



BRIEF

CONSULTANCY SERVICES TO ESTABLISH A
CULTURAL PARTNERSHIP FOR DUMFRIES
AND GALLOWAY

SECTION 1 - INTRODUCTION

CONSULTANCY SERVICES TO ESTABLISH A CULTURAL PARTNERSHIP FOR DUMFRIES AND GALLOWAY

Dumfries and Galloway Council are seeking quotes for the provision of services detailed in this brief documentation. Your quotation must be received by **5pm on Wednesday 14 December 2022**. It is the responsibility of all suppliers to ensure that their quotation response is received no later than the appointed time. Dumfries and Galloway Council may undertake not to consider quotations received after that time.

It is anticipated that the contract will last for ten weeks (from 16 January 2023) and it is expected that the value of the commission will not exceed **£15,000**. The contract will be offered on a fixed-priced, all-inclusive basis. Any associated costs of travel, expenses or subsistence should be incorporated into tender submissions.

Dumfries and Galloway Council are not bound to accept the lowest priced or any quote and shall not be bound to accept the supplier as sole supplier. Prices quoted shall remain firm for the duration of the contract and must be exclusive of Value Added Tax (VAT). Quotations based on indicative pricing will not be considered. All pricing in the Quotation must be "net".

The quotation will be evaluated using the following criteria and weightings:

Evaluation Criteria	Weighting
Price	20%
Quality	80%

Enquiries and returns regarding this opportunity to quote should be sent to the following email address arts@dumgal.gov.uk.

Suppliers are strongly advised to submit their Quotation at least 24 hours before the Quotation deadline in case of technical issues within their own company systems in the hours running up to the Quotation deadline. Suppliers who experience technical issues with their own company systems will not be given additional time to submit their tender

The closing time and date for receipt of Quotations is final and Suppliers may not supply unsolicited information after the closing time and date.

This opportunity is supported by the Creative Scotland Recovery Fund for Cultural Organisations and South of Scotland Enterprise.

SECTION 2 – OVERVIEW OF REQUIREMENTS

1. INTRODUCTION

The purpose of this commission is to enable the implementation of the Cultural Strategy for Dumfries and Galloway 2022-2030 (hereafter 'Cultural Strategy') by supporting Dumfries and Galloway Council (hereafter 'the Council') and other key Cultural Strategy stakeholders to establish a Dumfries and Galloway Partnership for Culture (hereafter 'Cultural Partnership').

Through a process of research and stakeholder engagement the successful bidder will produce a report with the following content:

- recommendations detailing the most appropriate model and governance for the Cultural Partnership and how this will be put into place;
- a 'SMART' and achievable Action Plan to deliver the Cultural Strategy ambitions, building on the feedback, recommendations and ideas gathered during the original strategy engagement and in response to key priorities that have arisen for the region's cultural sector and its non-cultural sector partners since the original engagement took place
- appropriate measures by which the success of the Cultural Strategy will be assessed; and
- recommendations for short-term measures to be funded through the implementation budget of £45,000, which is available to kick-start delivery of the Cultural Strategy.

2. BACKGROUND

2.1 Cultural Strategy for Dumfries and Galloway

The Cultural Strategy for Dumfries and Galloway was approved by the Council's Communities Committee in March 2022 and is available via the link in Section 9 below.

The Cultural Strategy was informed by a substantial programme of stakeholder engagement, the results of which are available on the Council's website (see Section 9 below). Two reference groups informed the process of developing the Cultural Strategy, one made up of cultural sector representatives, and the other representing non-cultural stakeholders via the Dumfries and Galloway Community Learning and Development Partnership. Members of the cultural sector reference group continue to act as an informal sounding board to inform the process of establishing the Cultural Partnership.

The Cultural Strategy's vision is that by 2030 Dumfries and Galloway's distinctive creativity, culture and heritage will have an international profile and be renowned for their contribution to the region's economy and quality of life.

The Cultural Strategy has three ambitions, summarised under the themes ‘Our People’, ‘Our Places’ and ‘The Difference We Make’, and a series of high level objectives linked to these ambitions. The Strategy also identifies three significant areas of improvement that will help deliver the ambitions of the strategy. These ‘enablers’ are ‘Capacity’, ‘Connectivity’ and ‘Communication’.

While the Strategy development process identified a wide range of possible actions for delivery against the Strategy objectives, ‘ownership’ of these actions, and responsibility for their delivery will be shared across the region’s cultural sector and other key partners/sectors, such as education, economic development, community learning and development and health and wellbeing. For this reason the key action agreed by the Council’s Communities Committee was the establishment of a Dumfries and Galloway Partnership for Culture.

2.2. Dumfries and Galloway Partnership for Culture

The remit of the Cultural Partnership, which is to be facilitated by the Council but led by the cultural sector, is defined in the Cultural Strategy as follows:

- to oversee the delivery of the Cultural Strategy for Dumfries and Galloway and maximise collaboration between partner agencies;
- to connect the strategy with the creative, cultural and heritage sector across Dumfries and Galloway;
- to engage new working partnerships with stakeholders from other sectors for example, tourism, health, and education;
- to use a collective voice to influence decision makers; and
- to ensure a positive legacy and communicate the difference the Cultural Strategy makes to Dumfries and Galloway’s people and places.

In addition the Cultural Partnership is intended to:

- bring together partners both within and out with the direct cultural sector in support of the shared strategy vision;
- provide a forum for collaboration and strategic planning, bringing together our Council, sector representation and key partners to deliver the vision of the strategy;
- lead on developing, or be the catalyst for the strategic interventions needed to meet this strategy’s ambitions; and
- take responsibility for implementing the Cultural Strategy Action Plan and monitoring its progress and success.

3. OBJECTIVES OF THIS COMMISSION

The successful bidder will deliver a report with recommendations that will enable the establishment of a Cultural Partnership for Dumfries and Galloway with an Action Plan ready for the Partnership to endorse as a first step towards delivering the Cultural Strategy for Dumfries and Galloway.

The report will form the basis of a report to Dumfries and Galloway Council's Communities Committee seeking their support for the implementation of the Cultural Partnership model.

4. SCOPE OF COMMISSION

To achieve the project objectives the supplier appointed will be required to work closely with the Council's Cultural Strategy Project Team and to engage with appropriate stakeholders. Stakeholders will include, but will not be restricted to the Cultural Strategy cultural sector reference group, and will include cultural and non-cultural stakeholders active in the areas of economic development, formal and non-formal education, community learning and development, and health and social care.

Dumfries and Galloway Council has indicated below the activities likely to be involved in the development of the outputs detailed in Section 1 above. It is however ultimately for the supplier to set out in their tender submission how they propose to approach the Brief and whether any alternative ideas or methodologies could achieve the same objectives and outputs.

Activities anticipated in delivering this brief:

Research and Review

- review of the Cultural Strategy and related engagement reports
- review of the cultural networks, partnerships, agencies and organisations that currently exist within the region to ensure that the Cultural Partnership will add value and will support rather than duplicate, undermine or overwhelm what already exists and is working well
- review of the Cultural Strategy draft Action Plan
- review of other relevant partnerships to identify key success factors and learning points relevant to the DG Partnership for Culture (such as National Partnership for Culture (Scotland), Culture Aberdeen, Dundee Cultural Strategy Partnership/Creative Dundee, Inverclyde Cultural Partnership, Dumfries and Galloway Poverty and Inequalities Partnership; Dumfries and Galloway Community Learning and Development Partnership)
- review of relevant regional and national reports and strategic plans

Stakeholder Engagement

- programme of engagement with relevant stakeholders to identify how the Cultural Partnership will work best to support cultural and non-cultural partners in jointly delivering the Cultural Strategy's ambitions, objectives.

5. OUTPUTS

The required output is a draft report for consideration by the Cultural Strategy Project Team and key stakeholders, which will include the following:

- recommendations detailing the most appropriate model for the Cultural Partnership and how this will be put into place;
- a 'SMART' and achievable Action Plan to deliver the Cultural Strategy ambitions, building on the feedback, recommendations and ideas gathered during the strategy engagement
- appropriate measures by which the success of the Cultural Strategy will be assessed; and
- recommendations for a series of short-term measures to be funded through the implementation budget of £45,000, which is available to kick-start delivery of the Cultural Strategy

Format of Outputs

- The above outputs and associated documentation should be provided in digital formats.
- Layout should be in arial or calibri font 11pt, or equivalent (to be agreed) and printable on A4. We would discourage heavy indentation of the main body of text as this wastes paper.
- Document review and quality control procedures will be expected to be undertaken by the supplier prior to issue of draft and final reports.
- One master unbound printed copy should be provided.
- All intellectual property rights (including ownership and copyright) in any of the above report and documents, whether in writing or on magnetic or other media shall be vested with Dumfries and Galloway Council.

6. QUALITY REQUIREMENTS

Our **overarching quality requirement** is that the completed outputs listed in point 5 above must be fit for purpose and **usable**. For the avoidance of doubt, by usable we mean that they must be capable of:

- **communicating** the Cultural Strategy's objectives and how they will be realised through the Cultural Partnership and its Action Plan using plain English;
- **informing** stakeholders of actions to be undertaken;
- **fulfilling** the expectations outlined in the brief

All services to be provided under the term commission must be undertaken by the Consultant in a competent and efficient manner in order that individual tasks progress effectively and efficiently. In any case, for all tasks or projects undertaken within the term commission, the Consultant shall timeously

complete and deliver to the Council all studies, reports, documentation and other information as soon as is reasonably practicable to do so and without undue delay.

7. TIMETABLE

Times and dates stated in respect of the timetable of events can only be altered by the Council. If times and dates are changed then this will be intimated to suppliers.

Dumfries and Galloway Council reserves the sole right to extend the deadline for receipt of quotations where a notice is issued by the Council.

Activity	Milestones
Call for quotes issued	w/b 7 November 2022
Quotation deadline	5pm on 14 December 2022
Supplier questions answered	Only available to short-listed suppliers
Interviews for shortlisted suppliers	w/b 9 January 2023
Anticipated date of award of contract	16 January 2023
Contract Commencement Date	16 January 2023
Inception Meeting	w/b 16 January 2023
Anticipated delivery of Final Draft Report	31 March 2023

8. OTHER INFORMATION

The Council will require first and final drafts before submission of the Draft Report. The results of the work will be presented by the Consultants to the Cultural Strategy Project Team, key stakeholders and the Council at a mutually convenient time.

Following appointment, an Inception Meeting will be arranged to be attended by the Council's Project Lead Officer (Principal Officer Arts and Museums) and representatives from the Cultural Strategy Project Team and key stakeholders to handover key documents, and discuss and agree the following:

- Consultant Team Workplan;
- Consultant Team contact list;
- DGC/partners Contact List;
- Documents and information in relation to the Consultant Team's information requirements;
- Arrangements for access to other Council services and other key stakeholders.

The Lead Consultant will be required to attend meetings with the DGC Lead Officer and other Project Team/stakeholder representatives as follows:

- 1 Inception meeting to finalise the workplan and address any outstanding points, queries or issues in relation to the commission;
- Meetings at key stages of the project – Consultants’ proposals for these are to be included in their work plan and included in the costings;
- 1 meeting to present the Draft Report to the Cultural Strategy Project Team, key stakeholders and any associated officer or teams;
- Up to 1 Council Committee meeting and up to 2 Elected Members’ meetings or briefings, which may or may not be required.

9. SUPPLEMENTARY INFORMATION

The following supplementary information is available:

DOCUMENT	SOURCE
Cultural Strategy for Dumfries and Galloway	
Link to Cultural Strategy consultation/engagement page and Engagement Report	Consultation on a Cultural Strategy for Dumfries and Galloway - Dumfries and Galloway Council (dumgal.gov.uk)
Link to Council Committee Report presenting Cultural Strategy for approval (Item 11)	Agenda for Communities Committee on Tuesday, 22nd March, 2022, 10.30 am - Dumfries and Galloway Council (moderngov.co.uk)
Other Dumfries and Galloway Strategies, Plans & Policies	
Link to key regional strategies, plans and policies	https://www.dumgal.gov.uk/article/16350/Strategies-plans-and-policies
Dumfries and Galloway Council Plan 2017-2022	https://www.dumgal.gov.uk/media/19669/Council-Plan-2017-22/pdf/Council_Plan.pdf?m=636760582917630000
Link to information about Community Planning in Dumfries and Galloway	CommunityPlanning - Community Planning (dumgal.gov.uk)
Regional Cultural Organisations (indicative list only)	
Dumfries and Galloway Chamber of the Arts (DG Unlimited or DGU)	Dumfries & Galloway Unlimited - Home (dgunlimited.com)
Dumfries and Galloway Museums and Heritage Network	Home (dgmuseumsnetwork.org.uk)

The Stove Network/What We Do Now	The Stove Network – An Arts and Community Organisation;
Upland	Upland (weareupland.com)
Dumfries and Galloway Arts Festival/Arts Live	Homepage - DG Arts Festival
Wigtown Festival Company	Wigtown Book Festival
DGC Arts and Museums Service website	www.dgculture.co.uk
DGC Heritage Services (local studies and archives)	Heritage Service - Dumfries and Galloway Council (dumgal.gov.uk)
National Strategies and Partnerships	
A Culture Strategy for Scotland	A Culture Strategy for Scotland - gov.scot (www.gov.scot)
National Partnership for Culture	National Partnership for Culture - gov.scot (www.gov.scot)
Creative Scotland	Home Creative Scotland
Museums Galleries Scotland	Museums Galleries Scotland Home
Scottish Library and Information Council	The Scottish Library & Information Council (scottishlibraries.org)
Scottish Council on Archives	Home - Scottish Council on Archives (scottisharchives.org.uk)

SECTION 3 – RESPONSE REQUIREMENTS AND EVALUATION

The quotation will be evaluated using the following criteria and weightings:

Evaluation Criteria	Weighting
Price	20%
Quality	80%

Quality Questionnaire	
1. Details of the Consultant Team and their experience, Case Studies & Testimonials	<p>We require the following information:</p> <ul style="list-style-type: none"> • CVs for project personnel, including details of memberships of relevant professional bodies; • Details of relevant experience; • Details of what they will bring to the project; • Details of at least 3 recent (within the previous 5 years), relevant projects that you have been involved in explaining your role and the outcome of the work that you were involved with. • Testimonials and contact details of people that would be willing to talk to us about your experience.
2. Methodology & Consultant Team Workplan	<ul style="list-style-type: none"> • Please describe how you will approach the project including clear details of: • Your approach to working with the Project Team • How you will tackle the key project elements outlined in the brief • The techniques and processes you propose to employ. • Outputs/deliverables/documents from the process. • Descriptions of the respective project roles of the personnel; • Day rates of each of the project personnel • Details of the time they will spend on each stage of the project • Provide clear details of on the delivery phases, tasks, milestones, deadlines and the outputs/deliverables/documents that the team will produce during the project.
Pricing Schedule	
2. Costings	<p>Please provide details of your price for delivering the requirements laid out in this document for Consultancy Services to Establish a Cultural Partnership for Dumfries And Galloway including all travel and expenses.</p>

Consultants shall be required to nominate a Lead Consultant for the project, and shall be required to demonstrate that its proposed team are suitably qualified for the task and possess a demonstrable knowledge of the processes involved in the tasks. If your Project Team includes specialists other than those

employed by your own organisation these should be indicated, together with details of their company or organisation, details of their qualifications and particular expertise and details of how their input into the project will be managed.

The Council will expect the team to remain unchanged, except where circumstances are beyond your control (e.g. illness, resignation). If during the course of the term commission a member of the Consultant’s personnel is required to be changed for any reason, then the Consultant shall submit to the Council the reason for the change, along with the proposal and details of the replacement personnel.

Award Criteria

Price (20%)

Please enter your quote in the box below to provide this commission (or replicate this section of the brief and include it with your quote within your electronic submission):

£

Price to be inclusive of all costs including rates, expenses etc. (but exclusive of VAT) which will form part of the contract.

Award Criteria	Weighting
Price inclusive of all costs	20%
<ul style="list-style-type: none"> • Value for Money 	20 (20%)
Quality	80%
<ul style="list-style-type: none"> • Understanding of the brief and the methodology that you will adopt to respond to the requirements of the brief in order to fully respond to the objectives in the Scope of Works. The methodology should include a timetable of the work you will undertake. 	40 (50%)
<ul style="list-style-type: none"> • Recent Relevant Work. Please provide three examples of similar work that you have delivered in the last 3 years with the approximate value of the work in which you were engaged. 	40 (50%)

Points will be awarded to the weighted questions above as per the scoring methodology used by the matrix below:

4	Excellent response.
3	Good response.
2	Average response.
1	Minimal or poor response.
0	Nil response.

The total weighted scores for price and quality will be added together to give the final score.