

**Provider Assessment Process**

**For the Provision of Arts Development Projects**

**WINDOW 2**

**1st September 2016 to 31st May 2017**

**(With the option to extend for a further period of twelve months)**

**1st June 2017 to 31st May 2018**

**ARTS DEVELOPMENT PROJECTS**

**BACKGROUND INFORMATION**

Halton Borough Council has decided to reopen the window of opportunity, for The Provision of Arts Development Projects for a brief period.  Applicants who successfully apply through this second PAP will be offered a contract with Halton Borough Council which, with an extension, will terminate on 31st May 2018.

You should complete this application if you wish to provide Arts Development Provision on behalf of Halton Borough Council and:

* You did not apply in the first Arts PAP window and are not currently providing services for Halton Borough Council.
* You applied in the first PAP window but were unsuccessful.

If you were successful in Window 1 for delivery of Arts Development Provision and would now like to apply for any additional services, please complete the separate PAP Declaration Form in Appendix A at the end of this document. **You do not need to complete the full PAP document again.**

The role of the Arts Development Team in Halton includes programming professional performances, film, special events and exhibitions for the Brindley and to develop and organise education and outreach work with visiting companies and artist.

Based at the Brindley in Runcorn, we work in partnership across Halton with schools, colleges, community groups and local agencies to develop projects and long-term strategic planning to enable greater access for all to the arts.

We run a series of regular classes for children, young people and adults and are seeking professional artists to lead these workshops for us.

We work in partnership with both schools and many other agencies, within and outside the council to develop arts based projects. These are dependent on funding and will vary in length, investment, outcomes required. For these projects we are seeking a pool of professional artists working across all art forms, who are particularly interested in community engagement and / or education based work.

Full details of each of the services and applicable fees are available on the individual specifications accompanying this document but the main features of each service are summarised in the table below:-

**Services and Fixed** **Fees for the provision of Arts Development Projects**

|  |  |  |  |
| --- | --- | --- | --- |
| **Lot**  | **Overview** | **Description** | **Fee** |
| Lot 1 | Workshops & Classes*(These are example projects only and will be subject to funding, all fees are fixed)* | Youth Theatre  | £50 per session |
| Tiny Theatre | £30 per session |
| Fit to Dance | £25 per session |
| Mini Sparks | £25 per session |
| Contemporary Dance | £25 per session |
| Vocalise | £30 per session |
| Visual Arts | £25 per session£10 materials |
| Occasional one day workshops | £25 per hour plus materials |
| Lot 2 | Short & Medium Term Arts Development & Partnership projects | Arts Led Projects | As a guide, in 2013/14 we delivered 25 projects ranging from £300-£8,500 per project |
| Lot 3 | Education Linked Partnership Programme | Visual Arts | £500 per artist per project |
| Merseylink Responses | £550 per artist per project |
| Lot 4 | Short term Projects | Indoor/outdoor project to the history & heritage of Runcorn Hill  | £2,500 per annum across a range of projects. |

**Provider Assessment Process**

Providers may apply to provide any or all of the services.

As part of the process any provider who meets the criteria laid out in the below documentation will be eligible to provide the service, therefore there **may be more than one provider of this service**. Payment for service will be based on actual activity through the providers.

Each service has different eligibility criteria, hence, some providers may be eligible to provide some of the services but not others.

Please note that the procurement application window for this service may re-open at regular intervals throughout the contract to allow new providers to apply.

**Halton Borough Council does not guarantee any level of activity.**

**Time of payment**

In all cases payment will be made monthly in arrears subject to the completion and validation of a detailed invoice by a specified date.

**Terms of payment**

The only sums payable to the Provider for the provision of the services shall be the Fixed Fee(s). All other costs, charges, fees and expenses of whatever kind arising out of or in connection with the Agreement shall be the responsibility of the Provider.

**Service reviews**

The Arts Development Team will from time to time undertake reviews of the service to assess the quality and compliance with the contracted terms and conditions. This will include analysis against performance and quality outcomes.

The results from these reviews will inform decisions regarding any appropriate performance management measures and could ultimately result in termination of the contract.

**Commissioning of Work**

If your application for this process is successful, you will be provided with a Contract from Halton Borough Council.

In terms of actually commissioning work, generally a brief will be sent out to all artists within a relevant lot requesting a short proposal on how you will deliver the particular project etc. These proposals will be evaluated by the Arts Development Team, and in some cases there will be schools involvement in the evaluation. Evaluation of proposals will be based on quality, experience & availability.

**Provider Assessment Process – Timetable**

This timetable is indicative only. Halton Borough Council reserves the right to change the dates at its discretion.

|  |  |
| --- | --- |
| **Stage** | **Dates** |
| Advertise on The Chest | 4th July 2016 |
| Closing date for questions | 18th July 2016 at 4pm |
| Closing date for submissions | 22nd July 2016 at 4pm |
| Assessment of submissions |  25th July – 19th August 2016 |
| Contract Commencement | 1st September 2016 |

**Stage 1 – Provider Assessment Process - Mandatory Information**

**Guidance Notes**

1. It is a mandatory requirement to respond to every question within the document. In order to qualify for the Provider Assessment Process (PAP) all questions with assessment criteria of pass/fail must be assessed as a pass..
2. Please do not include general marketing or promotional material for your organisation either as answers to any of the following questions, as it will be considered as unanswered and you may be disqualified from consideration.
3. The copyright, in this questionnaire, is owned by, HBC. Please do not scan this document in or take copies of it except so far as is necessary to keep a record of your completed questionnaire. If you tamper with this questionnaire in any way or attempt to change its wording you will be disqualified from consideration.
4. Please ensure answers are clearly indicated with a tick. Failure to do so may result in your document being disqualified from consideration.
5. **Please answer every question. If the question does not apply to you, please write N/A and if you do not know the answer please write N/K. If you fail to complete these questions you may be disqualified from the assessment process.**

 6. The Provider MUST inform HBC of any changes to the information supplied or of any additional information between the date when you complete the questionnaire and the date when the contract starts.

 7. In order to simplify this process a limited number of statements or documents have been requested. Please mark clearly on enclosures the name of your organisation and the number of the question to which it relates.

 **8.** **This document includes Gateway questions, non-compliance to these questions will result in your submission being marked a fail and it will not be assessed further.**

 9. Satisfactory insurance cover in accordance with HBC requirements must be in place at the commencement of the contract. HBC reserves the right to review those levels throughout the lifetime of the contract. In terms of providing relevant and appropriate certification the following insurance requirement shal be met

* **Public Liability** – £1 million (minimum)
* **Employers Liability** - £10 million

 10. All questions relating to this questionnaire must be submitted via The Chest’s Question Answer facility. Please refer to **previously asked questions** before asking a question as duplicate questions will not be answered.

Both questions and answers will either be made public on The Chest, or responded to directly to the originator depending on the content.

 **11. The Closing date for any** **questions** **relating to this assessment process is 4pm on 18th July 2016.**

 12. This process is to be conducted electronically via The Chest e-tendering facility [www.the-chest.org.uk](http://www.the-chest.org.uk). HBC will only be issuing and receiving documents for this assessment process via The Chest. Assessment responses submitted in any other way will not be considered.

 13. It is the provider’s responsibility to ensure that the completed submission is uploaded successfully on The Chest by the deadline specified below:

**Deadline for submission is 4pm on 22nd July 2016**

The Provider must ensure that all documentation is submitted on time. You need to bear in mind that fluctuations in connectivity, or the uploading of larger documents, can mean that the process takes longer than you may have anticipated. Any responses submitted, or submitted incomplete, by the stated deadline time and date will be discarded. It is the responsibility of the Provider to meet the deadline.

 14. All assessment communication with organisations will be with a single point of contact i.e. the named person on The Chest. The Provider must therefore promptly undertake to maintain their contact details on The Chest, or they will be unable to receive communications from HBC. HBC will not be held responsible for organisations who do not keep their contact details up to date.

 Providers should make provision for a nominated person to have the authority to
access the opportunity via The Chest in the event of foreseen and unforeseen
absences e.g. holiday, out of office, sickness, leavers etc. HBC recommends that organisations have a generic email address that multiple staff have access to. HBC will not be held responsible for organisations that do not make these
provisions.

It is the responsibility of the Provider to ensure that they check The Chest for any questions, answers, amendments or additional information throughout the assessment process.

15. In securing services from providers, Halton Borough Council needs assurance of competence, quality and safety. This process aims to ensure that appropriate information is gathered from providers for the relevant sections of the assessment form for this assurance to be secured.

**ASSESSMENT CRITERIA – MANDATORY INFORMATION**

Please note that some of the responses required are for information purposes only; others are Gateway questions which are shaded blue, indicating that the information stated in the question is Mandatory and must be answered. Non-compliance will result in your submission being marked a fail and it will not be considered.

**Provider Assessment Process – Mandatory Questions**

|  |  |
| --- | --- |
| **Section 1** | **Organisation/Applicant Information** |
| 1.1 | Name and address of the organisation/applicant and Lead Officer |
|  |
| 1.2 | Registered or trading name and address if different from question 1.1 |
|  |
| 1.3 | Correspondence address if different from question 1.1 |
|  |
| 1.5 | Does your organisation/you have a website, if so please provide the address? |
|  |
| 1.6 | Company Registration or Registered Charities number and date of registration (if this applies) |
|  |
| 1.7 | Are you completing this application on behalf of more than one Artist (e.g. as a Head Office)? |  |
| 1.8 | If yes to Q1.7, please list the names and addresses of each of the Artists below |  |

|  |
| --- |
| Section 2 Insurance |
| The HBC requires successful contractors to maintain minimum liability cover based on the following: Public Liability £ 1 - million (minimum)Employer’s Liability £ 10 - million  |
| 2.1 | Please provide Insurance details below: |
|  | Name & Address of Insurer:  | Public Liability Cover (Value): | Employers Liability Cover (Value) |  |
| Policy Number:Expiry Date:Limit of Indemnity: (If Applicable) |  |  |  |
| 2.2 | Do you currently satisfy the above levels of Insurance and will you maintain this level of insurance throughout the lifetime of the contract?Please TickIf no, can you guarantee that you will be able to increase your cover to our specific limits throughout the lifetime of the contract?Please Tick | YesNoYesNo |
| 2.3 | Please provide a copy of your most recent insurance certificate(s) in order to satisfy the requirements of this PAP | Enclosed |

|  |  |  |
| --- | --- | --- |
| **Section 3** | **Equal Opportunities** | **Answer Fields** |
| 3.1 | Is it your policy as an organisation to comply with the Equality Act 2010 and to treat all people fairly and equally so that no one group of people is treated less favourably than others? | YesNo |

|  |  |
| --- | --- |
| **Section 4** | **Technical Information** |
| 4.1 | Please provide up to two examples detailing any **similar** services, undertaken by your organisation during the past two (2) years, including contract value and contact details for the commissioning organisation. |
|  |
| 4.1a | HBC requires two (2) references in relation to 4.1 to be obtained by your organisation.**It is your responsibility to ensure that the reference form published on The Chest with this document is sent to your two referees. See Appendix A****The references must be returned directly from the referees to** **anne.gardner@halton.gov.uk** **by 22nd July 2016.****The reference form must state the name of the Provider exactly as stated in Section 1 of this document to ensure that this can be matched to the correct Provider.** **Any references received after the deadline will not be considered and failure to ensure all two referees submit may affect your qualification.****HBC will be verifying all references received.** Note: In addition to those referees listed HBC reserves the right to seek references from other organisations for whom, your firm undertakes work. Please ensure that the contact name for the referee provided in each case is accompanied by an accurate email address to ensure that when references are received, they can be matched to the relevant Provider. |
| **Company Name** | **Contact Name** | **Email** | **Telephone Number** | **Duration and Value of Contract** |
|  |  |  |  |  |
|  |  |  |  |  |

**Please Note:** Members of Staff from the Arts Development Team cannot be approached for a reference as they are on the evaluation panel for this opportunity.

|  |  |  |
| --- | --- | --- |
| **Section 5** | **Health & Safety** | **Answer Fields** |
| For Organisations employing less than 5 employees e.g. sole traders, self-employed etc., complete question 5.1, & 5.1a onlyFor Organisations employing 5 or more employees complete questions 5.1 & 5.1b |
| 13 - 5.1 | Please tick the relevant Box that represents your organisation:Employers with less than 5 employeesEmployers with 5 or more employees | less than 55 or more |
| 5.1a | For Organisations employing less than 5 people e.g. sole traders, self-employed etc., we will be looking for evidence of procedures and processes in place to ensure that risks are adequately controlled relating to the provision of your services. Please enclose appropriate evidence. You must provide written assurance that the appropriate compliance with Health & Safety legislation will be achieved following any recruitment which increases the size of the firm to 5 or more employees | EnclosedEnclosed |
| 5.1b | Please enclose your latest Health & Safety Policy in compliance with the Health & Safety at Work Act 1974  (it is your responsibility to check whether this legislation has been amended and to respond to the Mandatory Questions on the basis of the legally correct current version.) | Enclosed |

|  |  |  |
| --- | --- | --- |
| **Section 6** | **Safeguarding** | **Answer Fields** |
| 6.1 | It is a requirement that all applicants sign the following declaration that they will comply with:Halton Safeguarding Children Board’s Multi Agency Policy, Procedures and Good Practice Guidance available below<http://haltonsafeguarding.co.uk/index.php/procedures-guidance/>Halton Domestic Abuse and Safeguarding Vulnerable Adults Policy, Procedures and Good Practice – information available below<http://www3.halton.gov.uk/Pages/health/domestic-abuse.aspx> |
|  | **DECLARATION**I/We ----------------------------------------------------- (insert organisation/applicant name) hereby undertake and agree that we will comply with the documents listed above.COMPANY ---------------------------------------------------------------------------------------------SIGNATURE (who is duly authorised on behalf of the Organisation/Applicant)--------------------------------------------------------------------------------------------------------------PLEASE PRINT NAME IN BLOCK CAPITALS--------------------------------------------------------------------------------------------------------------DESIGNATION ----------------------------------------------------------------------------------------TELEPHONE NUMBER ---------------------------------------------------------------------------- |

**Stage 2 – Provider Assessment Process – Service Delivery Questions**

**Guidance Notes**

1. Please note that it is a requirement to respond to every Service Delivery question. In order to qualify for the PAP process all questions must be assessed with a minimum of 3 being the PASS score.

2. Questions assessed as PASS/FAIL are based on whether the response to the question meets the service standards required.

3. The Service Delivery questions will be assessed on an individual basis by members of the assessment panel against the assessment criteria.

5. Acceptance of qualification will be by written communication by Halton Borough Council.

6. Providers may submit any questions via The Chest up to **4pm on 18th July 2016.** Any questions submitted after this deadline will only be answered at the discretion of Halton Borough Council.

**Deadline for submission is 4pm on 22nd July 2016**

**Service Delivery**

Professional Artists are welcome to apply to provide any or all of the services covered by this Provider Assessment Process.

**Please indicate below which of the services you are applying to provide**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Service/Lot** | **Description** | **Wish to provide (Yes/No)** | **Have you previously provided this service in Halton?****(Yes/No)** |
| **Lot 1** Workshops & Classes | Youth Theatre |  |  |
| Tiny Theatre |  |  |
| Fit to Dance |  |  |
| Mini Sparks |  |  |
| Contemporary Dance |  |  |
| Vocalise |  |  |
| Visual Arts |  |  |
| Occasional one day workshops |  |  |
| **Lot 2** Short & Medium Term Arts Development & Partnership projects | Arts Led Projects |  |  |
| **Lot 3** Education Linked Partnership Programme | Visual Arts |  |  |
| Merseylink Responses |
| **Lot 4** Short Term Projects | Indoor/outdoor project to the history & heritage of Runcorn Hill |  |  |

**ASSESSMENT CRITERIA –SERVICE DELIVERY**

Service Delivery questions will be assessed using the assessment criteria as detailed below:

Questions will receive a score from 0 to 5, with 3 being a pass mark The table below shows the criteria attached for each score:-

|  |  |
| --- | --- |
| **Score** | **Performance / Criteria** |
| 5 | Exceeds the service standards - with added benefits |
| 4 | Meets all the service standards – with added benefits |
| 3 | Meets all of the service standard – with no added benefits |
| 2 | Mostly meets but fails in some of the service standard |
| 1 | Mostly fails but meets in some of the service standard |

**Service Delivery Questions**

The following Service Delivery questions relate to the expectations of the provider described in the Service Specifications and should be answered with respect to the outlined service.

Please give as much information as necessary

|  |  |
| --- | --- |
| **Question** | **Service Relevant to** |
| **1.** Please tell us about recent delivery, with examples of types of activities led, how you plan and deliver sessions and evaluate. | **Lot 1** |
| Response: |
| **2.** Please provide information on your experience of working with particular target audiences. These could include, but are not limited to, young people, tenants/residents, elders, people with disabilities, schools, groups with specific health needs or other marginalised groups. If you have specific skills in delivering public art please detail your skills and experience, detailing previous projects. | **Lot 2 & 4 only** |
| Response: |
| **3.** We are seeking individuals and companies who have experience of project and budget management. Please give examples of your working practice in partnership, management, delivering on target and evaluation. | **Lot 2, 3 & 4 only** |
| Response: |
| **4.** Please provide information on your experience of working with particular target audiences within formal and informal education settings. These could include primary settings, secondary schools, young service provision, higher /further education, SEN settings, and pupil referral units. | **Lot 3 & 4 only** |
| Response: |

**Checklist**

|  |
| --- |
| **When you have completed the PAP, please ensure that:*** You have fully answered all appropriate questions
* You have enclosed all documents requested
* You have read and signed the declaration below
 |

**DECLARATION**

I/We certify that the information supplied by me/us in this PAP is accurate to the best of my/our knowledge. I/We understand that the giving of false or incomplete information could result in my/our exclusion from the assessment process and may result in Criminal Proceedings.

I/We also understand that it is a Criminal Offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will empower the HBC to cancel any contract currently in force and will result in my/our exclusion from the assessment process.

I/We certify that I/we have not now or will in the future, canvassed or solicited any member, officer or employee of the and any other companies in the group of which the HBC forms part, in connection with this questionnaire and that to the best of our knowledge and belief no person employed by me/us or acting on my/our behalf has done such an act.

I/We agree that if qualified, we will be required to accept the terms and conditions and be compliant with the Contract and any subsequent revisions thereof. I/We also understand that HBC will not enter into an arrangement with any individual or organisation that does not fully accept this requirement. Please note that caveat responses will be considered as non-acceptance of this requirement.

Signed for on the behalf of the Organisation/Applicant:

Name:

Position/Status in the Organisation/of the Applicant:

Date:

**Service Specifications**

**LOT 1 – Workshops & Classes**

We are seeking experienced artists to lead regular workshops in a variety of art forms. You are welcome to apply for one or several of these classes, dependant on your experience and availability. Days of workshops are fixed due to The Brindley / venues’ programme.

**Listed below is an example of our current programme**.

**Drama:**

**Youth Theatre** sessions on a Tuesday, weekly term time class for 12+ years. 2hr class for young people delivering a combination of performing arts skills. Opportunities to perform for public and regular sharing are of work for families of participants. Maximum 25 young people in class.

**Tiny Theatre** sessions on a Saturday, weekly term time for age 4 – 7 years. 2 hour class, a fun introduction to drama with a chance to perform and develop confidence and communication skills.

**Dance:**

**Fit to Dance**, weekly class for the over 50’s. Delivered on Monday & Tuesday mornings at The Brindley 2 x 1 hour classes for maximum of 40 participants.

**Mini Sparks** on a Monday**,** weekly term time class for ages 3 – 6 years. 1 hour creative session to explore movement and basic dance technique.

**Contemporary Dance** on a Monday, weekly term time class for ages 8+ an energetic, exciting and vibrant class exploring contemporary styles. 1 hour class. F

**Yoga** on a Monday, weekly term time class for 16+ suitable for beginners. 1 hour 30 mins.

**Music:**

**Vocalise,** Saturdaysfor young people aged 6 – 11 yrs. and Tuesday evening for 16 plus. An opportunity to develop voice technique, record and perform.

**Visual Arts:**

Tuesday weekly term time class for 4 -11 year olds (children under 7 attend with an adult)

1 hour creative art and craft workshop with end product to take home, develop skills and have fun.

Weekly in term time autumn and spring with possible summer sessions.

Up to 15 children in class.

**Occasional**

(up to 6 opportunities annually) one day workshops; usually Saturdays. Leading a creative art / craft workshop for adults (aged 16+) in an area of skill relevant to artist, e.g. textiles, sculpture , life drawing, photography.

Also evening/afternoon courses of 4-6 week duration. 2-hour sessions in creative art or craft (e.g. textiles, watercolours). Up to four courses annually.

Call for artists to make proposals will be made in October and May for the following spring and autumn. Courses and workshops need to be creative and inspiring, offering participants the opportunity to make something unique to them and to develop their skills.

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**LOT 2 – Short and medium term arts development and partnership projects**

Arts Development works with a wide range of partners to develop arts-led projects engaging groups and individuals across the Borough of Halton. We are seeking artists who may be commissioned by Arts Development to deliver on project briefs across a variety of art forms; theatre, dance, music and visual arts. Short / medium term projects may include site specific, public art, engagement, and community projects. Most projects will involve working with the public; either self-selecting individuals or specific groups (e.g. tenants/residents, youth groups, schools or specific groups with health needs)

Projects may have a specific end product (e.g. performance or public art) or be a one-off creative development (e.g. week-long summer school)

Funding is often in partnership with other agencies so a range of outcomes is typical e.g. learning, health and wellbeing, social inclusion. Projects may be offered on behalf of a partner organisation. These would always be managed by Arts Development. This work is needs led process; therefore opportunities arise throughout the year subject to funding availability.

In 2013/14 we delivered 25 projects.

**LOT 3 - Education linked partnership projects.**

**Visual Arts**

Arts Development offers an annual programme of artists' / schools residencies titled ‘Inspired Responses'. Each year, there are up to eight opportunities to work with secondary/ 6th form / special secondary / youth provision to lead a series of workshops with a teacher and class leading to an exhibition at the Brindley as part of programme. Artists will deliver three sessions over approximately 8 weeks plus preparation. Workshops should be based on artists' own practice and skills, with teacher and students responding to artists’ ideas and skills.

Take up based on schools’ choice from a provided list of artists.

Need to be flexible with availability, programme runs end Sept to Jan annually.

**Merseylink Responses**

New programme based on the model above covering art, dance, drama, music and creative writing. Working with a primary school class over a half term period leading to end display / performance / recording. Workshop sessions based on artists' own skills but working within guidelines relating to development of new bridge. Topics include design, construction methods, environment, and heritage.

Uptake based on schools selecting from artists' offers.

Up to 60+ opportunities over 3 year period.

**LOT 4 - Short term outdoor/indoor Project Specific Delivery Specific to the history/heritage of Runcorn Hill**

**Applicants would need to:**

* have knowledge of Runcorn Hill’s history in particular to quarrying, and during the war
* deliver on project briefs commissioned by Runcorn Hill Community Engagement Officer across a variety of art forms to include theatre, music, visual arts.
* deliver workshops specific to the project brief, which would include; working with the local community, community groups, youth groups and local schools.
* include any materials which would be needed to carry out projects
* Projects would have a specific end product (e.g. performance or production of artwork)
* Range of outcomes would include learning, social inclusion, preserving local heritage.
* Length, outcome and outputs may vary according to project brief and available funding

**APPENDIX A - PAP DECLARATION FORM – WINDOW 2**

Arts Development Provision PAP Application for Additional Service(s)

**Only complete this form if you are applying for an additional service.**

If you were successful in Window 1 for delivery of Arts Development Provision from 1st June 2015, and now wish to apply to provide an additional service, **You must complete this form and sign & date the declaration.** You do not need to complete the full PAP document again.

|  |  |  |
| --- | --- | --- |
| **Service** | **Currently Provide** | **Applying to Provide** |
| * 1. **Lot 1 - Workshops & Classes**
 |  |  |
| 1. **Lot 2 - Short & Medium Term Arts Development & Partnership projects**
 |  |  |
| 1. **Lot 3 - Education Linked Partnership Programme**
 |  |  |
| 1. **Lot 4 - Short Term Projects**
 |  |  |
| **Name of Organisation:** |
| **Declaration:** I confirm that nothing has altered with my organisation’s status since I applied for Window 1 Arts Development Provision. | **Signature** |
| **Date:** |