

East Midlands Park Forum
Interim board of the Midlands Parks Forum

Request for Quotation;
Consultant services



Issue Date: 18th April 2019

Closing Date: 10th May 2019 – 12:00 hrs

Midlands Parks Forum
c/o James Dymond
Parks and Open Spaces Development Manager
Neighbourhood Services
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Introduction

In the context of this brief the East Midlands Parks Forum (EMPF) is the Client organisation responsible for this project and the Heritage Lottery Fund (HLF) are the primary funders.

This brief represents a formal invitation to provide a quotation to provide the East Midlands Parks forum with consultant support accordance with the specification detailed under section 5.

1. Background & broad objectives

The East Midlands Parks Forum has secured a National Lottery Heritage Fund Resilient Heritage grant to assist in the development of a Midland Wide Parks Forum as a sustainable organisation tasked to champion the benefits of public parks.

The project will bring about the amalgamation of the East and West Midland Parks forums into a Midland wide organisation with associated benefits of scale, technical capacity and experience.

High quality parks require the management skills of high-quality professionals. This project is designed to provide East Midlands parks professionals with the support they require to ensure that public parks are fit for the future - by:

- A. Championing the value of public parks and green spaces at both local and national level
- B. Generating interest in public parks and promote the service as a career opportunity
- C. Ensuring that parks professionals of today are appropriately equipped and trained to address the challenges of tomorrow
- D. Promoting commercial awareness
- E. Promoting the health and environmental benefits of public parks
- F. Delivering training and provide learning opportunity
- G. Developing CPD for those involved in the parks industry
- H. Promoting the economic benefits of public parks – tourism, property value uplift, commercial gain and activity
- I. Sharing best practice and promote networking opportunity
- J. Gathering statistical and benchmarking data
- K. Developing a sustainable approach to the management of public parks, thereby assisting in the preservation of the nation's heritage.

This request for quotation along with the associated specification, is intended to identify and lead to the appointment of a suitably qualified and experienced consultant who will support the development of a midland's wide parks forum.

It will also be necessary for the consultant to support the appointment of a part time paid employee who will lead on the roll out of the requirements of A to K above.

2. Indicative timetable for appointment of consultants

1	Request for Quotation Issued	18th April 2019
2	Deadline for Clarifications	26 th April 2019
3	Deadline for Bids	10 th May 2019
4	Evaluation	13 th – 24 th May 2019
5	Contract Award	30 th May 2019
6	Initial Project Meeting	TBA
7	Advert – Midlands Forum, part time employee	14 th June 2019

3. Contract duration (consultant and employee)

18 months. Post-holder (Partnership Manager) to be employed for 22.5 hours per week.

4. Clarifications

For clarifications, please contact the representative as specified on the title sheet.

5. Appointment of consultants – specification:

The project is all about Resilient Heritage and ensuring that professionals are equipped to work within an ever changing and challenging industry.

To facilitate delivery against the aspirational objectives stated within section 1, you are invited to respond to this Request for Quotation (Issued in accordance with EU procurement directives).

The specification provides a broad overview of our requirement to appoint a suitably experience consultant who has previously worked on Heritage Lottery funded projects.

Broadly, we require a consultant who can provide the executive board of the fledgling Midlands Park forum with the guidance required to amalgamate and the membership of the existing East and West Midland parks forums into one unit.

In addition, the appointment will have responsibility for the appointment and hosting of a part-time (22.5 hours per week) support worker who will be responsible for designing and delivering a series of events and activities that support Parks professionals and provide the sector with a voice at a National level.

Whilst the employee will report to the Executive Board of the Midlands Parks forum, it is anticipated that the appointed consultant will work closely with the forum's employee and will be responsible for the employee's day to day line management.

The Executive Board of the Midlands Parks Forum will however set the employee;s work plan.

The consultant will report direct to the Executive Board of the fledgling Midlands Parks Forum.

In more detail our requirements are as detailed in the following **Specification**:

Ref	Work requirement	Scope of work requirements
01	Provide professional support to facilitate the creation of a Midlands Parks Forum	<ol style="list-style-type: none"> 1. Work with Parks Forum Management Board to develop a sustainable Midlands wide Parks Forum. 2. Complete a Feasibility study. 3. Complete Strategic planning, critical analysis and design of management arrangements aligned to approved purposes. 4. Identify and advise how the forum can access commercial opportunities to facilitate sustainability. 5. Calculate organisation set up costs. 6. Evaluate and record risks. 7. Set performance targets. 8. Support the Forum in identifying training requirements. 9. Produce business plan and programme. 10. Facilitate regular progress reports with the executive board of the Midlands Parks Forum and support their dialogue with the Heritage lottery Fund.
02	Recruitment of a part time employee (22.5 hours per week, 18-month contract)	<ol style="list-style-type: none"> 1. Support the forum in its requirement to employ a part time employee and allow for: development of job specification, advert, advertisement of position, due diligence, selection, appointment, contracts and commencement of employment. 2. Within the project budgets there is an allowance of £500 for advertising the position. The costs will be refunded, at cost, through the consultant's monthly payment claim
03	Hosting requirement – The Forum's part time employee.	<ol style="list-style-type: none"> 1. As a separate tender provide a price for hosting the work station requirements (desk space – pertinent to an agile worker, working from home for at least 50% of their time) of the forums part time employee. Allow for all overheads including; heating, insurance, employee rights, support and welfare requirements. 2. Provide line management to the forum's part time employee 3. Allow for the management of office materials, support, telephone, printing and equipment*. 4. The person can be employed by the consultancy or can be self-employed. For the former, an allowance shall be made for the management of the employee's salary. 5. The Management of the travel arrangements and associate payment claims*. 6. * Salary, travel and equipment and material costs will be refunded, at cost, through the consultant's monthly payment claim (The salary will be identified upon completion of this RFQ and the other costs are identified on the following pricing schedule). 7. In support of each of the consultant's monthly payment claim, it will also be necessary to provide an auditable account in support of all costs and claims against the client.

*Employee's reclaimable costs include: £2,090 in respect of phone costs / printing costs £500 / travel £3,600.

Please note that it may there may be other professional service requirements through the duration of the project (legal, accountancy, set up etc). Whilst these have not been identified as part of this RFQ - the consultant appointed to this project will be invited to quote for these additional requirements as appropriate.

6. Tender evaluation

Quotations shall be evaluated against Quality and Price measures.

The ratio of the Quality and Price evaluation shall be:

Quality; 60 points

Price; 40 points

Quality evaluation: The following standard criteria will be applied to the evaluation of all tenders. Suppliers who fail to score against the criteria stated in the following table will not be evaluated further:

Criteria	Areas for consideration	% Weighting Applicable
Company Information	Accreditation, Technical Expertise & Competence Trading position Ability to trade electronically	Acceptable / Not Acceptable
Financial Information	The appraisal assesses the financial condition of the company based on the latest filed accounts Insurance documentation	Acceptable / Not Acceptable
Equal Opportunities	The appraisal assesses the organizations key human resource policies & relevant documents that are identified within the policies to ensure they comply with all relevant regulation.	Acceptable / Not Acceptable
Health and Safety	The appraisal assesses the organizations Health & Safety policies & relevant documents that are identified within the policies to ensure they comply with all relevant regulation.	Acceptable / Not Acceptable
Compliance	Commitment to comply with the Specific terms and conditions.	Acceptable / Not Acceptable

Scoring of Criteria:

The following table is an example of the scoring principal's applicable to tendered working methods:

Score	Scoring Principles	Score
0	Rejected – Evidence is unacceptable, insufficient or non-existent to fully evaluate the answer provided, or there is a failure to properly address any issues.	0
1	Poor – The evidence is deficient in certain areas where the lack of detail or relevant evidence requires the reviewer to make assumptions.	
2	Weak – A lack of clarity in the evidence that fails to provide assurance.	
3	Satisfactory – The evidence is acceptable, but with some minor reservations. The response deals only with processes and little output evidence is provided.	5
4	Good – Evidence addresses all the categories and makes the suppliers case clearly.	
5	Excellent – The standard of evidence closely or fully meets expectations and the specification.	10

7. Your tender

Quality evaluation - working methods

To help us evaluate your tender against the requirements of the specification as **section 5**, please **answer** the following working method questions;

Ref	Requirements
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01	Provide professional support to facilitate the creation of a Midlands Parks Forum. Rated out of 1 to 10	
		Explain how you will deliver the requirements as specified under section 5, scope of work requirements 1-10
	Answer:	
02	Recruitment. Rated out of 1 to 10	
		Explain how you will deliver the requirements as specified under section 5, scope of work requirements 1-2
	Answer:	
03	Hosting requirements. Rated out of 1 to 10	
		Explain how you will deliver the requirements as specified under section 5, scope of work requirements 1-6
	Answer:	

Price evaluation

As the budget for this commission is set as specified in the following table, tenders above the budget limit will not be considered. Please complete the pricing schedule as follows:

Cost component description (Evaluated on a scale of 1 to 10 with the lowest price securing the maximum number of points)	Costs / Tender (£)	Budget limit (£)
Provide professional support to facilitate the creation of a Midlands Parks Forum		9,500
Recruitment - advertising		500
Hosting requirements – office overheads (including IT equipment)		4,500
Total Tender (£)		14,500

NOTE – budget limit values include exclude VAT

Bidders will be scored on their responses to the working method questions in relation to the requirements of the specification. The weighting applied to each of the measures is shown in the following table:

Award element - quality	Rating	Weighting points	Divided by 10	Maximum award available	Points awarded
Provide professional support to facilitate the creation of a Midlands Parks Forum		40		40	
Recruitment - advertising		5		5	
Hosting requirements – office		15		15	

overheads					
Award element – price					
Price (A rating of 10 will be awarded for the tender offering the greatest value for money)		40		40	
Maximum Number of Points available				100	
Total number of points achieved					

The assessment will therefore be made in accordance with the following formula:

Rating x weighting / 10 = award.

E.g. number of points assessed as 8 (rating) x 40 (weighting) / 10 = 32 (award)

The contract award will be made based on the total maximum points achieved.

8. RFQ submission

Return a completed copy of this form in a sealed envelope tender to:

Name: James Dymond
 Address: Parks and Open Spaces Development Manager
 Neighbourhood Services
 Nottingham City Council
 Loxley House, Station Street
 Nottingham, NG2 3NG

9. Applicant’s signature, position and contact details:

Signature

Position held

Name and Address
 of Supplier

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Dated