**Terms of Reference for:**

|  |
| --- |
| ***‘NI100 Reflections on the Causeway Coast and Glens’*:****Book design services** |

**PLEASE NOTE:**

Causeway Coast and Glens Borough Council is using a two-stage approach to selection and assessment of submissions:

* Stage 1: Mandatory selection criteria
* Stage 2: Assessment based on costs

Appendix 6: Application form with appendices 1, 2, 3 and 4 must be returned to Nicholas Wright, Museum Services Community Engagement Officer before

**12 noon, 16th September 2021**

Due to COVID 19 and the need to reduce handling, submissions should be made electronically.

**Email:** nic.wright@causewaycoastandglens.gov.uk

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**IMPORTANT: Please note** appendices 1, 2, 3, 4 and 6 must be fully completed and returned. Failure to do so may result in non-selection of the quotation.

**Section 1: Instructions and Information for Tendering Bodies**

**Invitation to Quote**

Causeway Coast and Glens Borough Council (“the Council”) invites written proposals from suitably experienced and competent bidders to **carry out the layout and design of the book ‘NI100 Reflections on *Causeway Coast and Glens*’ (working title) for a public audience.**

The Contractor shall be deemed to have satisfied itself before submitting its proposal as to the accuracy and sufficiency of the rates and prices stated in the proposal which shall (except in so far as is otherwise provided in the Contract) cover all the Contractor’s obligations under the Contract and the Contractor shall be deemed to have obtained for itself all necessary information as to risks and any other circumstances which might reasonably influence or affect the Contractor’s quotation/submission.

**Submission of Quotation Documents**

One copy of Appendices 1,2,3,4 and 6 must be returned must be returned to Nicholas Wright, Museum Services Community Engagement Officer before

**12 noon, 16th September 2021**

Submissions should be returned no later than the day, date and time specified. Submissions received after this time will NOT be considered.

Due to COVID 19 and the need to reduce handling submissions should be made electronically.

Email: nic.wright@causewaycoastandglens.gov.uk

**All submissions must be in English and show prices in GBP Sterling, exclusive of VAT.**

**Point of Contact**

In the case of a technical query, please contact:

Nicholas Wright

Museum Services Community Engagement Officer

Telephone: 028 2764 9484

Email:nic.wright@causewaycoastandglens.gov.uk

**Standard Conditions of Contract**

Please note that any contract awarded as a result of this procurement exercise will be executed in accordance with the Standard Conditions of Contract for Services issued by the Northern Ireland Department of Finance Central Procurement Directorate. Full details of these terms and conditions are available via the following link:

<https://www.finance-ni.gov.uk/sites/default/files/publications/dfp/STANDARD-CONDITIONS-OF-CONTRACT-FOR-SERVICES-V4.pdf>

**Clarification of Meaning of Contract**

Before submitting a quotation, bidders should seek to clarify any points of doubt or difficulty with the member of staff listed above. For this purpose, contact should be made by email, in the first instance, with the relevant staff member. If e-mail is not available, fax should be used. Should there be any matters of principle or remaining doubt or difficulty which bidders consider are not adequately covered in the quotation documents, details of these matters should be submitted in writing.

**A cut off period of 3 working days prior to the quotation deadline of 12 noon, 16th September 2021, shall apply to queries.**

The response to the query will, save in exceptional circumstances, also be provided in writing to all those who receive quotation documentation to ensure that all potential bidders receive the same information. Responses to any queries received from potential bidders in relation to a quotation will be made in writing.

**Changes to Council document**

Causeway Coast and Glens Borough Council shall not accept any alterations to the contents of this document.

**Written Acceptance**

Acceptance by the Council will only be made by written instruction to the successful Applicant.

**Right to Issue Further Instructions**

During the tendering period, the Council reserves the right to make changes to the Contract Documentation, which changes shall be accepted by the tenderer without reservation.

**Expenses and Losses**

The Council shall not be responsible for, or pay for, any expenses or losses that may be incurred by any prospective biddersin preparing their tender proposals.

**Preparation of quotation**

It is the responsibility of prospective biddersto obtain for themselves, at their own expense, any additional information necessary for the preparation of their quotation.

**Confidential Information**

The Bidder agrees to keep confidential at all times the contents of this Invitation to quote and all information which has either been designated as confidential by the Authority in writing or that ought to be considered confidential including commercially sensitive information, information which relates to the business and affairs of the Authority (and its suppliers, service providers, agents, professional advisers and representatives) and all information which the Bidder receives or obtains as a result of its involvement in the Procurement.

**Award of Contract**

The Council reserves the right not to accept the lowest or any Quote under this process. Causeway Coast and Glens Borough Council reserves the right to enhance and/or extend the contract after it has been awarded. Should the Council enhance and/or extend the contract resources will be made available to support any enhancements/extensions*.*

**Contract Validity Period**

Quotations are required to remain valid for acceptance for a period of 90 days from the closing date for submission of quotations.

**Opening of Quotations**

Prospective bidders, or any representatives thereof, will not be permitted to be present when the quotations are opened.

**Return of Specified Supplementary Documents**

Failure to return all specified supplementary documentation by the submission return date, or such subsequent date as may be prescribed, may result in the submission being rejected.

**Copyright & Intellectual Property**

The copyright of all text, intellectual property and other materials produced by the successful Applicant shall remain with the Council.

**Canvassing**

Any business that directly or indirectly canvasses any official of the Council, concerning the award of contract or who directly or indirectly obtains or attempts to obtain information from such official concerning the proposed or any other quotation will be disqualified.

**Equality – Section 75 and Schedule 9 of the Northern Ireland Act 1998**

Applicants should be aware that the Council is required, in carrying out their functions, to have due regard to the need to promote equality of opportunity:

* Between persons of different religious belief, political opinion,
* Racial group, age, marital status or sexual orientation;
* Between men and women generally;
* Between persons with a disability and persons without; and
* Between persons with dependents and persons without.

In addition, without prejudice to their obligations above, the Council shall in carrying out all its functions, powers and duties relating to Northern Ireland, have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

**Format of Response**

Bidders must submit electronically, a document with the following:

* Appendices 1,2 3 and 4
* Appendix 6 Application Form

**Failure to follow this format may result in submissions being marked as incomplete and therefore rejected.**

**Instructions**

These instructions are addressed to those who are considering submitting a quotation to provide services, as set out in the Terms of Reference, to Causeway Coast and Glens Borough Council.

The successful bidder will be appointed under a contract. The services required are as described in the Project Brief.

**Section 2: Project Brief**

**Project Background**

At the November 2019 Corporate Resource & Policy Committee meeting of Causeway Coast and Glens Borough Council, a Notice of Motion was carried and subsequently agreed at the Council meeting held in the same month, stating

*‘That this Council establish a working group, consisting of 6 members by d’Hondt, to explore a programme of events and activities to celebrate the 100th anniversary of Northern Ireland in 2021.’*

Due to the impact of Covid 19 pandemic, the inaugural meeting of the group took place on the 18th June, 2020. The Group has since been meeting monthly.

**Purpose of the Group**

The Terms of Reference agreed by the group states that the purpose of the group is:

* To advise Council on a programme of events, initiatives and commemorative activity planned to mark the centenary in an appropriate manner;
* To represent the community and key stakeholders in order to develop a programme of events and initiatives related to the centenary, which will be inclusive and engage all sections of the community;
* To identify and recommend to the Council a budget to deliver the programme;
* To contribute expertise, skills and knowledge from specific areas for the benefit of work of the group;
* To engage with others who are planning similar activity to mark the centenary across Northern Ireland.

**Membership**

Membership is comprised of the following:

1. Six Elected Members nominated by d’Hondt;
2. Representatives from Key Organisations/key stakeholders (to be confirmed by members as the programme develops).

The group is attended by relevant council officers pertinent to the themes and associated programmes which will be developed as part of the remit of the group.

Additionally, members requested that both the Mayor and Deputy Mayor be invited to participate in the group to enhance programme development in terms of civic events that would be developed over the forthcoming period.

The Working Group agreed to appoint an historical advisor who has subsequently been appointed: Dr Andrew Charles.

**Causeway Coast and Glens Borough Council NI100 programme themes**

The NI100 Working Group agreed the following themes would provide a framework on which to build a programme of events and activities:

* Heritage and Culture;
* Great Northern Ireland Minds and Innovation;
* Sport & Wellbeing and Community Development;
* Food, Drink and Entertainment.

**Proposed Causeway Coast and Glens Borough Council NI100 Projects**

There are currently a wide range of projects being proposed from civic events, Council departmental or services and community grants. Due to Covid 19 and its impact on our communities, the programme delivery is under constant review. Council’s Museum Services, through Peace IV Understanding Our Area, have produced exhibition content and learning resources for ‘*Partition in Ireland: Partition of* Ulster’ 1919 – 1923, and an exhibition and booklet showcasing 100 ‘*Famous Sons & Daughter of the Causeway Coast and* Glens’ for the Council’s NI100 Working Group.

***NI100 Reflections on the Causeway Coast and Glens*** (Working Title)

A key project for the Council NI100 Working Group is the production of a book *‘NI100 Reflections on the Causeway Coast and Glens’* (working title). The book is intended to capture the achievements and key events in the Causeway area during the first 100 years of Northern Ireland. It is envisaged that the book will be made available to households throughout the Borough, local schools, Causeway Coast and Glens diaspora and other stakeholders.

The content should therefore be visually appealing and engaging to be read by a family audience, including schools and young people. Hard copies and electronic versions will be made available.

With financial support from Council’s Good Relation’s programme (which receives funding through TEO’s T:BUC District Council Good Relations Programme), Council are now in a position to secure the services of a suitably qualified interpretive designer (either an individual or a team) to prepare the layout and design work for the publication.

**Book design services must be completed by 12 noon, 29th November 2021.**

**Purpose of this Tender**

Causeway Coast and Glens Borough Council (“the Council”) invites written proposals from suitably experienced and competent individuals/team to undertake the book design services for *‘NI 100 Reflections on 100 years of Causeway Coast and Glens’* (working title), using content provided by Museum Services to layout and design a publication for a public audience, showcasing the achievements and key events of the Causeway Coast and Glens, during the first 100 years of the Northern Ireland. **The closing date for submission of this Terms of Reference is 12 noon, 16th September 2021.**

**Scope of Work**

* Layout and design of the book (consisting of approximately 30,000 words and 150 images) including a forward, acknowledgements, introduction, index, and front and back covers, allowing for up to four reviews of the manuscript proofs.
* Provision of final artwork in print ready format and web-friendly PDF version for client.
* To attend an online start up meeting with the Museum Services and representatives of Council’s NI100 Working Group including Historical Advisor in order to identify milestones for project and completion. Lasting approx. 2 hours.

Causeway Coast and Glens Borough Council reserves the right to enhance and/or extend the contract after it has been awarded. Should the Council enhance and/or extend the contract, resources will be made available to support any enhancements/extensions*.*

**Design parameters**

* The audience for the book is the general public.
* Design work should comply with accessibility guidelines regarding font, font size and contrast.
* The scope of the index has been decided, but index numbering can only be finalised once the layout is agreed.

**Project Time Scale**

* To be available during the week commencing **27th September 2021** to attend an online start-up meeting with the client team.
* To complete design work by Monday **29th November 2021**, allowing for up to four reviews of the manuscript proofs.

**Resources Available**

* All content and images will be supplied.
* Copyright clearance is the responsibility of the client team.

**Costs**

* Layout and design of the book (consisting of approximately 30,000 words and 150 images) including a forward, acknowledgements, introduction, index, and front and back covers, allowing for up to four reviews of the manuscript proofs.
* Provision of final artwork in print ready format and web-friendly PDF version for client.
* To attend an online start up meeting with the Museum Services and representatives of Council’s NI100 Working Group including Historical Advisor in order to identify milestones for project and completion. Lasting approx. 2 hours.

# **Programme Management**

The successful applicant will be required to develop a sustainable delivery process for the services set out in the Scope of Service. The successful applicant will be responsible for meeting with Museum Services at the following stages:

* On appointment for the start-up meeting, to agree a forward work plan and the proposed implementation;
* Update Museum Services on an agreed schedule throughout the lifetime of the service delivery.

**General Data Protection Regulation (GDPR)**

As a public authority, Council takes your rights and freedoms seriously and will only release information when required under law or with your consent. Further information about your rights, how to contact the Data Protection Officer and how long information is held or how we process any payments made can be found at: <https://www.causewaycoastandglens.gov.uk/footer-information/privacy-statement>

**Section 3: Selection and Assessment**

Causeway Coast and Glens Borough Council is using a two-stage approach to selection and assessment of submissions.

**Stage 1 – Mandatory Criteria**

1. Provide two examples of the individual’s or team’s experience in the design and layout of books with text and illustrations.
2. Signed confirmation that you/your team is available to commence the week beginning **27th September 2021** and to complete the project by **12 noon, 29th November 2021**.

**Stage 2 – Assessment based on costs**

Only if your application meets the above mandatory criteria will it then be assessed based on costs.

**COSTS:**

|  |  |
| --- | --- |
| **Service** | **Element** |
| Design work | Layout and design of the book (consisting of approximately 30,000 words and 150 images) including a forward, acknowledgements, introduction, index, and front and back covers, allowing for up to four reviews of the manuscript proofs. |
|  | Provision of final artwork in print ready format and web-friendly PDF version for client. |
| Project communication | To attend an online start up meeting with the Museum Services and representatives of Council’s NI100 Working Group including Historical Advisor in order to identify milestones for project and completion. Lasting approx. 2 hours. |
| Any other costs | Please list any other costs. |

Please note:

* Any agreed other costs will only be reimbursed subject to provision of receipts.

**All submissions must be in English and show prices in GBP Sterling, exclusive of VAT.**

**Appendix 1: Fair Employment Declaration**

**Fair Employment and Treatment (Northern Ireland) Order 1998**

* 1. Article 64 of the Fair Employment and Treatment (NI) Order 1998 (“the Order”) provided inter alia that a public authority shall not accept an offer to execute any work or supply any goods or services where the offer is made by an unqualified person in response to an invitation by the public authority to submit offers. Article 64 also provides that the public authority shall take all steps as are reasonable to secure that no work is executed or goods or services supplied for the purposes of such contracts as are mentioned above by an unqualified person.
	2. An unqualified person is either an employer who, having been in default of the circumstances specified in Article 62(1) of the Order, has been served with a notice by the Fair Employment Commission stating that he is not qualified for the purposes of Articles 64-66 of the Order or an employer who, by reason of connection with an employer on whom has been served a notice to that effect, has also been served with such a notice.
	3. Mindful of its obligations under the Order, CAUSEWAY COAST AND GLENS BOROUGH COUNCIL has decided that it shall be a condition of tendering that a contractor shall not be an unqualified person for the purposes of Article 64-66 of the Order.
	4. Contractors are, therefore asked to complete and return the attached Declaration / Undertaking, with their quotation / tender, to confirm that they are not unqualified persons and to undertake that no work shall be executed or goods or services supplied by an unqualified person for the purposes of any contract with a Council to which Article 64 of the Order applies.
	5. I/We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby declare that I am/we are not an unqualified person for the purposes of the Fair Employment and Treatment (Northern Ireland) Order 1998. I/We undertake that no work shall be executed or goods or services supplied by any unqualified person for the purposes of any contract with CAUSEWAY COAST AND GLENS BOROUGH COUNCIL to which Section 64 of the Order applies.

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Duly authorised to sign for and on behalf of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Name of organisation)**

**Appendix 2: Declaration of Commitment to the Promotion of Equality of Opportunity and Good Relations**

We (insert name of organisation) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recognise Causeway Coast and Glens Borough Council’s duty to have due regard to the need to promote equality of opportunity:

* + Between persons of different religious belief, political opinion, racial group, age marital status or sexual orientation;
	+ Between men and women generally;
	+ Between persons with a disability and persons without;
	+ Between persons with dependants and persons without;

and to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

We undertake not to act in any way that would contravene the Council’s statutory obligations and are committed to promoting good relations and equality of opportunity in all our activities (including in the recruitment, promotion, and training of all our staff).

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Name in block letters: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duly authorised to sign for and on behalf of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Name of organisation)**

Position in Organisation**:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:

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**Appendix 3: Contractor’s insurance details**

**Please complete where applicable. note that the bidder may not have insurance at the time of submission, however, should you be successful, you would be expected to provide evidence before being formally appointed. Please only fill in the appropriate sections**

**NAME OF CONTRACTOR:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DESCRIPTION OF CONTRACT:**

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**Please arrange to have this form completed by your Insurance Broker or Insurers.**

**PUBLIC / PRODUCTS LIABILITY (Minimum of £1,000,000):**

1. Policy number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Insurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Period of insurance \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_
4. Business description (as stated on policy)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Limits of indemnity

Public liability: £\_\_\_\_\_\_\_\_\_\_\_\_ Products liability: £\_\_\_\_\_\_\_\_\_\_\_\_

1. Height or depth limit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Restrictive endorsements / excess \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Does the policy cover liability for acts of negligence
committed by subcontractors of the insured? Yes / No
4. Does the policy cover liability for use of motor
vehicles where Road Traffic Compulsory Insurance
Legislation does not apply? Yes / No
5. Does the policy provide an indemnity to principal
extension? Yes / No

**EMPLOYER’S LIABILITY (minimum of £1,000,000): If appropriate**

1. Policy number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Insurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Period of insurance \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_
4. Business description (as stated on policy)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Limits of indemnity

Public liability: £\_\_\_\_\_\_\_\_\_\_\_\_ Products liability: £\_\_\_\_\_\_\_\_\_\_\_\_

1. Height or depth limit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Restrictive endorsements / excess \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Does the policy cover liability for acts of negligence
committed by subcontractors of the insured? Yes / No

**Please Note: All relevant certificates should be included in submission of Stage 1**

**Appendix 4: Contact Details of Bidder**

Please complete this form with your details and include it with your submission:

1. Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Fax number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Name of person to contact in connection with this submission:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Position in Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(if different from above):

1. Mobile number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Fax number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(if different from above):

1. email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Website (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 5: Freedom of Information**

**Please note that from 1 January 2005, under the Freedom of Information Act 2000, members of the public have the right to request information from Public Sector Bodies, which may include details relating to this exercise**

The Freedom of Information Act 2000 (FOI) is intended to promote a culture of openness and accountability amongst public sector bodies by providing people with rights of access to the information held by them. It is expected that these rights will facilitate better public understanding of how public authorities carry out their duties, why they make decisions they do and how they spend public money. From 1 January 2005, people will have the right to make a request for any information held by a public authority and the authority will be required to follow the provisions of the Freedom of Information Act in dealing with the operation of its functions. Information is defined in section 84 of the Act as being information recorded in any form, and it covers any information held by the public body in connection with the operation of its functions.

This guidance covers procurement exercises which will vary from routine exercises to procurement in the wider sense e.g., Invitations for expressions of interest or establishing partnerships.

Up to and including the evaluation process, all the information provided by bidders to the Council will be considered to be of a confidential nature. Beyond the evaluation process, the provisions of the Act will govern what the Council is obliged to disclose. The evaluation process will be deemed to have been completed when the Council has made its decision, or a Senior Council Officer has decided that the particular quotation exercise is not viable.

Bidders should be aware that the information provided in the completed tender and contractual documents could be disclosed in response to a request under the Freedom of Information Act. We will proceed on the basis of disclosure unless and appropriate exemption applies. No information provided by bidders will be accepted “in confidence” and Causeway coast and Glens Borough Council accepts no liability for loss as a result of any information disclosed in response to a request under the Freedom of Information Act.

Causeway Coast and Glens Borough Council has no discretion whether or not to disclose information in response to a request under the Freedom of Information Act unless an exemption applies. Disclosure decision will be taken by appropriate individuals in Causeway Coast and Glens Borough Council having due regard to the exemption available and the Public Interest. Bidders should be aware that despite the availability of some exemptions, information may still be disclosed if the Public Interest in its disclosure outweighs the Public Interest in maintaining the exemption. Bidders are required to highlight information that they include in the quotation documents, which they consider to be commercially sensitive or confidential in nature, and should state the precise reasons, why that view is taken. In particular issues concerning trade secrets and commercial sensitivity should be highlighted. Bidders are advised against recording unnecessary information.

In accordance with the Lord Chancellors Code of Practice on the discharge of public functions, Causeway Coast and Glens Borough Council will not accept any contractual term that purports to restrict the disclosure of information held by the Council in respect of the contract or quotation exercise save as permitted by the Freedom of Information Act. The decision whether to disclose information rests solely with Causeway Coast and Glens Borough Council.

Bidders will be notified by the Council of any disclosure relating to them.

**APPENDIX 6 - APPLICATION FORM**

**Closing date for submission is 12 noon, 16th September 2021.**

**STAGE 1 MANDATORY CRITERIA**

|  |
| --- |
| 1. Provide two examples of the individual’s or team’s experience in the design and layout of books with text and illustrations.
 |
| 1. Signed confirmation that you/your team is available to commence the week beginning **27th September 2021** and to complete the project by **12 noon, 29th November 2021**.

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_Name in block letters: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Duly authorised to sign for and on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(Name of organisation)** |

**STAGE 2**

Only if your application meets the above mandatory criteria will it then be assessed based on costs.

**COSTS:**

|  |  |  |
| --- | --- | --- |
| **Service** | **Element** | **Cost** |
| Design work | Layout and design of the book (consisting of approximately 30,000 words and 150 images) including a forward, acknowledgements, introduction, index, and front and back covers, allowing for up to four reviews of the manuscript proofs. |  |
|  | Provision of final artwork in print ready format and web-friendly PDF version for client. |  |
| Project communication | To attend an online start up meeting with the Museum Services and representatives of Council’s NI100 Working Group including Historical Advisor in order to identify milestones for project and completion. Lasting approx. 2 hours. |  |
| Any other costs | Please list any other costs. |  |

Please note:

* Any agreed other costs will only be reimbursed subject to provision of receipts.

**All submissions must be in English and show prices in GBP Sterling, exclusive of VAT.**