

## All Saints Church, Sandon

### Activity Coordinator

### Invitation to Tender

## 1. Introduction

### 1.1. All Saints Church

All Saints Church, Sandon is a Grade 1 listed building with a heritage story that goes back as far as the 12th century. The Stories of the people who have shaped the architecture and art of this building have also shaped the local landscape and played a crucial role both locally and nationally. The church is a lasting monument to the tales of the past. It embodies a rich and colourful history from Saxon times, through to establishment after the Norman conquest, a survivor post reformation and a symbol to the families who have cared for it and the local area that has treasured it.

### 1.2. Project Overview

The church is in a very rural location and many people are unaware that the building is there. The building and its story need to be re-established locally and new ways of creating access explored. The project, which is funded by The National Lottery Heritage Fund, will focus on the development of new ways of engaging a wider group of people, centred around the preservation of the building, its history, and the display of All Saints' unique heritage. This will include the continuing establishment of a heritage website, restoration of windows, a royal coat of arms, tombs, wall paintings, and monuments. The project has gone through a development round, where a number of trial activities have taken place.

The Development Phase Activity Plan is available upon request, please email [eleonor.hall@greenwoodprojects.com](mailto:eleonor.hall@greenwoodprojects.com) if you wish to receive a copy.

### 1.3. Project Team

The Parochial Church Council of All Saints Church in Sandon, Staffordshire has already appointed key roles for the project during its Development Phase. The table below outlines the project team and their respective roles:

Role	Consultancy
Project Coordinator and Critical Friend	Greenwood Projects Ltd.
Architect	BHB Architects
Quantity Surveyor	Armsons Barlow
Digital Consultant	Orion Creative Services
Activity Co-ordinator	TBC
Evaluation Consultant	TBC

## **2. Scope of Services**

### **2.1. Requirement**

The PCC wishes to appoint an Activity Coordinator to support the Delivery Phase of The National Lottery Heritage Fund project. The Activity Coordinator will be required to work closely with the PCC's Heritage Committee team and deliver key activities and pilots. The Heritage Committee are looking for an individual(s) who is dynamic, self-motivated, organised, good with people, and able to establish a good working relationship with the Heritage Committee.

The programme will run from Spring 2025 – Spring 2027. It should be noted that activities will finish in December 2026, but the period to support with evaluation of the project will be required in 2027. It should also be noted that it is anticipated that the Activity Coordinator will be on site once a week. Whilst it is understood that the role will require flexibility with this, consultants should price the project accordingly.

### **2.2. Specific Duties**

#### **Activity Plan:**

- Work with the Heritage Committee to deliver activity plan.
- Review current strategies and plans in relation to activity proposals.
- Take ownership for the delivery of the activity plan and its key outputs.
- Adjust and adapt activities as required to meet outcomes.
- Support working with target audiences for each activity.
- Recruit and train volunteers.
- Work with the Heritage Committee to ensure robust volunteer management.
- Ensure recording of volunteer hours and details.
- A minimum of one meeting per month with the Heritage Committee will be required. Meetings will take place in person at the Parish Rooms in Sandon or remotely via Microsoft Teams.
- Report against targets for activity programme.
- Be responsible for opening church as and when required as part of the activity programme.

#### **Stakeholder Management:**

- Build on communications conducted with a range of stakeholders to identify levels of

engagement and potential growth. Work with client team to ensure stakeholders have opportunities to view capital works and take part where appropriate.

- Maintain relationships with partners in delivering activities.
- Actively seek out marketing opportunities for sharing activity programme and opportunities for the community to be involved.

**Operational Support:**

- Deliver the on-the-day coordination of activities, including all operational and health and safety considerations.
- As previously noted, attendance is required on site once a week.
- Identify areas for volunteer involvement and manage the volunteer workforce to carry out the activities.
- Lead marketing activities for the activity programme, including press, print and digital.
- Support the evaluation process to ensure feedback is captured throughout the project.

**3. Rules and Regulations**

**3.1. Submission**

Tenders should be submitted to Greenwood Projects who are acting as Project Coordinators on behalf of the client. Tenders must be submitted electronically to:

[eleonor.hall@greenwoodprojects.com](mailto:eleonor.hall@greenwoodprojects.com) by 12 noon on Monday 24<sup>th</sup> February 2025.

Please use the following reference:

**All Saints Church Activity Coordinator**

**3.2. Budget**

The maximum budget available is **£33,600 (including VAT, as well as expenses and travel)** to be billed periodically, based on the duration of the contract and not billed on time expended. A payment schedule will be requested as part of the start-up meeting. Please note that there is additional budget to support with the purchase of equipment and materials for the activities; however, use of this budget is subject to the approval of the Client Team.

Please refer to the project programme in Appendix One to assist with providing your fee. Please ensure your return identifies day rates and resource allocation clearly.

**3.3. Timetable**

	Action	Target Date
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1	Invitation to Tender issued	Tuesday 21 <sup>st</sup> January 2025
2	Invitation to Tender return date	12 noon on Monday 24 <sup>th</sup> February 2025
3	Invitation to Tender review and shortlisting	Tuesday 25 <sup>th</sup> February – Friday 7 <sup>th</sup> March 2025
4	Interviews	Wednesday 26 <sup>th</sup> and Thursday 27 <sup>th</sup> March 2025.
5	Award	w/c 7 <sup>th</sup> April 2025

### 3.4. Tender Process

- 3.4.1.** Deadline for tender submission is 12 noon on Monday 24<sup>th</sup> February 2025.
- 3.4.2.** Tenders will be evaluated in accordance with the criteria set out in clause 4 of this invitation to tender.
- 3.4.3.** Notification of award of contract to the successful tenderer will take place as soon as possible according to the timetable.

### 3.5. Acceptance

The PCC is not bound to accept any tender.

### 3.6. Compliant Tenders

The PCC requires all tenderers to submit a compliant tender which must satisfy all requirements of this Invitation to Tender. If no compliant tender is submitted the PCC reserves the right to reject the tenderer's proposals from further consideration.

### 3.7. Validity

All tenders shall constitute offers and shall remain valid for a period of 2 months from their submission date. Submission of a tender assumes acceptance of this requirement.

### 3.8. Confidentiality

This Invitation to Tender and associated information made available by the PCC is done so on condition that it is treated as confidential by the tenderer and its advisors and is not copied or reproduced nor used other than as envisaged in the Invitation to Tender in order to permit a tender to be formulated. The information which the tenderer considers is confidential information should be clearly marked as such in the tender or where it is provided in advance of the tender at the time of provision.

The obligations of confidentiality in this paragraph 3.8 shall not extend to any matter which the tenderer can show:

- (a) is in, or has become part of, the public domain other than as a result of a breach of the obligations of confidentiality under this Invitation; or
- (b) was independently disclosed to it by a third party entitled to disclose the same; or

(c) is required to be disclosed under any applicable law, or by order of a court or government body or authority of competent jurisdiction.

All associated project documentation will be confidential. The PCC will decide on its release and distribution. The Consultant may not distribute it without prior consent from the PCC.

### **3.9. Copyright**

The Consultant will assign the copyright of all outputs to the PCC for use in connection with its operations. The Consultant must clear the copyright for any images, illustrations or other material used and ensure the project meets the digital requirements of The National Lottery Heritage Fund as specified here [Heritage Fund](#).

### **3.10. Information**

The information set out in this Invitation to Tender has been prepared in good faith but does not release the tenderer from its obligation to carry out due diligence and to verify the accuracy of the information.

The PCC does not accept any liability nor does it make any warranty or representation express or implied as to the accuracy or completeness of the information provided in this Invitation to Tender or in relation to any other information furnished to a tenderer as requested.

### **3.11. Costs**

Tenderers will be responsible for all of their own costs in relation to negotiating and submitting a tender.

### **3.12. Publicity**

Tenderers may not produce or procure any publicity in relation to this Project other than with the prior written agreement of the PCC as to the fact of publicity, its content and its timing.

### **3.13. Canvassing**

Canvassing by a tenderer means the offering of any inducement or reward to any member or officer of the PCC or to any person acting as an advisor to the PCC or anything that would be a breach of Prevention of Corruption Acts. Canvassing shall lead to disqualification of the tenderer without prejudice to any civil or criminal liability which may be incurred.

### **3.14. Collusion**

Any tenderer who fixes or adjusts the amount of his tender in accordance with any agreement or arrangement (other than with a member of its own expressly disclosed consortium) or enters into any agreement or arrangement to refrain from tendering or to tender at above or below a particular amount shall be disqualified without prejudice to any civil or criminal liability which may be incurred.

## **4. Award Criteria**

For the avoidance of doubt the PCC retains the right to not award any contract in relation to this Invitation to Tender.

Should the PCC wish to award a contract it will be awarded on the basis of who offered the best value taking due account of relevant experience, previous performance on similar projects, commitment to the project and the service being value for money against the overall project budget. The PCC will assess the tenders against the following (*please prepare your responses in this chronological order*):

- Knowledge and Experience – 30%
- Approach – 40%
- Price – 30%

We are seeking to appoint an activity coordinator who can demonstrate knowledge and experience of similar projects with proven success.

#### 4.1. Submission Requirements

Tenderers should include:

- Describe recent (within the last 3 years) examples of your experience, with at least one relevant National Lottery Heritage Fund project.
- Describe your understanding of the project’s scope and the needs of the Client.
- Describe in detail your approach to the coordination of the project in relation to intended outcomes, as well as developing an activity programme in accordance with the project requirements.
- Identification of opportunities, risks or constraints, and associated mitigations.
- Provide evidence of Insurances required – Public Liability and Professional Indemnity.
- Proposed fee structure with a breakdown of day rates. Travel time for site visits should be clearly set out and are included in the total fee.
- State availability for interview Wednesday 26<sup>th</sup> and Thursday 27<sup>th</sup> March 2025.
- CVs (max 4 sides each) for key team members, including membership of relevant professional bodies and adherence to professional standards.
- Contact details for at least two references.
- Maximum tender page length 10 pages (exc. CVs).

#### 4.2. Evaluation Criteria

The following evaluation method will be used to score the quality elements of the tender submission:

Evaluation Criteria	Rating (0-5)	x	Weight	=	Total
<b>Knowledge and Experience</b>					
a. Experience and qualifications		x	3	=	

<b>b.</b>	<b>Experience of similar projects. Please include at least three examples including at least one relevant NLHF funded project.</b>		<b>x</b>	<b>3</b>	<b>=</b>	
<b>Approach</b>						
<b>a.</b>	<b>Tenderer understands the scope of the project and the needs of the client.</b>		<b>x</b>	<b>3</b>	<b>=</b>	
<b>b.</b>	<b>Approach to the coordination of the project in relation to intended outcomes. Demonstration of approach to developing an activity programme in accordance with the project requirements.</b>		<b>x</b>	<b>3</b>	<b>=</b>	
<b>c.</b>	<b>Identification of opportunities, risks or constraints and associated mitigations</b>		<b>x</b>	<b>2</b>	<b>=</b>	
<b>Grand Total</b>						

#### 4.1. Price Evaluation

Price will count for 30 marks and will be evaluated on the basis of each Tenderer's tendered prices. This will be calculated as the sum of each of the aspects of price that are set out in that table.

The lowest overall tendered price will score full marks for price.

The marks for price for each other Tender will be calculated by the following formula:

$$\frac{\text{Maximum marks for Price} \times \text{Price of lowest priced Tender}}{\text{Price of Tender being evaluated}}$$

#### 4.2. Scoring of Quality

Each element of quality will be evaluated and scored on a scale of 0 to 5 as follows:

<b>Assessment</b>	<b>Detail</b>	<b>Score</b>
<b>Very Poor</b>	Either no answer is provided or the answer completely fails to demonstrate that any of the Client's requirements in the area being evaluated will be delivered in accordance with the Contract Documents.	<b>0</b>

<b>Poor</b>	Provides only limited assurance that the Client's requirements in the area being evaluated will be delivered in accordance with the Contract Documents, so as to result in a poor standard of delivery of the works/services/supplies.	<b>1</b>
<b>Reasonable</b>	Demonstrates how a significant number of the Client's requirements in the area being evaluated will be delivered in accordance with the Contract Documents so as to provide a reasonable standard of delivery of the works/services/supplies.	<b>2</b>
<b>Good</b>	Demonstrates how most of the Client's requirements in the area being evaluated will be delivered in accordance with the Contract Documents so as to provide a good standard of delivery of the works/services/supplies.	<b>3</b>
<b>Very Good</b>	Demonstrates how almost all the Client's requirements in the area being evaluated will be delivered in accordance with the Contract Documents so as to deliver the works/services/supplies very well.	<b>4</b>
<b>Excellent</b>	Demonstrates clearly and convincingly how all the Client's requirements in the area being evaluated will be delivered in accordance with the Contract Documents so as to deliver the works / services in an excellent way.	<b>5</b>

Where an assessment indicates that a score falls between two categories, half marks may be



awarded.

Each aspect of the Tender evaluation will generally be undertaken by a panel. Where this is done, the individual scores of the panel members will be averaged to arrive at a combined score for each aspect of the Tender being evaluated. This score will be multiplied by the weighting for that item to give a total score for that aspect of the Tender.

The same panel will score all Tenders for the aspect of the evaluation in which they are involved.

The panel reserve the right to interview. It is important to note the interviews will be held for clarification purposes only and will not be scored.

#### **4.3. DBS Requirements**

This role is subject to an enhanced DBS check. Please note that the role is exempt from the Rehabilitation of Offenders Act 1974, which means applicants must disclose all convictions, cautions, reprimands, and final warnings, including those considered 'spent.'

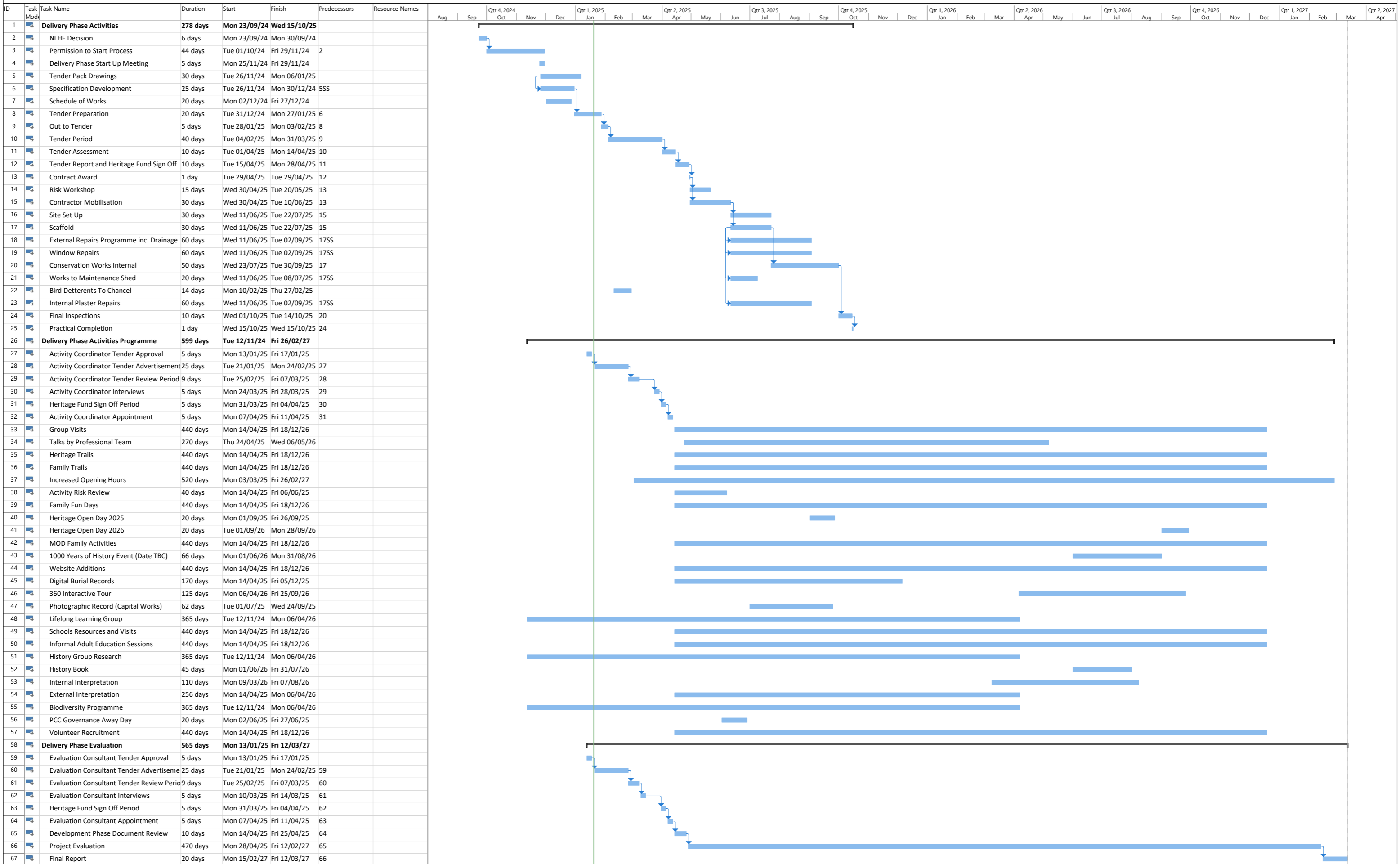
#### **4.4. Insurances**

Tenderers should provide a copy of their Public Liability Insurance and Professional Indemnity Insurance as part of the tender response.

#### **4.5. References**

Please provide two references.

## Appendix 1 Programme



Project: 25 01 06 All Saints Sandon Date: Mon 20/01/25

- Task Split
- Milestone
- Summary
- Project Summary
- Inactive Task
- Inactive Milestone
- Inactive Summary
- Manual Task
- Duration-only
- Manual Summary Rollup
- Manual Summary
- Start-only
- Finish-only
- External Tasks
- External Milestone
- Deadline
- Progress
- Manual Progress