  | | **First Name** | | | |  | | | **Last Name** | | | |  | | | | | | | |  | |
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| **Contact Address**  Including full Postcode | | | | | | | |  | | | | | | | | | | | | | | |  | |
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| **Telephone Number** | | | | | | | |  | | | | | | | | | | | | | | |  | |
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| **Mobile Number** | | | | | | | |  | | | | | | | | | | | | | | |  | |
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| **Email Address** | | | | | | | |  | | | | | | | | | | | | | | |  | |
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| **Do you have an alternative contact, including agents, you would like us to use?**  If Yes, provide details. | | | | | | | | | | | | | | | | | | | | | | | | |
| Title |  | | First Name | | | | |  | | | | | Last Name | | | |  | | | | |  | | |
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| Relationship to you | | | | |  | | | | | | | | | | | | | | | | |  | | |
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| Contact Address  Including full postcode | | | | |  | | | | | | | | | | | | | | | | |  | | |
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| Telephone Number | | | | | | | | |  | | | | | | | | | | | | |  | | |
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| Mobile Number | | | | | | | | |  | | | | | | | | | | | | |  | | |
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| Email Address | | | | | | | | |  | | | | | | | | | | | | |  | | |
| **Organisation Name** | | | | |  | | | | | | | | | | | | | | | | | |  | |
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| **Type of Organisation**  **Describe your organisation type and your experience in relation to the scheme of work** | | | | | | | | | | | | | | | | | | | | | | | |  |
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| **Is your organisation a public or private body?** Tick only one box. | | | | | | | | | | | | Public body | | | |  | | Private body | |  | | | |  |
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| **Organisation Registration Number**  **(if applicable)** | | | | | | | | | | | | |  | | | | | | | | |  | | |
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| **Value Added Tax (VAT) Number**  **(if applicable)** | | | | | | | | | | | | |  | | | | | | | | |  | | |
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| **Scheme**  This should be a short title for us to use in correspondence. | | | | | | |  | | | | | | | | | | | | | | | | |  |
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| **Project duration** | | | | | | Start date (DD/MM/YYYY) | | | |  | | | | End date(DD/MM/YYYY) | | | | |  | |  | | | |

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| **REFERENCES** – Please give two referees | |
| **1. Name & Address:** | **2. Name & Address:** |
| **Describe the relationship with your referee:** | **Describe the relationship with your referee:** |
| **Why have you chosen this referee?** | **Why have you chosen this referee?** |

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| **Are you able to provide a current certificate of insurance including public liability insurance of a minimum of £10,000,000?** |  |  |
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**PLEASE ATTACH TO THIS FORM**

* Specification and project outline
* Examples / Case Studies of similar schemes
* Qualifications, testimonials and Accreditations
* Insurance certification
* Quote – including project outline that aligns with the specification
* Equality and Diversity Statement
* Referees

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| **Please submit this form either by email or post to:**  Penrith Town Council, Council Office, Unit 1, Church House, 19-24 Penrith, Friargate, Cumbria, CA11 7XR  Tel: 01768 899773  Email: economicdevelopmentofficer@penrithtowncouncil.co.uk  Once we receive your form the Council will review your proposal outline.  Failure to complete this form fully will delay any consideration of your project.  **Sign below once you are satisfied that you have completed the form correctly.**  I declare that the information given in this form is true and accurate to the best of my knowledge and belief.  I declare that I have permission from any other partner(s) to sign the Expression of Interest form on their behalf.  I understand that information given by me will be treated in confidence but may be submitted for checking against records held by other government departments, other agencies, local authorities and the police, for the purposes of assessing my eligibility or for the purposes of the prevention or detection of crime.  I understand that I may be liable for prosecution if I have knowingly provided information which I know to be false or do not believe to be true.  I declare that I have not committed any serious infringement or fraud.  You are required to declare any involvement or interest if it is considered by you to be in real or apparent conflict with the duties to be performed for this scheme of work. Any involvement or interest declared would be carefully considered but would not automatically bar you from being further considered in the selection process. Please declare your interest within your covering letter or email to the Council. | | |
| **Print name of applicant** |  |  |
|  | | |
| **Signature of applicant** |  |  |
|  | | |
| **Date (DD/MM/YYYY)** |  |  |
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**QUOTE**

**PLEASE INSERT YOUR QUOTATION**

**(to be completed by SUPPLIER)**

**QUOTE FOR THE Development for an arts and CULTURAL STRATEGY FOR pENRITH**

* + - 1. We,

(carrying on business) as

(whose registered office is) at

hereby offer to provide the Services described in the quote in accordance with the terms of the Quote at the rates, which we have indicated in the Proposal constituting this Quote.

* + - 1. We agree that the insertions by us of any conditions qualifying this Quote or any unauthorised alteration to any of the quote documents shall not affect the Agreement and may cause the Quote to be rejected
      2. We agree that this Quote is submitted on the basis that the offer herein contained shall remain in force without variation for a period of three months from receipt of this Quote.
      3. If this Quote is accepted by the Council, then we undertake to enter into a formal Service Level Agreement prepared at the Council’s expense for the proper and complete fulfilment of the Services
      4. We understand that the Council is not bound to accept the lowest or any quote they may receive nor to pay any expense incurred by us in connection with the preparation and submission of this Quote
      5. We declare that we are not a party to a cartel involving or including any commercial or other arrangement between individuals and/or corporations which is intended to or organised to share or control marketing arrangements or prices
      6. We declare that we have not offered to pay or give or agree to pay any sum of money or valuable consideration directly or indirectly to any person nor entered into any agreement or arrangement with any person that he/she shall refrain from quoting or as to the amount of any quote to be submitted
      7. We undertake not to disclose the amount of our Quote to any person or body before the date and time for the opening of the quotes except where the disclosure, in confidence, of the approximate amount of the quote is necessary to obtain insurance premium quotations required for the preparation of the quote
      8. We agree that we have satisfied ourselves before submitting this Quote as to the correctness and sufficiency of the rates quoted.
      9. We agree that unless and until a formal Service Level Agreement is prepared and executed, this Quote together with the Council’s written acceptance thereof shall form a binding contract in the terms of the Agreement (as defined in clause 1 of this Form of Quote)

**DATE**

**COMPANY**\* (1) Signature:

Name:   
Position in Company:

For and on behalf of:

(Print Company's full name and registered number)

**NOTE:**

* + 1. Where the bidder is a limited company the Quote must be signed on behalf of the company by an authorised officer whose designation must be stated and the address of the registered office of the company must be given.
    2. In the case of a partnership the names of all the partners must be given on a separate sheet and attached to this Form of Quote and must be signed by one of the partners on behalf of the partnership.
    3. Where the bidder is a private firm the Quote must be signed with the firm's name.

**Quote Instructions**

* **This request for quotation does not constitute an offer and the Council does not undertake to accept any quote or offer.**
* **The Council reserves the right to accept any part of any quote or offer. The Council will not reimburse any RFQ costs.**
* Suppliers shall not discuss the quote they intend to make other than with professional advisers or joint bidders who need to be consulted.
* Quotes shall not be canvassed for acceptance or discussed with the media or any other supplier or member or officer of the Council.
* All quotes received shall be unconditional offers.
* Qualified quotes may be rejected. The Council’s decision as to whether a quote is in an acceptable form will be final.
* A supplier may submit a modified or alternative quote and the alternative may or may not be considered by the evaluating officer.
* Any modified or alternative quote must be free of qualifications. Any deviations from the specification and all risks, costs and contingencies must be identified.
* Suppliers are responsible for all information necessary for the preparation of their quotation.
* Information supplied to suppliers by the Council’s staff or contained in the Council’s publications is supplied only for general guidance in the preparation of the RFQ.
* Suppliers must satisfy themselves as to the accuracy of any such information and no responsibility is accepted by the Council for any loss or damage of whatever kind and howsoever caused arising from the use by suppliers of such information.
* *Ensure all necessary documents are enclosed:*
  + *Specification/Project Outline*
  + *Quote*
  + *Insurance certificate*
  + *Case Studies, qualifications and testimonials*
  + *References*

**MATRIX FOR EVALUATION**

The matrix shows the weighting given to each of the criteria.

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| **Criteria**  **The applicant has provided evidence for:** | **Maximum score** | **Actual score** |
| Three years’ experience of working on this type of project | 50 |  |
| Building advantage through economies of scales (e.g. procurement, coordinated funding bid, attraction of sponsors, shared resources) | 50 |  |
| Connecting rural and semi-rural communities and interests | 25 |  |
| Two referees | 25 |  |
| Value for money | 25 |  |
| Public liability insurance evidence minimum of £10,000,000? | 25 |  |
| Capacity to deliver within agreed timescale | 20 |  |
| Ability to monitor and ensure minimum quality | 20 |  |
| Local/ Cumbria supplier | 10 |  |
| Working with and developing volunteers | 10 |  |
| Increasing range and access to arts and cultural activities | 10 |  |
| Involving different parts of the community/inclusivity | 10 |  |
| Empowering communities through arts and culture | 10 |  |
| A participative approach to arts and culture development | 10 |  |
| **Total** | **300** |  |

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| **Notes:** |
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Please note the Town Councils decision is final and there will be no appeal

Process.