

Brief for artists to deliver digital content for
The Library Presents programme
April - June 2020

SECTION 1 - GENERAL REQUIREMENTS

Quotations (up to £600 each) are invited to provide digital content for The Library Presents arts programme.

The Council's detailed requirements are defined in Section 2 - Specification.

Please take care in reading this document in particular the Specification. In the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the named person below.

The Council reserves the right to carry out due diligence checks on the awarded provider.

PLEASE NOTE THE SHORT TIME FRAME

A. PROCUREMENT TIMETABLE

1. Request for Quotations Issued	Wednesday 1 April 2020
2. Deadline for Quotation Responses	Wednesday 8 April 2020 (Midday)
3. Quotation Evaluation	8 – 10 April 2020
4. Contracts Awarded	Friday 10 April 2020
5. Deadline for Delivery	14 April - 30 June 2020



B. BACKGROUND

The Library Presents

Creating a vibrant, exciting, diverse and inclusive programme of high quality arts activities with Libraries across Cambridgeshire

In 2018 Cambridgeshire County Council was awarded National Portfolio Organisation funding from Arts Council England to run The Library Presents in partnership with Babylon ARTS. The Library Presents programme brings high quality arts activities into Libraries in towns and villages across Cambridgeshire.

We aim to raise the ambition and professionalism of programming in libraries, so that we are increasingly able to programme excellent, diverse and 'stretching' work - ensuring that high quality cultural activity becomes part of the core offer of the library service. Residents, staff and volunteers will get the best quality participatory, performance, digital and visual arts work and learning experience.

In light of the announcements made by the government regarding Coronavirus, and in order to protect the health and wellbeing of our staff, volunteers and audiences The Library Presents Spring 2020 has been postponed.

However, we wish to continue to engage with our audiences (and develop new ones) by bringing arts into homes via fun, friendly and exciting digital content.

For more information visit: www.cambridgeshire.gov.uk/arts

C. CLARIFICATION QUESTIONS

Any queries about this document, the procurement process, or the proposed contract itself, should be referred to:

Nathan Jones

Tel 01223 706720

Email thelibrarypresents@cambridgeshire.gov.uk

D. QUOTATION RESPONSES

Please complete **Section 3** and email to:

thelibrarypresents@cambridgeshire.gov.uk

by midday on Wednesday 8 April 2020

SECTION 2 – SPECIFICATION

The Library Presents Digitally

Commission – small, funding up to £600

The Library Presents is keen that our audiences and residents can still access culture in these strange and difficult times. We hope these digital commissions might also be a good way for artists to generate interest amongst new audiences. The digital programme will also help us to maintain engagement in The Library Presents programme as a whole.

Therefore in response to the current circumstances, The Library Presents invites artists based in the UK to develop digital content for sharing with our audiences and residents. We aim to commission approximately 10 artists, each up to £600. We encourage you to be imaginative with your ideas and use your strengths. We are open to considering a variety of art forms - music, theatre, dance, comedy, animation, poetry, visual art, performance, gaming etc. We are looking for work that will engage with a range of different audiences who follow The Library Presents or work that helps us to grow new audiences.

The content will be free to access by audiences through our social media or links on The Library Presents website. We are open to suggestions of other technology that could be used to reach audiences with digital content as long as links can be shared through social media. We also hope to work with our partners regionally and nationally in the sector to share the work more widely.

We hope content would be between 3 and 30 minutes long (this is a guide only). Artists should consider whether the content would be pre-recorded or live. If content is live then artists should address how they will minimise any technical issues and how they envisage audience size being managed. Artists should consider whether there will be any interactive elements to their content, Q&A for example, and how this would be delivered. The content you propose can be a component in a larger body of work that you are developing.

It is important that any online content created has good production values – clear, quality visuals and audio, and that it is audio-described / subtitled. Artists working creatively with BSL or other sign languages built into their content are very welcome. All work created should be easy to both access and understand.

Content should be ready to share with the public between 14 April - 30 June.

As we are commissioning a number of artists, content will be shared across this time-frame, forming a digital programme. Please indicate when your work would be ready to share. Given the time-frame and budget, we're not necessarily anticipating brand new content, and it would probably be based on your current or previous work. But please do not submit for funding anything that is already available on your website, vimeo, YouTube or other channels.

We also would be interested in your ideas to reach audiences who may not have internet or social media accounts, please contribute any ideas of ways your content could be shared through other media (Radio, TV, Newspapers etc.) .



We anticipate expressions of interests to a **maximum value of £600**, but would hope to be flexible and, of course, would welcome ideas at a lower level.

Due to the need to get this work developed as soon as possible, please email a link to a video summary (maximum 3 minutes) and/or complete the questions in section 3.

Email submissions to thelibrarypresents@cambridgeshire.gov.uk

Closing Date: Midday Wednesday 8 April

Please note: We are also inviting quotations for a medium sized commission (up to £4,000) to develop a more comprehensive, interactive and collaborative digital project with our audiences.

Details can be found on www.cambridgeshire.gov.uk/arts

Fee

Total Fee: Up to £600 (exclusive of VAT).

The budget will cover all costs including:

- Liaison with The Library Presents staff
- Planning
- Production
- Resources
- Delivery

The Provider shall be wholly responsible for all income tax, national insurance and other similar contributions which may be payable out of, or as a result of, the receipt of any fee or other monies paid by Cambridgeshire County Council under this agreement.

SECTION 3 - SUPPORTING INFORMATION

A. Organisation and Contact Details

1. Your name or the
name of your organisation
(if applicable)

2. Registered office (if applicable)

3. Trading address (if different from
registered office)

4. Organisation Registration Number
(if applicable)

5. Is your organisation a:

Sole Trader

Partnership

Public Limited Company

Private Ltd Company

Voluntary & Community Sector

Charity

SME (Small and Medium Enterprise)

Other

If you selected other, please
specify

6. What, if any, local connections do
you have with the County?

7. Name of person to whom any
queries relating to this quote
should be addressed

8. Telephone number

9. Email address

10. Address (if different to the
Address above)

B. Questions

Number	Question
1.	What is your digital content? – Which art forms are you using, describe what an audience would see and hear.
Potential Provider's Response	
2.	What is the theme/ content?
Potential Provider's Response	
3.	Who is your content for? (age, interests, skill level, life experiences)
Potential Provider's Response	
4.	What will the audience experience/ gain from your content?
Potential Provider's Response	
5.	Is it part of a larger project? If it is, how does it fit in?
Potential Provider's Response	
6.	Does the work link with anything you have delivered or are due to deliver as part of The Library Presents scheme?
Potential Provider's Response	
7.	How much will it cost approximately?
Potential Provider's Response	

Please include links (only) to images, promotional resources or video to material that you would like us to view (if a password is required to view the material please include it with the link).

We kindly ask that you do not send media files or images with your form as submissions with large file sizes often fail to reach us.



SECTION 5 – FREEDOM OF INFORMATION

Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 (“The Act”) and your organisation details will be disclosed where the expenditure is over £500 as per the Government Transparency agenda. Details of all contracts worth £30,000 or more in total value will also be published on the Council’s website.

Organisations should state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under the Act. Organisations should state why they consider the information to be confidential or commercially sensitive.

SECTION 6 – SIGNATURE AND DATE

Request for Quotation for artists to deliver content for The Library Presents Digitally programme.

I the undersigned hereby declare by marking an X in the box:

- (i) that the information provided is complete and accurate;
- (ii) that no collusion with other organisations has taken place in order to fix the price;
- (iii) that no works/goods/supplies/services will be delivered or undertaken until both parties have executed formal contract documentation and an instruction to proceed has been given by the Council in writing.

Name

Position Held

Dated