

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

**SECTION 1 - GENERAL REQUIREMENTS**

Quotations (each up to £4000) 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**

<b>1. Request for Quotations Issued</b>	Wednesday 1 April 2020
<b>2. Deadline for Quotation Summary Responses</b>	Wednesday 8 April 2020 (Midday)
<b>3. Quotation Summary Evaluation</b>	8 – 9 April 2020
<b>4. Feedback to applicants / small number of artists invited to submit full application</b>	Thursday 9 April 2020
<b>5. Deadline for Full Applications</b>	Wednesday 15 April 2020 (Midday)
<b>6. Contracts Awarded</b>	Friday 17 April 2020
<b>7. Deadline for Delivery</b>	Ready to start 4 May 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](http://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

Coordinator, The Library Presents

Tel 01223 706720

Email [thelibrarypresents@cambridgeshire.gov.uk](mailto:thelibrarypresents@cambridgeshire.gov.uk)

## D. QUOTATION RESPONSES

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

[thelibrarypresents@cambridgeshire.gov.uk](mailto:thelibrarypresents@cambridgeshire.gov.uk)

**by midday on Wednesday 8 April 2020**

## SECTION 2 – SPECIFICATION

### The Library Presents Digitally

#### Commission – medium, funding up to £4000

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 exciting creative digital projects which allow participants (mainly from Cambridgeshire) to come together online and/or collaborate on artistic outcomes.

The projects should allow participants to build connections with each other, at a time when face-to-face connection is not possible, and to feel a sense of achievement in helping to create a quality piece of work. **The aim is to create interactive opportunities.**

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 Library Presents would like to reach as many participants as possible, therefore accessibility and ease of use are very important. You should indicate who the project would be suitable for (age, interest, skill level), we welcome projects which encourage collaboration across generations.

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.

Artists should consider how the collaboration would work, suggest applications or platforms that would be used to facilitate the project and consider how participants would be safe within the collaborative setting. At the time of submitting your expression of interest these issues do not need to be completely resolved, but you should include information about your ideas for solving them and resources you might need to do this. We will work with the selected artists to resolve any outstanding technical issues.

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.

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.) .

**The project should be ready to start for delivery by Monday 4<sup>th</sup> May 2020.**



We anticipate expressions of interests to a **maximum value of £4,000**, 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 short summary of your idea, with approximate cost. We will then select 2 or 3 of the submissions to take forward and ask for further detail at that stage. .

We can accept submissions in written and video format. The summary should be up to 500 words (using the form in section 3), possibly supported by 1 minute of video, please only send links to video submissions.

Email submissions to [thelibrarypresents@cambridgeshire.gov.uk](mailto:thelibrarypresents@cambridgeshire.gov.uk)

Closing Date: **Midday Wednesday 8 April 2020**

Please note: We are also inviting quotations for small commissions (up to £600).  
Details can be found on [www.cambridgeshire.gov.uk/arts](http://www.cambridgeshire.gov.uk/arts)

## Fee

**Total Fee: Up to £4000 (exclusive of VAT).**

The budget will cover all costs including:

- Liaison with The Library Presents staff
- Planning
- Production
- Resources
- Delivery
- Reporting on final outcomes

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**

<b>Number</b>	<b>Question</b>
1.	What is your digital proposal? – 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.	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 .....