Asset Management & Regeneration
10th Floor East
Merrion House
Leeds
LS2 8BB
Contact: Claire Easton
Tel: 0113 336 8907
Claire.Easton@leeds.gov.uk
11/01/2023

Dear Sir/Madam

TENDER FOR New Briggate High Street Heritage Action Zone Oral Histories Collection Project

Thank you for your interest in the New Briggate High Street Heritage Action Zone tender for an Oral Histories Collection Project. I am writing to invite you to submit a tender.

To enable you to do so this document includes the following:

1. Oral Histories Project Brief (in a separate document)
2. Tender Submission and Evaluation Criteria

You are advised to carefully read these documents prior to preparing and sending your Tender.

Tenders must be submitted electronically by no later than 5pm on 8th February 2023 by replying to Claire.Easton@Leeds.gov.uk. Late tenders will not be considered.

Yours faithfully

Claire Easton
Regeneration Project Officer (New Briggate High Street Heritage Action Zone)
Leeds City Council

1. General Information

1.1. Organisations are required to submit competitive prices strictly in accordance with the Specification. If you have any questions in relation to this tender please submit them to claire.easton@leeds.gov.uk.

1.2. All queries regarding the tender which may have a bearing on the offer to be made should be raised by the tenderer at least three (3) working days before the due date for return of tenders.

1.3. Your tender must be submitted to claire.easton@leeds.gov.uk by or before the date stated on the invitation to tender letter. Tenders will not be accepted after the deadline has passed.

1.4. Tenderers are advised to aim to have tender submissions submitted at least 3 hours before the deadline.

1.5. Tenderers must complete their tender on the basis set out in the Council's documents. Variant or qualified tenders will be disqualified and will not be evaluated.

1.6. If at any time the Council discovers that any information or documentation submitted by a tenderer appears to be incomplete, erroneous or missing, the Council may (but shall not be obliged to) ask you to submit, supplement, clarify or complete the relevant information or documentation.

1.7. The tenderer should provide any potential third parties it appoints to assist with the Contract with all necessary technical and commercial information to enable such third parties to accurately respond to the tender.

1.8. It is the policy of the Council not to respond to any direct approach from such potential third parties seeking details about a particular invitation to tender.

1.9. Tenderers must declare the share of any contract they intend to sub-contract and list any proposed third parties in their tender submission.

1.10. The Council is committed to openness and transparency in its activities and its decisions. In addition, we are subject to legislation and guidance relating to information publishing and open data. The Council publishes tender documents and details of contracts awarded. We also publish information relating to the key decisions that we take and the invoices that we pay.

2. Tender Submission and Evaluation Criteria

Tender submission

2.1. The submission deadline is 5pm on 8th February 2023.

2.2. Please submit the below information to Claire.easton@leeds.gov.uk in advance of the deadline.

2.3. Bidders must provide:

- A statement in response to the 'Quality Criteria' as set out below
- A quote and breakdown of the quote based on number of proposed interviews, meetings, collation, and presentation of material can be included. If relevant, please itemise Value Added Tax (VAT) and include how long the quote is valid for.
- A proposed programme or confirmation of availability / capacity for the project.
- Evidence of previous work in Oral History Recording
- A CV

2.4. Bidders are encouraged to contact either Jude Woods at East Street Arts (Jude Woods jude.woods@esamail.org.uk / 0113 248 0040) or Claire Easton at Leeds City Council (Claire.easton@leeds.gov.uk 0113 336 8907) to discuss the project and your experience in advance of making a submission.

Evaluation Criteria and Scoring

2.5. Selection will be made through a competitive tendering process. Leeds City Council will make an evaluation of each tender against a list of essential criteria. Bidders are reminded that they are tendering on a competitive basis. Bids will be marked out of 1000 as detailed below, with up to 600 points awarded based on quality of submission, and up to 400 points awarded based on price.

2.6. The tender with the lowest price will receive 400 points (i.e. 100%), with the other tenders gaining a percentage of 400 points based on the percentage difference between their price and the lowest price.

2.7. Quality criteria and weighting are detailed in the table below:

Quality Criteria	Weighting	Minimum score threshold
A proposal which meets the overall objectives of the Oral Histories Project	225	8/10
Demonstrable experience delivering similar Oral Histories projects and delivery of digital resources	225	8/10

Knowledge and experience working in Leeds and ideally within target communities	100	8/10
Please confirm how you can commit to social value enhancements over and above the requirements of the brief, for example social, economic or environmental value. (Examples of this could be, delivering a talk or lecture, attending a HAZ or Hidden Histories event, delivering a short training session)	50	8/10

2.8. The response to each method statement will be scored by the Evaluation panel on a 0-10 basis as below:

Score Guide (0 – 10)

Score	Assessment
10	**Outstanding:** The response covers all elements of the criterion, and associated specified contract requirements and standards; and with a high level of relevant and detailed information, backed up with clear evidence; and demonstrates a robust and coherent understanding of the council's requirements; and with no issues, weaknesses or omissions.
9	**Excellent:** The response covers all elements of the criterion, and associated specified contract requirements and standards; and with relevant and detailed information, backed up with clear evidence; but with limited minor issues, weaknesses or omissions in the information/evidence only.
8	**Very good:** The response covers all key elements and almost all of the other elements of the criterion, and associated specified contract requirements and standards; and with relevant and detailed information, backed up with clear evidence; with a few minor issues, weaknesses, or omissions in the information/evidence.
7	**Good:** The response covers all key elements and the majority of the other elements of the criterion, and associated specified contract requirements and standards; and with relevant information, backed up with evidence, but lacks detail in some areas; some minor issues, weaknesses, or omissions in some areas of information/evidence.
6	**Better than satisfactory:** The response addresses all key elements of the criterion, and associated specified contract requirements and standards; but is not fully detailed or fully backed up with clear evidence in some areas; a number of minor and/or one or two more significant issues, weaknesses, or omissions in some areas.
5	**Satisfactory:** The response addresses all key elements of the criterion, and associated specified contract requirements and standards; but is not fully detailed or fully backed up with clear evidence in some areas; with a large number of minor, and/or a number of significant weaknesses, issues or omissions in the detail/evidence.
4	**Less than satisfactory:** The response has some weaknesses, issues or omissions, lacking detail, clarity and/or evidence with regard to at least one key element of the criterion, and associated specified contract requirements and standards with respect to this criterion.
3	**Weak:** The response has some weaknesses, issues or omissions, lacking detail, clarity and/or evidence with regard to several key elements of the criterion, and associated specified contract requirements and standards.
2	**Poor:** The response has material weaknesses, issues or omissions, lacking detail, clarity and/or evidence with regard to many key elements of the criterion, and associated specified contract requirements and standards.

1	**Very poor:** The response does not meet the criterion, or does not include sufficient information or clarity or evidence or information in support, to determine whether the solution meets the council's requirements or standards.
0	**Unacceptable:** Failed to provide a response, or the response provided is wholly inconsistent with the council's specified contract requirements and standards with respect to this criterion.

2.9. Bidders should be aware that a minimum score (8/10 or 60% of the points available) has to be obtained in relation to the quality evaluation criteria. Consultants scoring below this will not be considered for this contract.

2.10. Tenderers should be aware that in evaluating costs, the Council will consider the credibility of the price submitted for goods, works or services being procured. If officers believe the cost is abnormally low, the Council may seek clarification from the tenderer to understand further the basis of the price submitted. If clarification does not satisfy the Council's concerns, the Council reserves the right to discount the proposal from further evaluation and the tender will be discounted from the process. Tenderers should note that prices cannot be altered after final tenders have been submitted.

2.11. Should more than one consultant have identical top scores the consultant with the highest total quality score shall be the preferred consultant.

2.12. All consultants who make a submission will be informed of the outcome.

3. Payment Schedule

3.1. The below payment schedule will apply:

- 20% of the agreed fee on instruction
- 80% of the agreed fee following the completion of the project and submission/ completion of final outputs including deposit with local archives.

4. Commission Budget

4.1. A maximum budget of £6000 is available for this project. Bidders should confirm their total fee including VAT and detail the associated scope of works including number of interviews they are able to deliver within this budget, including how many long form and shorter compilations can be provided.

4.2. Commission bidders are reminded that the project is being competitively procured. Bidders should provide a detailed price schedule and resource plan indicating how their quotation price has been constructed.

4.3. Costs must include all travel and subsistence expenses that are applicable, and bidders must be able to access all necessary recording editing and technical equipment. Bidders must have access to their own workspace. A local venue can be provided for interviews if necessary.

5. Contact Details

5.1. Bidders are encouraged to contact either Jude Woods at East Street Arts (Jude Woods jude.woods@esamail.org.uk / 0113 248 0040) or Claire Easton at Leeds City Council (Claire.easton@leeds.gov.uk 0113 336 8907) to discuss the project and your experience in advance of making a submission.