**Tender for the Provision of Digital Marketing, Event Management and Operational Support for The Cathedral Quarter Arts Festival, September 2-12, 2021**

Return To: info@cqaf.com Return Deadline: 12noon on Wednesday 25 March Website: www.cqaf.com

Section 1- Information for Applicants, Section 2- Specification, Section 3- Submission

**Section 1 - Information for Applicants**

**We are looking for the right person or team to work with us to coordinate the 2021 Cathedral Quarter Arts Festival Festival with particular responsibility for the management, delivery and analysis of the online renditions of the Festival’s events.**

The Cathedral Quarter Arts Festival takes place annually in May. It comprises a range of events featuring music, theatre, comedy, film and visual art in venues in Belfast’s Cathedral Quarter.

This year’s festival has been moved to September in the hope of presenting live events and livestreamed events as well as developing new digital content.

To reflect and respond to changing delivery mechanisms required as a consequence both of the pandemic and in seeking to reach those unable to attend events in person, the Directors invite applications from experienced Service Providers who wish to tender for the provision of the services described in Section 2.

We anticipate that the contract may be delivered by a number of people, with a lead manager to co-ordinate and deliver the overall service with the Out to Lunch team focussing on **digital and media management support through the award of a contract of services for the period of mid August 2021 to mid September 2021**

The level of support will vary over the period but will require dedicated support during the festival period in September. In your relationships with your colleagues, venues, artists, agencies, contractors and the public your manner and decorum should reflect the values of the Festival and its Board.

As a guide in preparing your tender, this contract is offered with the estimate that it will:

* Commence as close as possible to 23 August 2021
* Require dedicated support of no less than 35 hours per week in the 3 week period 23 August- 17 September 2021.
* Include weekend and evening working during the period of the Festival
* Complete as soon as possible after delivery of the full services and close down activity as described in Appendix 1, including all reporting, data gathering and evaluation.
* Be delivered within an £10,000- £12,000 budget

**Applications should be returned by email to info@cqaf.com with ‘Tender Provision of Digital Marketing, Event Management and Operational Support for The Cathedral Quarter Arts Festival’ in the subject title, to arrive no later than 12noon on Wednesday 25 March 2021. Late submissions will not be considered. Submissions should not exceed 5MB.**

Applicants should note that it is their sole responsibility to ensure their proposal is complete and accurate. Where the full information requested has not been provided, and no valid explanation has been given as to its omission, the application will be rejected.

**Evaluation Criteria**

Applicants may be required to attend for interview, following evaluation of their proposals, and will be notified of the requirement to attend for interview within 5 working days of the closing date for submission of tender. Please note in light of current Covid-19 issues this may be via a Zoom conference call.

The Cathedral Quarter Arts Festival:

− is not committed nor required to accept the lowest or indeed any proposal.

− shall not be responsible for any additional payments over and above the agreed price for the successful appointee.

- Tenderers must be explicit and comprehensive in their responses as this will be the single source of information on which proposals will be evaluated. Tenderers are advised neither to make any assumptions about any past or current supplier relationships with the cathedral Quarter Arts Festival, nor to assume that such relationships will be taken into account in the evaluation process.

- Tenderers must not make assumptions that the Cathedral Quarter Arts festival will have any prior knowledge of them, their organisation, or their service provision.

− Tenderers must confirm in their proposals that there will be no Conflict of Interest, or perceived Conflict of Interest, in relation to their servicing this contract.

− All information provided by the Cathedral Quarter Arts Festival, either within this exercise, or during any resultant contract, shall be treated as confidential and should not be disclosed to any third party without the Directors’ prior permission. Similarly, all information provided by the applicant will remain strictly confidential.

**The criteria for the award of the contract shall be the provision of the best value based on the following:**

**• Proposed fee – refer to Section 3.1**

**• Ability to deliver the complete range of services set out in Appendix 1**

**• Relevant skills, experience, qualifications, knowledge, etc as set out in Section 2**

**Section 2- Specification**

The Directors of the Cathedral Quarter Arts Festival Festival are looking to appoint a contractor to work with the existing team to expand the Festival into the online space and increase accessibility for all.

The 2021 Festival will run from September 2-12, 2021. It is expected to comprise of around 80 one-off events, with approximately half of these available online. Events may involve local and international contributors and feature music, video, interviews, theatre, podcasts and film.

The Festival planning committee oversees programme development and delivery and meets on a monthly basis to discuss progress.

**The contract period: 23 August – 17 September 2021**

Ideally an early input from early December - 2020 and terminating in February 2021 after the Festival has concluded and wrapped-up.

There will be a variable amount of time commitment across the phases:

• Preparation phases,

• Immediate run-up period (November/December)

• Festival period

• Wrap-up and close-down phases. During the Festival the support requirement will reflect the calendar of events and as such, it should be expected that during the Festival the successful provider will be required to support occasional long days and/or evening work.

**The Budget: £10-12k**

Whilst we would be interested in your proposals on how best to deliver against the key deliverables (see Appendix 1) the Directors anticipate that there will be a requirement of approximately 350 - 400 hours.

In particular the successful bidder will be required to meet the dedicated online and event presence required in the 11 day period of the Festival.

**The Objectives for this tender process are:**

• Secure high-quality digital, event and operational support services

• Ensure supplier is in place to meet the timeframe

• Appoint a supplier that will provide high standards of professional service

• Appoint a supplier that will provide excellent value for money

• Work with a supplier that will add value to this year’s festival

**Summary of Services Required**

The 2021 Cathedral Quarter Arts Festival is the 21st edition of the festival with around 80 events being held across in a variety of venues and locations across the city and importantly a significant online presence through a range of channels (to be proposed by suppliers).

The level of support needed for each event will vary depending upon the contractual agreement with the artist/company/venue, etc.

**Service Providers’ Skills, Experience, Qualifications, Knowledge, etc**

Applicants must provide evidence that they meet the following requirements, giving examples of having:

Demonstrable experience with lead responsibility for managing and coordinating arts events. For example, as an operations manager, production manager or stage manager.

Experience of delivering similar work and targets, to those set out in this document, on time and to budget, ideally within a professional multi-disciplinary arts festival setting.

Knowledge and experience implementing Health & Safety legislation and Risk Management.

Professional working knowledge of the arts sector.

Experience of leading/managing a small team.

A positive, proactive, self-motivated and flexible approach, with the ability to prioritise workloads and meet deadlines whilst working on own initiative with little supervision.

Able to work under pressure and maintain good humour and diplomacy whilst dealing with a range of stakeholders

A flexible approach to working hours and duties to meet the needs of the project including a willingness and availability to work evenings and at weekends when necessary

Applicants must demonstrate the following:

− Excellent communication skills and expertise

− Excellent team working and collaborative skills

− Excellent oral and written skills

− Good computer literacy skills and requisite digital experience

− Able to work both independently and as part of a team

− Fully available to deliver the complete range of services and attend all events which may be daytime, evening or at weekends.

**Section 3- Submission**

The application should be clear, set out as itemised below, and include evidence of:

**3.1 Cost**

In addition to providing a fully inclusive total cost for the Service Provision, the tender will also supply:

• **Financial Breakdown:** A financial breakdown for the services, including all fees, expenses, materials, other tangibles and any other expenses related to delivery of the full contract.

The cost against the deliverables, outlined in Appendix 1, must be clear for each person providing the service, and the basis of this costing (for e.g. number of fulltime days/hours, and the period of time)

VAT Status: Advise whether or not you are VAT registered. (If registered include your VAT number)

**The fee quoted should be on a 'best-bid' basis and is to remain fixed.**

**3.2 Ability to deliver the complete range of services**

Provide a statement (max 500 words) demonstrating how you/your team, are best placed to deliver this service and the experience held where you/your team have been responsible for the areas set out within Section 2 and Appendix 1.

**3.3 Relevant Skills, Experience, Qualifications, Knowledge**

Give examples of professional work you have delivered of a similar scale, particularly any experience within a multi-discipline arts festival and/or events with digital event delivery.

**3.4 Summary of Services**.

Detail your/the relevant experience of the team to be deployed on this contract (max 500 words). Include details of all individuals charged with the responsibility of delivering both the entire contract and/or specific service elements within it and include full CVs for all persons (CVs are not counted within word limit).

**3.5 Added Value**

Provide details of any added value you can bring to the Festival delivery and outcomes.

**3.6 Conflict of Interest**

A statement declaring there is no Conflict of Interest/ or identifying any perceived Conflict of Interest and giving information on how it will be managed.

**Appendix 1- Contract of Service key deliverables (December 2020- February 2021)**

This is not intended to be a listing of individual actions or responsibilities, but a detailed overview of each area of delivery within the remit period.

* Event Management Plans: Work with the organising committee, communications and web teams to provide guidance and creative input concerning viable opportunities for online renditions of the various planned events; attending meetings and providing reports where necessary.
* Liaise with the Festival’s venue managers and venues to prepare and plan for live online delivery of Festival events
* Advise, co-ordinate and secure any necessary licenses, clearances, waivers etc from agencies, artists, contributors and venues relating to the online delivery of creative materials under copyright, and related performing rights.
* Identify, commission, liaise, and manage any independent agencies or contractors required to facilitate the online delivery of Festival events
* Build in to all planning measurable and useful metrics and analytics in order to, later, analyse and assess the success of online events.
* Immediately prior to and during the Festival:
* Co-ordinate, oversee and manage (on-site) any and all personnel, equipment and
* To ensure and enable small-scale events to self-run the online delivery (audio, vision, and internet delivery) of an event.

**2. Venue contracting, liaison and management**

As appropriate to deliver online and onsite which must at all times ensure Health and Safety and pre-event checks are completed

**3. Budget & Financial management**

Work closely with the festival team to agree any sub-contracts, online delivery costs and licences as appropriate. To deliver within the agreed budget at award of contract.

**4. Working with others**

a. Out to Lunch Festival Directors, staff and festival co-ordinating team

b. Venue hosts

c. Participants and online contributors

d. External media

e. Volunteers

**5. Reporting, cataloguing and archiving**

Gather, catalogue, archive and publish (where directed) recordings of the Festival’s live events.

**6. Programme monitoring and** **evaluation**

Gather, analyse, interpret and summarise key analytics relating to the Festival’s online events. Provide contributions into wrap-up meetings; reflecting on the Festival, and providing online delivery of the Festival’s events; wrap-up any outstanding matters with venues, artists and contractors; ensure bills are received on good time, logged and passed on for payment; terminate any temporary contracts or arrangements for internet service delivery or related contracts and costs.