

INVITATION TO TENDER

Stage Space Support & Development

EVALUATION FRAMEWORK

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Issue date:	14 th December 2020
Commencement date:	On award of Contract

I. BACKGROUND INFORMATION

I.1. Introduction

The British Film Commission (BFC) is the UK Government's national organisation responsible for supporting inward investment film and TV production in the UK, funded by the Department for Digital, Culture, Media and Sport (DCMS) and the Department for International Trade (DIT). The BFC is the national division of Film London.

The BFC leads on encouraging and supporting the production of international feature film and high-end television in the UK; strengthening and promoting the UK's production infrastructure; and working with the UK Government to ensure film-friendly policies.

I.2. About the Stage Space Support & Development Project (SSSD)

In March 2020, HM Treasury announced that the British Film Commission (BFC) would receive additional funding over three years to expand its work promoting the UK as a destination of choice for studio space investment.

From a budget of £4.8 million assigned to the BFC in July 2020, a significant proportion has been apportioned for Stage Space Support & Development (SSSD), over three years, to assist and stimulate the creation of additional Stage space capacity across the UK.

I.3. Aim & Objectives of the SSSD Project

It is intended that the BFC will act as a one-stop-shop, coordinating advice for investors and developers, as well as providing targeted support to facilitate an increased provision of studio facilities across the UK, including:

- Support for potential Investors, Developers and Studio operators in the development of new and expansion of Stage & Alternative Build Space
- Assessing the feasibility of potential Stage & Alternative Build Space opportunities across the UK, assisting in the delivery of individual projects that meet relevant criteria
- Supporting Agency Partners in 'levelling up' options for Stage & Alternative Build Space, across the UK's devolved Nations and Regions
- To appraise key barriers to the development of Stage and Alternative Build Space developments, proposing opportunities for clarifications, further guidance, or possible interventions by Government that will encourage future development of Stage & Alternative Build Space.
- To promote Foreign Direct Investment (FDI) opportunities to UK Studio and Stage development opportunities
- To assist in the increasing of the UK's Stage and Alternative Build Space capacity and growth thereof of Feature Film & High-End Television (HETV) inward investment projects

2. STATEMENT OF REQUIREMENT (SPECIFICATION)

The British Film Commission is seeking to award a Contract to an Evaluation Consultant to create an Evaluation Framework for the Stage Space Support & Development (SSSD), setting out how the Department for Digital, Culture, Media & Sport (DCMS), the British Film Institute (BFI) and Department for International Trade (DIT) will assess the performance of this Enhancement, as well as establishing the tools for monitoring and evaluating the impact of funded work.

2.1. Contract elements:

- 2.1.1. Determine the scope of the Evaluation Framework
- 2.1.2. Review key documents
- 2.1.3. Conduct consultations with the BFC's Stakeholders (DCMS, BFI, DIT)
- 2.1.4. Develop a Logic Model in relation to the SSSD
- 2.1.5. Identify suitable monitoring methodology
- 2.1.6. Inform on key elements for an SSSD Evaluation Strategy
- 2.1.7. Set up key processes to measure the SSSD outputs
- 2.1.8. Determine Key Performance Indicators
- 2.1.9. Develop a timeline for Evaluation reporting
- 2.1.10. Draft an Evaluation Framework for final approval by the BFC's Stakeholders

2.2. Development of the Evaluation Framework will require input at the following meetings:

- 2.2.1. **Initial** (February 2021, date TBC) - to clarify scope of project and content of the Evaluation Framework
- 2.2.2. **Consultations** (February 2021, date TBC) - with BFC Stakeholders (DCMS, BFI, DIT)
- 2.2.3. **Development** (March 2021, date TBC) - review of draft Evaluation Framework with BFC Senior Management
- 2.2.4. **Final** (March 2021, date TBC) - closed roundtable with BFC Stakeholders to agree final Evaluation Framework

2.3. Management of the Contract

- 2.3.1. The Contract will be managed by the BFC's Chief Operating Officer (COO) and Senior Stage Space Strategy Advisor, who shall report upwards to the BFC's CEO, Senior Management Team, as well as into each BFC stakeholder organisation.
- 2.3.2. The Contract requires that the BFC, on behalf of the SSSD Stakeholders, be permitted to use all raw materials gathered through this research, any digital tools, databases, intellectual property, or networks developed under this contract, under the terms of a perpetual, royalty free, irrevocable and non-exclusive licence granted by the Contractor. This is to enable the BFC to support further inward investment.

2.4. Contract Work Packages

2.4.1. Evaluation Framework Contract Proposal (Evaluation Weighting: 30%)

A detailed Evaluation Framework Proposal, describing the approach to ensure the project is delivered in accordance with the requirements of the Specification, including but not limited to the Contract elements above.

2.4.2. Summary Of Expertise (20%)

A summary of relevant or similar expertise of developing Evaluation Frameworks including examples of relevant or similar former assignments, including, as applicable any examples of experience of infrastructure development in the creative or similar industries

2.4.3. Key Personnel (20%)

A breakdown of your project team / key personnel for this project, including abridged CVs (a maximum of two sides of A4 per person) which detail relevant or similar experience, and that provide confidence in your ability to deliver the project fully.

2.4.4. Evaluation Framework Contract Quotation (20%)

A detailed Contract Quotation, including expenses and costs, for the creation of the Evaluation Framework, that should include a description of internal financial management systems and processes to demonstrate robust financial management.

2.4.5. Evaluation Framework Contract Schedule (10%)

A detailed Contract Schedule showing project timeline and key dates for the creation of an Evaluation Framework.

2.5. Performance Requirements

All work must be

- 2.5.1. Be delivered on time and on budget.
- 2.5.2. Be delivered with skill, diplomacy and respect for collaborative working.
- 2.5.3. Include interim reports so that the evidence can be developed ahead of final work package reports.

2.6. Fees & Payment

2.6.1. Contract Price

The provisional budget range for this Contract is between **£15,000** and **£25,000**

2.6.2. Invoicing & Payment Schedule

We will pay 50% of an agreed Contract price upon delivery of the draft Evaluation Framework, the remaining 50% to be paid upon delivery of the final approved Evaluation Framework. Both payments are subject to written sign-off of completion by the BFC.

2.7. Evaluation Strategy

Subject to the development of the SSSD Evaluation Framework, the BFC may require further support with the ongoing evaluation and reporting on the SSSD and development of the Evaluation Framework should therefore be considerate of mechanisms that can be established to measure achievements against the specific aims and objectives of the Funding; as well as suitable assessments of the longer-term impact of the SSSD project and resulting growth of inward investment projects.

3. INVITATION TO TENDER

3.1. Management

Proposals are requested for a Contractor to deliver the above work and Evaluation Framework.

Contractors will need to describe how they will deliver the services to meet all of the above Work Packages.

3.2. Requests for Further Information and Clarifications

3.2.1. A period of requests for further information and clarifications in respect of this document and the overall process is open between 14th December 2020 and midday on the 5th January 2021. Requests for further information or clarifications must be submitted to jeremy.pelzer@britishfilmcommission.org.uk and we shall endeavour to respond by the 8th January 2021.

3.2.2. Whilst the potential Contractor submitting any query will always remain anonymous, please note that responses may be forwarded to all tendering companies unless the request is specific to that potential Contractor or of a confidential nature.

3.3. Receipt of the Tender

3.3.1. Tender Response must be received no later than 22nd January 2021.

3.3.2. Tender Response must be submitted via email to procurement@britishfilmcommission.org.uk

3.3.3. The BFC will not consider any late responses to this Invitation to Tender nor will it consider requests for extension of the time or date fixed for the submission of responses. It may, however, in its own absolute discretion extend the time or date fixed for submission and in such circumstances the BFC will notify all potential Contractors of any change.

3.3.4. The BFC may at its sole discretion change any aspect of, or stop, this procurement exercise at any point.

3.4. Format & Content of Response

3.4.1. For ease and clarity of evaluation we request that each Contract Work Package is responded to in the order shown in the Evaluation Criteria table in 3.5 below.

3.4.2. Submissions must not be password protected

3.4.3. Contractors are to answer all Contract Work Package questions

3.4.4. Contractors' responses shall be clearly legible

3.4.5. Applicants should not assume that the evaluators have any prior knowledge of a Contractor's organisation, its capabilities or the solutions it offers.

3.4.6. Contractors are reminded that their proposal should respond specifically to the Contract Work Package requirements. Generic responses are unlikely to achieve good marks.

- 3.4.7. Though not part of the Evaluation Criteria, it is a mandatory requirement of this tender that all Contractors provide a draft contract / their draft terms and conditions that they propose will be used for this work.

3.5. Evaluation Criteria

	Criteria	Weighting
1	Evaluation Framework Contract Proposal	30%
2	Summary of Expertise	20%
3	Key Personnel	20%
4	Evaluation Framework Contract Quotation	20%
5	Evaluation Framework Contract Schedule	10%

3.6. Selection Process

An evaluation team will consider all tenders correctly submitted.

- 3.6.1. The score for each Contract Work Package will be divided by the maximum possible score of five (5) and then multiplied by the individual weighting for that question to give a weighted score.
- 3.6.2. Contractors will be scored on their responses to the Contract Work Packages in 2.4 in relation to the requirements of the specification.
- 3.6.3. For the avoidance of doubt, Contract Work Package “*Evaluation Framework Contract Quotation*” will be scored as value for money, as opposed to a direct comparison of total costs.
- 3.6.4. All questions will be evaluated using the following scoring methodology.

Interpretation	Score
An excellent response that is realistic, appropriately detailed and specific. There is no material weakness and the approach embodies accepted good practice in all material respects offering (as appropriate) excellent levels of functionality, performance, outcomes, ease of use and other relevant characteristics. All material aspects of the question are fully answered and the approach described fully meets all material aspects of the requirement.	5
A good response that is realistic, appropriately detailed and specific and with only minor weaknesses, where the approach generally embodies accepted good practice and offers (as appropriate) good levels of functionality, performance, outcomes, ease of use and other relevant characteristics. All material aspects of the question are fully answered and the approach described meets the material aspects of the requirement, with no or minor exceptions.	4
A satisfactory response that is realistic in all material respects, and that is at least sufficiently detailed and specific to give general clarity about what is to be delivered and how. There are some weaknesses, but the approach does not materially conflict with accepted good practice and generally offers (as appropriate) acceptable levels of functionality, performance, ease of use and other relevant characteristics.	3

A deficient response where there is insufficient detail or specificity to be clear, wholly or for material aspects of the requirement, what is to be delivered and how. Where material parts of the question are not answered or material parts of the response are unrealistic or the approach described, appears not to meet the requirement or to deliver (as appropriate) expected levels of functionality, performance, ease of use or other relevant characteristics.	2
An inadequate response that is in part or in aggregate sufficiently unrealistic as to cast serious doubts over deliverability or efficacy or very materially lacking in detail or specificity or where, individually or in aggregate, there are very material weaknesses.	1

4. PROCUREMENT TIMETABLE

The procurement timetable, outlined below, is for information and potentially subject to change. The BFC reserves the right to amend any aspect of the timetable during the procurement and evaluation process.

1.	Invitation to Tender issued	14 th December 2020
2.	Deadline for Clarifications	5 th January 2021
3.	Deadline for completed submissions	22 nd January 2021
4.	Anticipated Contract award	29 th January 2021
5.	Contract commencement	1 st February 2021

5. CONTRACTOR INFORMATION

Part 1 – information relevant to the procurement. If bidding as a consortium, please complete a copy of this form for each organisation bidding.

Name of Company tendering	
Trading as...	
Are you tendering in conjunction with another Contractor?	Answer 'yes or no'
If yes, who is the lead Tenderer?	
PERSON MANAGING / OVERSEEING TENDER	
Mr/Mrs/Ms/Other	
Name	
Address	
Postcode	
Country	
Phone	
Mobile	
Email	
REGISTERED NUMBERS (as applicable)	
Company registration no.	
Charity registration no.	
VAT registration no.	

Part 2 – information relevant to Contract management, if successful.

CONTRACT MANAGER	
Mr/Mrs/Ms/Other	
Name	
Phone	
Mobile	
Email	

ACCOUNTS / INVOICING CONTACT(S)	
Mr/Mrs/Ms/Other	
Name	
Phone	
Mobile	
Email	

6. CONTRACTORS DECLARATION

Contractors may either print this declaration on plain white A4 paper, sign and date it with a pen, scan and then upload it as the final part of their submission or use an electronic signature.

6.1. Checklist

Please check each issue below and tick each box:

We have provided the following forms:	
Contractor Information	
Contractor Work Packages	
This declaration, either printed then signed with an original signature, then scanned and uploaded as a .pdf, or signed electronically.	

We have:	
Made arrangements for the Tender to be uploaded and submitted on time, with adequate contingency for ICT failures, power outages etc.	
We have not:	
Annexed any document not specifically requested.	

6.2. Declaration

We warrant, represent and undertake to the BFC that:

- a) neither we nor any employee or third party acting on our behalf has offered, promised or given any bribe or inducement or made any improper threat or colluded (or offered or agreed to collude) with any other person in connection with this procurement exercise
- b) we have complied in all respects with this Invitation to Tender
- c) all information, representations and other matters of fact contained in our Tender are true, complete and accurate in all respects
- d) we have made our own investigations and research and have satisfied ourselves in respect of all matters (whether actual or contingent) relating to the Tender and have not submitted this Invitation to Tender response and will not have entered into the contract in reliance upon any information, representation or assumption (whether made orally, in writing or otherwise) which may have been made by or on behalf of the BFC
- e) we have satisfied ourselves as to the correctness and sufficiency of the information we have inserted in the Tender.
- f) we have full power and authority to enter into the contract and provide the services
- g) we are of sound financial standing and will have sufficient premises, working capital, skilled staff, and other resources available to us to provide the services in accordance with the contract
- h) we have obtained or are able to obtain all necessary consents, licences and permissions to enable us to provide the services.

We hereby offer to provide the services relating to this Invitation to Tender which includes for the avoidance of doubt includes (but is not limited to) the prices and operational proposals set out

in this Tender, the Specification and any written clarifications issued or received by the BFC prior to the written acceptance of the BFC of this Tender.

Name of bidding Organisation		Signature of authorised officer	
Date		Position of authorised officer	
		Name of authorised officer	
Name of bidding Organisation		Signature of authorised officer	
Date		Position of authorised officer	
		Name of authorised officer	

(To be completed by BFC when the results of the evaluation are known.)

We, BFC, hereby accept your offer for the creation of an Evaluation Framework.

Name of authorised officer		Name of authorised officer	
Position		Position	
Signature		Signature	
Name of authorised officer		Date	