

# Grant Writing Toolkit for Museums

## Appendix 5

### Procurement method statement

Example from The Diving Museum

#### The HDS Diving Museum Procurement Method Statement HDS/DM/56/V2/A



### 1. Background

The tender process for this capital project is not subject to the Public Contracts Regulations 2015 (PCR) as the total estimated value of the contracts fall below the threshold values. In line with best practice the Historical Diving Society will continue to apply the principles of non-discrimination, equal treatment, transparency, mutual recognition, and proportionality<sup>1</sup> to the tender process.

The Historical Diving Society will seek competitive tenders for any goods, works or services worth more than:

- £10,000 (excluding VAT) to provide at least three competitive tenders/quotes.
- £50,000 (excluding VAT) to provide proof of competitive tendering procedures.

We will select the option which provides value for money in relation to the project.

### 2. Methodology

#### Non-construction contracts

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## **i) Tender document**

Tender document will include the following information:

Schedule of services

### 1. Introduction

- Summary of the purpose of the contract
- Outline timescale
- Key tasks/ outcomes

### 2. The project

#### 2.1 Scope of the project

- Detailed overview of the project
- Information about the wider scope of the plans for the redevelopment of the Diving Museum
- Other relevant background information including works undertaken to date

#### 2.2 Budget

- Overview of the project budget

### 3. General duties

- Details of the work to be undertaken including, but not excluding requirements to attend meetings, expectations about the carrying out and completing the services.

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## 4. Schedule of service

- Overall purpose of contract
- Key tasks to be completed for the contract
- Reporting requirements
- Criteria for role

## 5. Fee offer and information required for tender submission

### 5.1 Contact and Queries

Details of who to contact about contract queries

### 5.2 Submitting the Tender

Details of what is to be submitted, how and to whom

### 5.3 Programme

Outline timetable for work

### 5.4 Checklist

List of information required to be returned with submission

## 6. Contract Award Criteria

### 6.1 Evaluation Criteria

- Based on the value assessment approach to assess a Tender on both quality and price

### 6.2 Quality Assessment

- 80% of assessment based on the quality of response (See Appendix 1 for scoring and response matrix)

### 6.3 Price Assessment

- 20% of assessment based on financial response (See Appendix 1 for scoring and response matrix)

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## 6.4 Interview / Presentation

- Details of interview dates and presentation requirements

## 7. Tender response (See Appendix 2: Standard template for tender)

Respondents will be required to complete template provided, asking for the following information:

- Basic details of individual/ company
- Insurance details
- Equal opportunities
- Health and safety
- Professional and Business standing
- Qualitative response – set of questions to set out how work would be completed
- Details of references

### **Construction contracts**

The appointed architect will be Contracts Administer for the construction.

#### i) **Expression of Interest**

The Expression of Interest document would outline the scope of the work, its approximate expected value and geographic location. A return address for Expressions of Interest would be supplied, with a deadline for submissions to be made. We will follow the Pre-Qualification Questionnaire format recommended by Historic England.

We would undertake a review of the responses, and these would be scored against the methodology. We would prepare a

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matrix of the scored responses to allow a tender list of 4 companies most suited to completing the work. The remaining unsuccessful respondents would be informed.

ii) **Tender**

The tender will be based on the *Tendering Practice Note 2017 (JCT)*.

## **3. Advertising of tenders**

### **Non-construction contracts**

Tenders will be advertised through relevant cultural and heritage jobsites, for instance, Leicester Museum Job Desk, Arts Council England, and websites advertising positions as part of their services, for example, the South East Museum Development. Where relevant other avenues will also be used, such as local authority, partners, and community support organisations to ensure contracts are widely distributed.

### **Construction contracts**

Expressions of Interest invited by advertising opportunity on the BiP solutions website

#### **3.1 Conservation-accredited professional**

No.2 Battery is a Grade II\* at risk listed building; the appointment of conservation accredited professional will follow Historic England guidance.

## **4. Assessment of tenders**

Tenders will be assessed by the evaluation team, consisting of the Museum Director, Chair of Trustees and 1 other member of the Trustees depending on the nature of the contract (for construction contracts this

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would include the CDM). The final appointment will be agreed by the Board of Trustees.

### **Non-construction contracts**

Contract award criteria is clearly laid out in the tender document. Assessment consists of quality and price assessment. See Appendix 1 for scoring and response matrix. Allowing for appointments to be assessed and selected against value for money.

### **Construction contracts**

The project would be tendered based on a specification, schedule of works and construction drawings for the work, completed under RIBA Stage 4 (Technical Design)

The tenderers would be expected to visit the site and any queries arising during the tender period (4 weeks) would trigger a response to all tenderers.

We would require a fully priced Schedule of Work to be returned with the Tender Offer. This would allow us to examine the tender submissions for errors to assess their responses, and to ultimately recommend a contractor for the work, within the context of a Tender Report.

In relation to errors, Option 1 'Stand by or Withdraw' would apply.

The tender report would examine the submissions for arithmetical errors, and potential omissions or misinterpretation of the documents.

We would expect to assess 'risk items' where there is the potential for the costs to increase, in the event of additional repairs being necessary. The

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assessment would include a review of rates provided and the timing of the work.

A commentary covering the costs would be provided to the client, and shared with the funder, together with a recommendation for appointment.

## **5. Appointment of suppliers and contractors**

Appointments will be made based on value for money and quality of the tender.

### **Non-construction contracts**

Details of the interview information including presentation (if required) are included in the tender document. Interviews are held at the discretion of the evaluation team.

### **Construction contracts**

Once the costs are accepted, we would expect to draft a building contract (JCT) form for signature by both parties.

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### **Quality and financial assessment criteria and matrix**

Quality will account for 80% of the tender evaluation. After rejecting bids that, in the opinion of the Board, that are unrealistically low (in terms of Quality), the highest Quality score will be given 100% for Quality. Other Quality scores will then be expressed as a proportion of the highest score. This gives the adjusted Quality score. The 80% weighting for Quality is then applied to each adjusted Quality score to give the Weighted Quality Scores. Tenderers may be invited to attend an interview should the evaluation team require clarifications from the Tender submitted.

The scoring regime to those scored questions is on a 0 to 10 scale where:

- 0 = Unacceptable (requirement cannot be met in any form).
- 1 = Poor (very limited aspects of the requirement can be met).
- 3 = Weak (few aspects of the requirement can be met).
- 5 = Average (requirement can be met to an acceptable level).
- 7 = Good (requirement fully met to a complete level).
- 10 = Excellent (requirement fully met, including potential for solution to provide enhancement of outlined requirement).

The Board will examine compliance to the tender requirements and adherence to instructions. Non-compliant tenders may be disqualified.

Should the scoring regime to this Tender be unclear, the onus is on responding organisations to seek clarifications by e-mail as detailed in Part 6.

The below table outlines how questions contained in the Tender and its Sections shall be treated.

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Question Number	Question	Section Weighting	Question Weighting	Score	Max Score
<b>QUALITATIVE RESPONSE</b>					
1	xxx [add question as agreed by evaluation team] Maximum 500 words.	<b>80%</b>	<b>30%</b>	<b>0-10</b>	<b>300</b>
2	xxx [add question as agreed by evaluation team] Maximum 500 words.		<b>40%</b>	<b>0-10</b>	<b>400</b>
3	References from similar work (maximum 3 references)		<b>20%</b>	<b>0-10</b>	<b>200</b>
4	Availability for the duration of the contract and to attend at least two of the large public events. Note that these may be at weekends or on Bank Holidays. Maximum 300 words.		<b>10%</b>	<b>0-10</b>	<b>100</b>
<b>SUB TOTAL:</b>					
<b>FINANCIAL RESPONSE</b>					
1	Total Fixed Cost for delivering the Project Including Material/Printing Costs	<b>20%</b>			
<b>SUB TOTAL:</b>					

Tenderers' responses shall be marked in accordance with the following scales for each of the evaluation criteria as relevant:

- Where a response to any question is given a score of nil, (0), the Tender may be discounted in its entirety and not be considered further in the evaluation.
- Information relating to Quality shall be provided by the Tenderer as part of the tender submission. Tenders submitted without all the information required for the Evaluation Criteria will be considered incomplete and may therefore be rejected.
- Tenderers shall be aware that if they are awarded the Contract they will be required to comply with the Tendered submission.

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## Standard template for tender

### Basic Details (For information purposes only)

*(To be returned with the Tender submission)*

1	Name of the organisation in whose name the tender would be submitted:									
2	Contact name for enquiries about this submission:									
3	Contact position (Job Title)									
4	Address: Post Code:									
5	Tel number:									
6	Fax number:									
7	E-mail address:									
8	Company Registration number (if this applies)									
9	Charities or Housing Association or other Registration number (if this applies). Please specify registering body:									
10	Date of Registration:									
11	VAT registration number:									
12	Is your organisation: (Please tick <b>one</b> )	<table border="1"> <tr> <td>i) a public limited company</td> <td></td> </tr> <tr> <td>ii) a limited company</td> <td></td> </tr> <tr> <td>iii) a Contracting Authority</td> <td></td> </tr> <tr> <td>iv) a sole trader</td> <td></td> </tr> </table>	i) a public limited company		ii) a limited company		iii) a Contracting Authority		iv) a sole trader	
i) a public limited company										
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iii) a Contracting Authority										
iv) a sole trader										
13	Name of (ultimate) parent company (if this applies)									
14	Companies House Registration number (if this applies):									
15	What is the name and branch of your bankers (who could provide a reference)?									

### Insurance

Please provide details of your current insurance cover		Value
1	Employer's Liability (£500,000):	£
2	Public Liability (£500,000):	£
3	Professional Indemnity (£500,000)	£

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4	Other (please provide details):	£	
	It would be a condition of contract award to have in place the minimum insurance cover detailed above. If your current insurance cover is below the Museum's minimum required level, please confirm that your organisation would increase its cover should your tender be successful.	Yes	No

## Equal Opportunities

1	Does your organisation have a written equal opportunities policy, to avoid discrimination?	Yes /No
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## Health and Safety

1	Does your organisation have a health and safety at work system which includes a policy, nominated manager and management system?	Yes / No
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## Professional and Business Standing

Does any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor (s)?		
1	Is in a state of bankruptcy, insolvency, compulsory winding up, receivership or subject to relevant proceedings:	Yes / No
2	Has been convicted of a criminal offence related to business or professional conduct.	Yes / No
3	Has committed an act of grave misconduct in the course of business	Yes / No
4	Has not fulfilled obligations related to payment of social security contributions	Yes / No
5	Has not fulfilled obligations related to payment of taxes	Yes / No
6	Is guilty of serious misrepresentation in supplying information	Yes / No
7	Is not in possession of relevant licences or membership of an appropriate organisation where required by law	Yes / No
8	If the answer to any of these is "Yes" please give brief details, including what has been done to put things right.	

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## Qualitative Response

For each of the qualitative response questions please complete a response proposing how you would carry out the work to deliver the Services.

<b>1</b>	
	<i>Please enter response here. Maximum 500 words.</i>
<b>2</b>	
	<i>Please enter your response here Maximum 500 words.</i>
<b>3</b>	References from similar work (see below table)
<b>4</b>	Availability for the duration of the contract and to attend at least two of the large public events. Note that these may be at weekends or on Bank Holidays.
	<i>Please enter response here. (Maximum 300 words)</i>

## Details of References

*(To be returned with the Tender submission)*

Referee 1	
Company Name	
Address	
Telephone	
Contact Name	
Designation	
Length of relationship	
Indication of nature of contract	
Indication of value of contract	

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Referee 2	
Company Name	
Address	
Telephone	
Contact Name	
Designation	
Length of relationship	
Indication of nature of contract	
Indication of value of contract	