



Request for Proposal

Reimagine, Remake, Replay Exhibition co-design and build

Seeking proposals from an experienced designer-facilitator for the design and build of an exhibition at the Ulster Museum, Belfast

Opening June 2022

Date of Issue: 01/10/2021

Deadline Date for Proposals:
15/10/2021 15:00

Version control

Approved by: David Lewis (Nerve Centre) Aaron Ward
(National Museums NI)

Version number: 5

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Definitions

In this document the terms defined below shall have the following meanings:

“Nerve Centre” Means The Nerve Centre non-profit organisation registered at 7-8 Magazine St, Derry, BT486HJ the Contracting Authority for this Request for Proposal

“National Museums” Means National Museums Northern Ireland, a charity and non-departmental public body accountable to the Northern Ireland Assembly through the Department of Communities; registered at 153 Bangor Rd, Cultra, Holywood BT18 0QE

‘RRR’ ‘Reimagine, Remake, Replay’, a multi-agency creative programme coordinated by Nerve Centre on behalf of its funder, the National Lottery Heritage Fund

“Supplier” means a party invited to submit a Proposal in response to this Request for Proposal;

“Proposal” means a documented proposal submitted by a supplier;

“RFP” means this Request for Proposal;

“Economic Operator” Economic operator means any person or public entity or group of such persons and entities, including any temporary association of undertakings, which offers the execution of works or a work, the supply of products or the provision of services on the market.

[1] Introduction

[1a] Overview of the Requirement

Nerve Centre is seeking proposals from suppliers who are experienced designer-facilitators for the **co-design and build of a temporary exhibition at the Ulster Museum, Belfast**; part of National Museums Northern Ireland.

The exhibition will open in June 2022 (and run to October the same year).

The exhibition is the culmination of the **Reimagine Remake Replay (RRR)** programme, funded by the National Lottery Heritage Fund, and delivered by a consortium including National Museums Northern Ireland, Northern Ireland Museums Council and Northern Ireland Screen.

A core group of RRR participants will act as client for the exhibition project. As supplier you will be expected to involve them at each stage of the co-design process.

The available budget for the project, inclusive of all fees, contingency sums, media production costs, supply and installation of all exhibition and interpretation fit out/equipment is **£75,000**.

[1b] The Nerve Centre

Nerve Centre is Northern Ireland's leading creative media arts centre. More than 120,000 people a year benefit from the Nerve Centre's wide-ranging programme of arts events, cutting edge projects, community relations activities, creative learning centres, training opportunities, and state-of-the-art production facilities. A successful social economy enterprise, Nerve Centre employs more than 50 staff at sites in Derry~Londonderry and Belfast. Staff include experienced cultural project managers, content developers, creative media trainers, animators, events programmers and marketers.

[1c] National Museums NI

Our four museums provide shared and trusted spaces to explore who we are and where we have come from, both as a society and as a species. We exist to care for, preserve and add to collections (over 1.4 million objects); ensure they are available to the public; and to promote appreciation and understanding of art, history and science; life and traditions, migration and settlement. The Ulster Museum is free to enter – a place of awe and wonder which allows diverse voices to be heard and difficult questions to be explored.

[1d] Reimagine Remake Replay (RRR)

Reimagine Remake Replay - Catering for young people aged 16-25, Reimagine Remake Replay aims to connect young people and heritage through meaningful ways using creative media and the latest technologies. Participants explore museum collections using various creative means such as virtual reality, creative writing, filmmaking, podcasting and more. The project is delivered by a consortium including Nerve Centre, National Museums Northern Ireland, Northern Ireland Museums Council and Northern Ireland Screen, and is funded by the National Lottery Heritage Fund's Kick the Dust programme.

The project has a three-tier approach for programming:

- Reimagining the Past (event management and interactive development)
- Remaking the Past (utilising digital fabrication & emerging tech)
- Replaying the Past (film-making, photography, digital storytelling)

Now in its fourth year, the project has engaged over 4,000 young people in creative programmes, events and workshops. For a small team, we have achieved a lot; including 50 youth-led events, 340 creative sessions, 920 core/creative participants, 400 digital badges awarded and 1,900 creative outputs produced.

[2] Aims and Objectives

[2a] Celebrating, Engaging and Developing

Nerve Centre and National Museums have the following aims and objectives for the exhibition:

- i. To act as a showcase and celebration of RRR participants and activities over the last 4 years and cement the Ulster Museum's reputation as an open and participative space (measured through audience feedback)
- ii. To create an engaging and exciting environment for different audiences, in particular 16-25 year olds, using creative media and technology to connect them to collections in the same way the wider RRR programme has done (measured through levels of engagement in gallery)
- iii. To develop and mentor a core group of RRR participants through co-design, empowering them to act as main client for the project (measured through participant feedback and progress towards OCN qualifications)

[3] Specification

[3a] Requirements

The successful supplier will be required to:

- R1: Plan and manage a core design and build programme for the exhibition and its co-design
- R2: Develop the exhibition in partnership with a team of core participants, conducting a minimum of 5 workshops of no less than 3 hours each. Workshops could be used to generate ideas, and should form part of the feedback and review process at each stage of the design process. Ideas generated in workshops may inform the development, build and installation of new visual presentations, AV and interactives.
- R3: Design and deploy interpretive media in new ways in the gallery space(s) to explore three key themes – “Reimagine”, “Remake” and “Replay” – through development of the ideas generated by the workshops.
- R4: Account for the accessibility and inclusivity of diverse audiences exploring the space(s), including the fitting of at least one ramp.
- R5: Display key objects from the National Museums collection to explore the theme of “Reimagining”.
- R6: Build in to the design opportunities for audience feedback / reaction / input that can be used to assess the success of the exhibition throughout and after its closure.

[3b] Anticipated Services

The services we anticipate will be required to deliver these co-design and build requirements include, but are not limited to:

AS1 Interpretive planning

- Develop an interpretive concept alongside participants, including themes and key messages, rooted in collections stories and content.

- Spatially map themes, messages and emotional engagement

AS2 Design

- Design an overall look and feel for the exhibition alongside participants
- AV/immersive experience design
- Specialist graphic design
- Interactive design
- Specialist lighting effects for exhibition areas
- Further specialist design support where required to deliver a fully comprehensive exhibition design.

AS3 Participant engagement and Workshop Facilitation

- Engage participants in the development of key concepts, themes and designs for the exhibition.
- Facilitate workshops for participants to provide feedback and input at key stages of the design process.
- Establish a process of co-creation where participants have a clear influence on and degree of ownership over the final exhibition.

AS4 Procurement/project management

- Procurement of sub-consultants required to deliver a fully comprehensive exhibition design
- Cost and maintain budget
- Contract administration of the delivery of the exhibition
- Supervise activities and works onsite.

[3c] Budget

The available budget for the project, inclusive of all fees, contingency sums, media production costs, supply and installation of all exhibition and interpretation fit out/equipment is £75,000.

[3d] Inclusions

For the avoidance of doubt, the following are included in the supplier's scope:

- AV software
- AV hardware (spec and maintenance requirements must be agreed in advance with National Museums IT team)
- Copywriting and scripting
- Graphic art working
- Graphic production
- Showcase interiors and mounts (spec and maintenance requirements of mounts and mount maker competence must be assured in advance with NMNI Conservation team)
- Manual interactives
- Fit out of exhibition area including access ramp
- Furniture and seating
- Specialist lighting effects
- Mechanical/electrical services directly associated interactives

[3e] Exclusions

For the avoidance of doubt, the following are excluded from the project scope:

- Object and general lighting fitting supply (you are welcome to input into general lighting design alongside the National Museums NI lighting technician)
- Image licensing (limited image licensing can be undertaken by National Museums NI in-house)
- Alteration of background structural elements (ceilings, lighting rafts, main openings/doors, windows, barrier rails)
- Conservation of collection objects, object handling
- Power and internet connections

[3f] Spatial Constraints

The proposed spaces for the exhibition are located within the art galleries on the top floor of the Ulster Museum, specifically “Gallery 1” and “Discover Art”. Refer to plans included at the end of this RFP for detailed drawings.

- **For the duration of the exhibition** it is proposed audiences will enter via 'Discover Art' and that the opening between Gallery 1 and Gallery 2 (out of scope) will be walled off (this temporary wall will be funded and procured separately, as part of the exhibition taking place at the same time in Gallery 2)
- **Gallery 1** is a currently split-level space with a dais reached by steps. To facilitate the flow outlined above a ramp must be constructed from the raised dais to the lower area of the gallery. The initial proposal is to use the dais area as a creative space based around the theme of “Remake”, with the option of making use of resources such as 3D printers, laser cutters, and other technology already used to engage participants (currently in the ‘Tech Lab’ on the other side of Discover Art). It is envisaged to use the lower space to “Reimagine” key items and narratives from the collection.
- **Discover Art** is an interactive engagement space with an established identity for creative activity aimed at younger audiences, and an existing body of staff who carry out these programmes. While the space is to be redeveloped as part of this exhibition, the “Replay” designs should incorporate this creative interaction to preserve an element of the space’s function.

[3g] Sustainability

Best practice in sustainability should be promoted through this contract. This includes, but is not limited to, use of exhibition materials that minimise impact on the environment, and the arrangement for collection and necessary processing of materials at the end of the exhibition’s run. Whenever possible, efforts should be made to use PVC-free, recycled, recyclable, or otherwise environmentally friendly materials and processes throughout the exhibition.

National Museums NI can provide a small amount of materials reclaimed from previous exhibitions which could be reused in the build of this exhibition: MDF boards, Perspex screens, keyclamp tubing, 4 tablet computers, 4 large touchscreens.

[4] Instructions and Conditions of Proposal

[4a] Timetable

Date	Task	Action
01/10/21	RFP issued	RFP issued to suppliers.
06/10/21 17:00	Intention to propose	suppliers advise of intention to propose in accordance with instruction at 4c
10/10/21 17:00	Queries submitted	suppliers submit queries in accordance with instruction 4d
15/10/21	Closing date for submission of Proposals	Suppliers submit proposals in accordance with instruction 4e
By 20/10/21	Assessment of Proposals	Panel from Nerve Centre and National Museums NI assess proposals according to criteria set out in section 5.
21/10/21	Decision	suppliers advised as to whether they have been successful subject to contract
25/10/21- 29/10/21	Contract finalisation	Contract and KPIs agreed between Nerve and successful supplier
01/11/21	Mobilisation	Successful supplier goes live with 1 st participant workshop
June 2022	Exhibition opens	Exhibition opens at Ulster Museum

[4b] Contact details

Queries and Reponses should be sent to the administrator for this procurement:

Name	Stefan McKee
Position	Design and Interpretation Officer
Telephone	07557 496 380
Email	Stefan.mckee@nmni.com

The Project Manager (and secondary contact) for this procurement is:

Name	Joe Carlin
Position	Reimagine Remake Replay Project Manager
Telephone	028 7126 0562
Email	j.carlin@nervecentre.org

[4c] Contact details

Participants must inform the Nerve Centre as to whether they intend to submit a Proposal in response to, and in accordance with the terms of, this RFP.

To do this Participants are required to complete Appendix B and email this by email to the Nerve Centre Contact given in instruction 4b with 'RRR Exhibition: Intention to Propose' in the email subject field.

In considering your intention to propose please review all sections of this RFP, noting in particular instruction 4f which sets out the terms on which Proposals are submitted.

[4d] Queries

Participants may submit queries in order to clarify details of the RFP, by sending an email no later than the date shown in the timetable above in instruction 4a, to the Nerve Centre contact given in instruction 4b with 'RRR Exhibition: Query' in the email subject field.

Queries received after the date shown in the timetable above will not generally be answered.

Participants contacting the Nerve Centre or National Museums NI in person or by telephone with queries will be asked to submit their query in writing.

The Nerve Centre will provide answers to all appropriate and relevant queries no later than the date shown in the timetable above. Such answers will be provided to all Participants who have stated an intention to submit a Proposal.

[4e] Submission of proposals

Participants must submit their Proposal by email only, no later than the date shown in the timetable above, to the Nerve Centre contact given in instruction 4b with 'RRR Exhibition: Proposal in the email subject field'.

In order to avoid problems with transmission of the email, the total file size must be no greater than 5mb.

The main Proposal document must comprise of a fully completed Appendix C from this document, submitted as a standard format Microsoft Word file.

Where appropriate supplementary information is submitted this can be a commonly used file type as appropriate such Adobe Acrobat (PDF) or Microsoft Excel.

Any supplementary documents to the main Proposal must be clearly cross referenced to the relevant section of the Proposal. General marketing information will be disregarded from Nerve Centre's assessment of the Proposal.

[4f] Conditions for Participants

This RFP, together with any documentation, information or communications made or provided in connection with this RFP:

- does not constitute an offer, representation or contract by or between Nerve Centre, National Museums NI (or any other member of the RRR consortium), and any Supplier;
- does not imply or guarantee that the Nerve Centre, National Museums NI (or any other member of the RRR consortium) shall enter into a contract with any Supplier in connection with the subject matter of the RFP and Nerve Centre, National Museums NI (or any other member of the RRR consortium) shall not be bound to enter into a contract as a result of any Proposal.
- Nerve Centre, National Museums NI (or any other member of the RRR consortium) do not bind themselves to accept any Proposal in whole or part received from any Supplier in connection with the RFP nor to enter into a contract with any Supplier in connection with the RFP.
- comprises of information which Nerve Centre and National Museums NI have taken reasonable steps to verify is accurate and complete as at the date of issue of the RFP but which may nevertheless include be inaccurate, selective, and subject to change;
- Supersedes all previous information, documentation and communications received by the Recipient from Nerve Centre or National Museums in respect of the subject matter of the RFP

The Supplier:

- acknowledges that the information in the RFP is subject to revision and may contain inconsistencies, errors and omissions;
- should seek legal and financial advice as needed;
- is solely responsible for obtaining all information required to prepare its Proposal;
- shall make clear in their Proposal any constraints, dependencies and assumptions;

- shall keep their proposal valid and open to acceptance for a minimum of 3 months;
- will bear its own costs, expenses and liabilities incurred in the preparation of its Proposal, including the submission of any samples, and any travel and subsistence expenses, regardless of whether a contract is entered into between Nerve Centre and any Supplier in connection with the RFP;
- acknowledges that any contract awarded in conclusion to this RFP exercise will be applicable to the Public Sector Standard Conditions of Contract
- may not submit a conditional Proposal and therefore if the requirements of this RFP and in particular this section 4f) cannot be met by a Participant, they should inform the Nerve Centre of their intention to not propose, using the method set out in section 4c).

[4g] Inducements and Competitive Proposals

The supplier must not at any time during the supplier selection process, of which this RFP is part, commit any of the following acts:

- directly or indirectly, through whatever agency or medium, or by any associated or connected person, offer, give or agree to give any employee, consultant or agent of Nerve Centre, National Museums NI (or any member or the RRR consortium) any inducement to do or refrain from doing any act for the benefit of, or to show favour to, the supplier (or to disfavour any competitor of the supplier);
- communicate to any person or persons the amount or approximate amount of the Proposal;
- enter into any arrangement or contract with any person or persons that the Supplier shall refrain from submitting a Proposal in relation to this RFP or any other opportunity;
- fix or adjust the amount of the Proposal by or under or in accordance with any arrangement or contract with any other person or persons;
- offer, pay, give or agree to offer, pay or give any sum of money or valuable consideration, directly or indirectly, to any person or persons for doing or having done or having caused to be done in relation to any other bid for the said work, any act or thing of the sort described above;
- the Supplier must also disclose to Nerve Centre, National Museums NI (or any member or the RRR consortium) any connection with any member of Nerve Centre, National Museums NI (or RRR consortium) staff which could affect the outcome of the bidding process.
- Evaluation panel members for this RFQ from Nerve Centre and National Museums NI will be required to formally declare they have no conflict of interest in the assessment of the RFP and/or award of any contract which may result

[4h] Evaluation

The Nerve Centre will evaluate Proposals based on fair and balanced criteria, set out in the next section, based on the requirements set out above (including for costs, quality, skills experience and qualifications, feasibility, legal, ethical and environmental factors). National Museums NI staff will also be represented on the evaluation panel.

[4i] Statement of Confidentiality

The contents of this document together with all other information, materials, specifications or other related documents provided by the Nerve Centre and National Museums NI shall be treated at all times by the Supplier as confidential information.

[5] Evaluation

[5a] Eligibility criteria

Suppliers must demonstrate that they meet all eligibility and due diligence requirements set out in the supplier response template (Appendix C in this document).

Responses to eligibility criteria will be assessed on a pass/fail basis.

Any suppliers which who fail to demonstrate they meet all eligibility criteria will not proceed to be assessed on award criteria.

[5b] Award criteria

Suppliers should use the response template at Appendix C to set out how they will address the mandatory, technical and financial award criteria. Suppliers can submit supplementary information in the form of PDF or similar document with their email submission, but these should not exceed the page limits set out in the template.

Financial criteria

- Proposed fee percentage (30% of award criteria score)

Technical criteria

- Project management methodology (35% of overall award criteria score)
- Proposed team experience (35% of overall award criteria score)

To ensure consistency and equity in approach the evaluation panel will assign scores for each response to each Technical criteria on a 5 point scale (where 5 = an excellent proposal to address the criterion; 4 = a good proposal to address the criterion; 3 = an acceptable proposal to address the criterion; 2 = a limited proposal to address criterion; 1= a poor proposal to address the criterion; and 0= no response).

Suppliers scoring 1 or less on either Technical criteria will be eliminated from the assessment.

Appendix A – Terms of Contract

On the grounds that the successful Supplier will be completing works on behalf of Nerve Centre (the Contracting Authority) on the premises of National Museums Northern Ireland, and that National Museums are a key partner to this procurement, the Supplier will be subject to the Public Sector Standard Conditions of Contract and Commercial Conditions of Contract (for services) as follows:

- [Public Sector Standard Conditions of Contract](#)
- [Commercial Conditions of Contract for Services Contracts](#)

These conditions are available via the hyperlinks above or on request from:

Construction & Procurement Delivery

Procurement Policy Branch

2nd Floor East

Clare House

303 Airport Road West

BELFAST

BT3 9ED

Phone: 028 9081 6233

A final form of contract using these conditions must be agreed between the successful Supplier and the Contracting Authority (Nerve Centre) before any works commence.

Appendix B – Intention to Propose

Please complete statement A OR statement B below.

A) I confirm that we **do** intend to respond to the RFP. I acknowledge that by participating in this RFP process I agree on behalf of my company to follow the terms set out in the RFP including all the terms in Part 4.

Company Name:			
Your Contact details		Secondary Contact details	
Name:		Name:	
Role:		Role:	
Address:		Address:	
Primary Telephone:		Primary Telephone:	
Secondary Telephone:		Secondary Telephone:	
Email:		Email:	

B) I confirm we **do not** intend to respond to the RFP. I will delete all information received including the RFP.

Please state the reason for your decision not to submit a proposal:

Signed by:

Name	Role	Company Name	Date

Appendix C – Supplier response template

Please complete the template in full as incomplete submissions may not be assessed.

Section 1 – Supplier details

Company Name <i>Including trading name if applicable</i>	
Registered Address	
Contact for Supplier with responsibility for this proposal <i>Please include name, role, telephone and email</i>	

Section 2 – Eligibility criteria

Exclusion Grounds

Convictions	
Suppliers must read the grounds for exclusion in UK public procurement and confirm that the economic operator ¹ (or any person who is a member of the administrative, management or supervisory body of that economic operator or has powers of representation, decision or control in the economic operator) has not been convicted of any of the offences listed in the document.	
Please confirm if the economic operator or any person who is a member of the administrative, management or supervisory body of that economic operator or has powers of representation, decision or control in the economic operator has been convicted (or has any convictions pending) of any of the offences listed under Grounds 57(1) (a) to (n)	<p>No convictions /</p> <p>Pending convictions /</p> <p>Convictions</p> <p><i>* Delete as appropriate</i></p> <p><i>If convictions or pending convictions exist, please provide relevant details.</i></p> <p><i>Nerve Centre reserves the right to seek further information from you in relation to this matter during the procurement process.</i></p>
Payment of taxes and Social Security	

¹ Economic operator means any person or public entity or group of such persons and entities, including any temporary association of undertakings, which offers the execution of works or a work, the supply of products or the provision of services on the market.

Suppliers must read the [grounds for exclusion in UK public procurement](#) and answer the following questions.

<p>As an economic operator, have you breached your obligations relating to the payment of taxes or social security contributions where the breach has been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of the country in which it is established or with those of any of the jurisdictions of the United Kingdom?</p>	<p>No / Yes * <i>Delete as appropriate</i></p>
<p>As an economic operator, have you breached your obligations relating to the payment of taxes or social security contributions?</p>	<p>No / Yes * <i>Delete as appropriate</i> <i>If there is a breach please provide details.</i></p>
<p>From 1 April 2013 onwards, have any of your company's tax returns submitted on or after 1 October 2012:</p>	
<p>Given rise to a criminal conviction for tax related offences which is unspent, or to a civil penalty for fraud or evasion</p>	<p>No / Yes * <i>Delete as appropriate</i></p>
<p>Been found to be incorrect as a result of: HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the "Halifax" abuse principle; or A Tax Authority in a jurisdiction in which the legal entity is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or the "Halifax" abuse principle; or the failure of an avoidance scheme which the Supplier was involved in and which was, or should have been, notified under the Disclosure of Tax Avoidance Scheme (DOTAS) or any equivalent or similar regime in a jurisdiction in which the Supplier is established</p>	<p>No / Yes * <i>Delete as appropriate</i></p>

Further Discretionary Exclusion Grounds

Suppliers must read the [grounds for exclusion in UK public procurement](#) and answer the following questions.

<p>Do any of the situations listed in the Discretionary Exclusion Grounds of the UK Public Contract Regulations 2015 (as amended) R57(8) and the Public Contract Directives 2014/24/EU Article 57(4) affect the ability of the Economic Operator to participate in the procurement procedure?</p>	<p>No / Yes</p> <p><i>* Delete as appropriate</i></p> <p><i>If a situation applies please provide details.</i></p>
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Conflict of Interest

<p>Contracting authorities are required to effectively prevent, identify and remedy, perceived or actual conflicts of interest arising in the conduct of procurement procedures so as to avoid any distortion of competition and to ensure equal treatment of all economic operators.</p> <p>Economic Operators are therefore required to review carefully their prior or current involvement, and that of any of its consortium partners, with the Contracting Authority and any of the participating bodies to this contract, in relation to the personnel or type of work involved in this contract, and complete the following statement;</p>	
<p>I warrant that the actual or perceived level of Conflict of Interest in relation to the personnel or type of work involved in this contract there is:</p>	<p>No conflict / conflict</p> <p><i>* Delete as appropriate</i></p> <p><i>if an actual or a perceived Conflict of Interest exists, please provide details including what the Conflict may be and who it relates to.</i></p>
<p>Completed by</p>	<p>Sign & print name:</p>

Form of tender

<p>By submitting a response to this opportunity I:</p> <ul style="list-style-type: none"> -tender for this contract/ framework agreement in accordance with the Conditions of Contract and Specification at the prices quoted in the Schedule forming part of this tender response; - agree that this Tender together with your written acceptance thereof shall constitute a binding contract between us and the Client in relation to the whole or such part of the Tender as may be specified in your written acceptance; - have read, accept and agree to abide by the Conditions of Contract for this Contract which take precedence over any terms, conditions, stipulations or provisos which may appear on or be annexed to any correspondence submitted by me in connection with this Contract; - understand that the Contracting Authority, does not bind itself to accept the lowest or any tender submitted in response to this enquiry and may accept the whole or part of any tender;

- understand the Contracting Authority reserves the right to discontinue the award procedure in the event of irregular tenders or in the absence of appropriate tenders and in such circumstances may use the negotiated procedure without a further call for competition; and

- warrant that I have all the necessary corporate authority to offer this tender.

Please note that failure to complete this declaration will result in the tender response being rejected.

I confirm that I have read and agree to the statements above

Sign & print name:

Section 3 – Mandatory award criteria

On the grounds that the successful supplier will be completing works on behalf of Contracting Authority on the premises of National Museums Northern Ireland (part of the RRR consortium), the supplier must demonstrate they meet the following mandatory criteria set out below, which will be assessed on a pass/fail basis.

Description of Mandatory Requirements

Requirement	Supplier response
MR1 You must agree and sign National Museums NI's Conditions for Contractors, including Coronavirus Guidelines and Safeguarding Children and Vulnerable Adults Policy and Procedures (supplied with this RFP).	I agree /do not agree * <i>Delete as appropriate</i> to comply with these requirement and have returned signed guidelines and policy with my response.
MR2 You must commit to ensuring as little dust is generated as possible during works, and that you will protect the galleries and surrounding spaces accordingly.	I agree /do not agree * <i>Delete as appropriate</i> to comply with this requirement
MR3 You will be required to make relevant site visits and submit Risk Assessment Method Statement (RAMs) documentation to the Ulster Museum Facilities Manager ahead of any works commencing onsite.	I agree /do not agree * <i>Delete as appropriate</i> to comply with this requirement
MR4 You should provide evidence of both Employers' and Public Liability Insurance up to a minimum of £5million (or demonstrate how it will be in place by the time of award).	I agree /do not agree * <i>Delete as appropriate</i>

	to comply with this requirement and have provided evidence of insurance in place (or that it will be in place)
MR5 You must comply with Living Wage Foundation living wage rates, see www.livingwage.org.uk/what-real-living-wage	I agree /do not agree * <i>Delete as appropriate</i> to comply with this requirement
Signed on behalf of supplier	Sign & print name:

Section 3 – Financial award criteria

Pricing Schedule

Suppliers must insert in the table below the Professional Design Fee Percentage of the Total Overall Budget (£75,000); all prices quoted must be exclusive of VAT.

	Percentage
Professional Design Fee Percentage	%
TOTAL PERCENTAGE DESIGN FEE	%*

Signed on behalf of supplier	Sign & print name:
Name of Company	
Dated	

Section 4 – Technical award criteria

Technical Award Criteria 1 - Project Management

Please set out your project management methodology to deliver the design and build project, to ensure it meets the requirements and deliverables within the Specification, including:

- Proposed project methodology outlining the stages and activities that will be involved from project initiation, interpretive planning, co-creation, design, build and installation Project plan and timetable for delivering the project in alignment with the timeframes set out in the Specification
- Proposed team structure to deliver the project including contractor management arrangements
- Approach to quality and risk management

TAC1

Populate your response to this criteria here or supply as a separate document (PDF) with this template return.

Please note your response should not exceed 8 single sided A4 pages (not including this box/question above). We reserve the right not consider any material submitted after this 8 page limit is exceeded.

Technical Award Criteria 2 - Proposed team experience

Please nominate a Project Team to design and project manage the gallery redevelopment. Please demonstrate how the nominated Team collectively provide example(s) which provide evidence of creating compelling experiences including:

- Creating installations or exhibitions to reach younger (16-25) audiences
- experience of interpreting objects and spaces in new and distinctive ways using digital media
- experience in successfully co-creating high impact outputs with participant groups

The proposed team must demonstrate that each of the nominated personnel has previous experience in at least one of the above, and that as a combined team they cover all of the activities above.

TAC2

Populate your response to this criteria here or supply as a separate document (PDF) with this template return.

Please note your response should not exceed one single sided A4 pages per individual (not including this box/question above). We reserve the right not consider any material submitted after these pages limit are exceeded.

Public map of the museum available [here](#) for context.

1 –
Discover
Art lower
level



2 –
Discover
Art upper
level



3 – view to
Tech Lab



4. Tech Lan
outer area



5. Gallery 1
(‘Art 7’)



6. Gallery 1
(‘Art 7’)
from
Discover
Art door

