

LINCOLN FESTIVAL OF CONTEMPORARY SCULPTURE - STAGE 1 STUDY

INVITATION TO TENDER FOR CONSULTANT SUPPORT SERVICES

The Partnership - Lincoln Festival of Contemporary Sculpture - is inviting interested parties to tender for the provision of Stage 1 Consultant Support Services to develop the concept of delivering the Lincoln Festival of Contemporary Sculpture, prepare a robust business plan and test if the project is financially viable. Stage 2 of the study will involve pulling together the funding package, including the preparation of funding applications to funders identified in stage 1.

Background

Lincoln Festival of Contemporary Sculpture Partnership has received funding from the Arts Council, Grants for the Arts (G4A) scheme towards the cost of undertaking a study to test the feasibility of delivering a Festival over a period of up to 6 months to celebrate contemporary sculpture in the city. The Festival will be a high profile, high quality event, aimed at animating Lincoln's public spaces through artwork that will leave a lasting artistic legacy in the city. A focal point for the Festival will be an exhibition of the work of Henry Moore in the vicinity of Lincoln Cathedral and The Collection.

The Festival is scheduled to take place in the Spring / Summer of 2014 and will focus on the following two themes:

- Henry Moore works and legacy
- Contemporary sculpture practice and temporary interventions

This is a collaborative project, managed by Lincoln Business Improvement Group (Lincoln BIG) on behalf of the wider Festival of Contemporary Sculpture project steering group.

The steering group members are:

- Lincoln Business Improvement Group
- Heslam Trust
- The Collection
- University of Lincoln
- Lincoln Cathedral
- Henry Moore Foundation

The wider partnership includes, City of Lincoln Council, Lincolnshire County Council, Bishop Grosseteste University College, Lincoln College, Brunswick Group and Lincolnshire One Venues.

Scope of Work

The purpose of this Invitation to Tender is to appoint an organisation or individual to carry out a specific study to develop the concept of delivering the Lincoln Festival of Contemporary Sculpture, prepare a robust business plan and test if the project is financially viable.

Activities to be explored as part of the study include:

- Festival Programme – visioning and scoping exercise on suggested exhibition artworks and venues
- Community engagement programme – methods for engaging communities where residents are not typically engaged in cultural activities
- Educational programme – suggestions for involving schools and further education and higher education providers
- International conference – development of draft programme, in collaboration with the University of Lincoln
- Academic residency / fellowship – based at the University of Lincoln, in partnership with the Henry Moore Institute.

Underpinning these core aims, the feasibility study will also make recommendations on how to achieve the following wider project aims:

- Raising additional funds through arts philanthropy
- Developing audiences for contemporary art in Lincoln and increasing repeat audiences
- Increasing participation from under engaged groups – in terms of both demographics (young people aged 17-24 years) and geography (communities with a high number of residents living in social housing)
- Improving our understanding of audiences – particularly through improved methods of data collection and analysis
- Increasing the use of digital activity to market the arts – to make project marketing more resilient and improve subsequent marketing of arts activity

The appointed consultant will be required to produce a feasibility study and business plan which will provide detailed information on:

- Artistic programme and festival activities
- Community engagement / educational programme
- Exhibition venues and logistics
- Delivery structure / project management
- Income and expenditure projections
- Opportunities for income generation
- Business sponsorship / philanthropic fundraising
- Linkages and connectivity with other arts activities

- Development timetable
- Marketing plan
- Recommendations
- Action plan detailing next steps

The findings will inform Stage 2 of the study which will involve the appointment of a specialist funding consultant to prepare the approaches to the funders identified in Stage 1.

Management and Reporting Structure

This is a collaborative project, managed by Lincoln Business Improvement Group (Lincoln BIG) on behalf of the wider Festival of Contemporary Sculpture project steering group. The steering group will be responsible for overseeing the commission with the consultants contracted by Lincoln BIG and reporting directly to their Chief Executive.

The appointed consultants will be expected to present their interim findings and draft final report to the project steering group.

Consultants will be expected to present the final study to the client in the following format:

- Five hard copy reports, to comprise loose-bound papers
- Electronic copy of all documentation

Fee

The fee for this Stage 1 commission is up to **£6,000 plus VAT**. The fee is inclusive of all expenses and costs incurred in providing the services.

Assessment

The award of the contract will be based on the following considerations:

- Quality and content of proposal
- Fit with the scope of work as set out in this Invitation to Tender
- Artistic experience of the applicant
- Quality and relevance of previous work, including references
- Value for money
- Evidence of relevant insurances / indemnities
- Ability to meet project timescales

Timescales

The programme and timescales for the feasibility study is set out below:

- 2nd May 2012 - Closing date for stage 1 tender submissions
- 9th May 2012 - Interviews for shortlisted consultants
- 10th May 2012 - Appoint Stage 1 specialist consultant
- 17th May 2012 - Partnership event
- 13th July 2012 - Presentation of Stage 1 draft report
- 27th July 2012 - Final report

Submission Information

Submissions should be no longer than **12 pages in length**, including appendices, and should contain:

- A profile of the organisation and / or individual tendering for the contract, detailing relevant skills and experience of undertaking similar cultural projects in the last three years.
- Methodology for carrying out the commission and schedule for its completion.
- A breakdown of costs for each stage of the commission, identifying the number of days of support to be provided, the individual responsible for carrying out the work and total number of days of support provided.
- Two recent references from similar commissions, with contact information, details of the commission and date undertaken.

The deadline for submissions is **4.00pm on the 2nd May 2012**. Submissions after this date will not be considered. Interviews for shortlisted candidates are expected to be held on the **9th May 2012** with a view to the contract commencing on the 10th May 2012. The successful consultant will be required to attend the partnership launch event on the 17th May 2012.

Submissions should be submitted email to: sue.bell@lincolnbig.co.uk

Further Information

Further information and /or clarification may be obtained from:

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