

TENDER DOCUMENT

Contract Title	Developing a Culture Strategy for The Royal Town of Sutton Coldfield (2026-2036) and Developing and Coordinating a Quincentenary Programme for 2027/28
Contract Reference	
Date/Time for Quotation Return	Noon on 4th April 2025

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IMPORTANT NOTE – GUIDANCE FOR PROVIDERS

You are invited to submit a quotation for **Developing a Culture Strategy for Royal Sutton Coldfield (2026- 2036), and Developing and Coordinating a Quincentenary Programme for 2027/28** no later than **12:00 noon, on 4th April 2025** as detailed below: -

Quotation providers are advised to ensure that they are fully familiar with the nature and extent of the contract. It is the responsibility of the quotation provider to obtain for themselves, at their own expense, all information necessary for the preparation of their quotation.

Quotations should be submitted in two parts i.e. For the development of a cultural strategy, and the development and coordination of a Quincentenary Programme.

The Town Council may at its own absolute discretion extend the closing date and time specified for the receipt of quotations or invite variations to the terms of the contract.

The Town Council will evaluate this Quotation based on the criteria of **80% Quality / 20% Price**.

The Town Council does not bind itself to accept the lowest or any quotation and reserves the right to accept a Quotation either in whole or part for the goods and services specified.

All prices shall in all cases be exclusive of VAT, which will be applied in accordance with legislation. Please note that discounts and trade allowances of any kind must be shown separately.

Confidentiality

All information supplied by the Town Council in connection with this Quotation shall be regarded as confidential by the potential supplier (except that such information may as is necessary be disclosed for the purpose of obtaining guarantees and quotations necessary for the preparation of the submission).

Data protection

Potential bidders should note that some of the documentation included in this tender pack and / or information provided to deliver the contract, may include personal data under the Data Protection Act 2018. All obligations under the Data Protection Act 2018, as amended from time to time or amended by any other subsequent statute, statutory provision or legislation must not place the Council in breach of its obligations under the Data Protection legislation through the disclosure of such personal data.

TUPE – Not applicable

1. Introduction

The Town Council requires a supplier for the provision of **Developing a Culture Strategy for Sutton Coldfield (2026-2036) and to Develop and Coordinate a Quincentenary Programme** to celebrate the 500-year anniversary of the Towns Royal Charter. The contract period for the strategy will be for a maximum of **6 months** commencing **Monday 2nd June 2025** until **Friday 28th November 2025**. The contract for development and coordination of the quincentenary programme will be from 2nd June 2025 until 28th November 2025 and then extended by mutual agreement until 31st December 2028.

Requirements/Specification

- This tender is to **Develop a Culture Strategy for Sutton Coldfield** including a comprehensive engagement plan, to ensure the resulting 'final draft' has been co-created and tested across the town and its people.
- **The development and coordination of the quincentenary programme (delivered from May 2027 to the end of December 2028)** will also require a comprehensive engagement plan, which will have considerable crossover with that of the strategy, engaging with the Arts, Culture, History, Heritage, Friends of Groups, Sporting and other community organisations. The involvement of young people in the planning of the events will also be crucial to the success of the quincentenary celebrations and the part they will play in laying the foundation of the Town for future generations.

Context

- **Royal Town of Sutton Coldfield** is a town and civil parish in the city of Birmingham, West Midlands, England. The town lies around 8 miles northeast of Birmingham city centre, 9 miles south of Lichfield, 7 miles southwest of Tamworth, and 7 miles east of Walsall.
- Sutton Coldfield and its surrounding suburbs are governed under Birmingham City Council for local government purposes, but the town has its own town council which governs the town and its surrounding areas by running local services and electing a mayor to the council.
- The Town has a population of approximately 100,000 people and compared to the wider population of Birmingham (1.2m), in general, Sutton Coldfield residents are less diverse, older and more affluent.
- Within the town boundary there are numerous exceptional green spaces including Sutton Park, with an area of 2,224.2 acres (9.001 km²), which is one of the largest urban parks in England. The park is a national nature reserve and a site of special scientific interest.
- New Hall Valley, which separates Walmley and Maney, is the location of New Hall Valley Country Park. It has an area of 160 acres (0.65 km²) and within it is New Hall Mill, one of only two working watermills in the West Midlands. The mill is privately owned but is open to the public several times a year.
- The town has several amenities including The Town Hall, which now serves as a theatre, conference, and function venue. There are two major amateur theatres i.e. Highbury Theatre and Sutton Arts Theatre. It also has several church halls and community centres.
- It has a strong arts community with many local amateur dramatic groups, musical theatre companies, orchestras, and dance schools.
- There is a library service currently operating from four sites.

- There is large Leisure Centre, swimming pool and running track and several strong sports clubs e.g. Hockey, Rugby, and Football.
- The town is served by a regular bus service and a railway station, which is part of the Birmingham Cross-City Line.

Why develop a Cultural Strategy?

- Culture is who we are, it's our heritage and future, it's how we live our lives and express our identities and it's the glue that brings and keeps communities together.
- Culture is increasingly understood as an important driver of economic growth and placemaking. There is a growing acceptance of just how important cultural participation is to citizens' well-being, opportunity, and community cohesion.
- Celebrating the Town's culture can strengthen the sector and bring it closer together, to share best practice, create complimentary activity and strengthen the cultural offer. To help do that, there needs to be a shared vision for culture, and this can be developed through the process of creating a cultural strategy for the Town.
- A strong cultural sector enriches cultural life and contributes to a welcoming, distinctive and attractive place.
- A very broad definition of Culture is being used for this work. It's not just the arts but the whole range of cultural expressions and activities including food, sport and ways of life. We're not just thinking about specific services like libraries, museums etc. We want to think across public, private and the third sectors. We're not focused on traditional high-end culture but on the whole rich mixture of cultures in our town. We want to think big, but that means engaging from grassroots to world class.

Quincentenary celebrations

- The Sutton Coldfield Royal Charter was granted on 16 December 1528. In 1527, John Harman founded Bishop Vesey Grammar school (BVGS). BVGS plans to commence its 500-year celebrations with a Founder's Day Community Service at Holy Trinity and social celebration in May 2027 which could see the launch of 18 months of celebrations leading up the 500-year anniversary of the Royal Charter in December 2028.
- The quincentenary celebrations are an opportunity for the town to express its identity and engage with all residents through new cultural activity and participation. The programme should delight audiences, creating joy and happiness and embed a sense of belonging and community pride.
- To develop a joined up 'town wide' programme for the quincentenary, it is proposed that the Town Council leads on the establishment of an Organising Committee that is responsible for overseeing the planning and development of the quincentenary celebrations.
- The proposed core membership of the Committee will include the local MP, West Midlands Lieutenancy and representatives from Royal Sutton Coldfield Town Council, Birmingham City Council, A Sutton Coldfield Alderman, Sutton Coldfield Charitable Trust, Holy Trinity Parish Church and Bishop Vesey Grammar School.
- The successful supplier will therefore need to work closely with and for the Organising Committee.

Existing documents, and key information, that can support this work and the implementation of the strategy

- Officers from the Town Council will support the delivery of this strategy, for example, by providing networking contacts and introductions.
Existing information that needs building on for this work includes:
 - **Birmingham’s Existing Cultural Strategy.**
 - **Definition of Culture** - Appendix A sets out the very broad definition of culture that needs to be used for this piece of work.
 - **Royal Sutton Coldfield Town Council’s Strategic Plan 2024-2028.**
 - **The new prospectus for the Town Fund** is renamed the **Plan for Neighbourhoods. The £20m fund for Royal Sutton Coldfield has been confirmed.**

<https://www.gov.uk/government/publications/plan-for-neighbourhoods-prospectus-and-tools/plan-for-neighbourhoods-prospectus>
 - There are three priority themes, thriving places, stronger communities and taking back control.
 - There are also pre-approved interventions which would not require a separate business case.
 - <https://www.gov.uk/government/publications/plan-for-neighbourhoods-prospectus-and-tools/plan-for-neighbourhoods-pre-approved-interventions>

2. Requirements – Specification/Brief

The Town Council is seeking an individual or organisation to lead our thinking on these cultural issues in a visionary and highly visible way, and to use the 500-year celebrations as a catalyst to sustain and improve the town’s cultural offer going forward. Specific work for this contract includes the following:

- Coordinate, develop and write a **Culture Strategy for Sutton Coldfield**, for the 10-year period 2026-2036. This builds on consultation work and elements of existing strategies and priorities.

To achieve this, certain questions need to be answered about **what** the cultural strategy is, including:

- What is the fundamental nature of Sutton Coldfield's distinctive cultural offer, and what should we be trying to achieve? What are the core strengths on which we should build?
- What do we need to do to establish Sutton Coldfield's cultural identity, USP, and strengthen its cultural ecosystem so that culture drives the success of the town for all its residents?
- What would a concise ‘high level’ cultural proposition look like, that can drive the co-creation process initially?
- How exactly should this cultural strategy connect across into other areas, from healthcare to digital?

Then the **how** we begin to deliver it as the Town Council and which key partners can best help drive forward the vision:

- How should we now organise ourselves as a council and sector to support culture and gain the benefits of culture for our citizens? What are the key elements of an effective culture strategy for Sutton Coldfield?
- Develop and deliver a **detailed Engagement Plan** that will enable a fully co-designed and

collaborative process that is owned by the town and its people for both the strategy and the 500-year celebration programme.

- Set out a cultural identity for Sutton Coldfield; a statement of what culture means to our people, a brand that is worthy of putting the town on a regional and national stage.
- Ensure the strategy references children and young people and connects to other strategies and frameworks for the town.
- Provide sufficient visual and on-line assets that enable this strategy to be presented as a 'finished final draft' and function as a 'Living Document', that can be easily viewed and commented on. This strategy should be as concise and clear as possible.
- Provide best practice on promoting a diverse cultural offer for our residents to participate in and experience.
- Develop a deliverable programme that will bring the strategy to life, up to, during and beyond the quincentenary celebrations.

Quincentenary celebrations

- Under the stewardship of the Organising Committee, coordinate the 500-year celebration programme around key signature events at the start in May 2027, in the summer of 2027 & 2028 and the finish in December 2028.
- Develop a programme of activity with community organisations that represent the town's identity and its communities.
- Implement effective digital communication and social media campaigns. Also help create printed marketing materials to support, communicate and promote the programme of events.
- Establish (with the Organising Committee) key performance indicators to measure the reach and impact of the programme. Present interim finding halfway through the programme and a full evaluation report at the end.
- Include regular communication with the Town Council's officers and the Organising Committee during the contract, including for example, initial high-level proposition, summaries of thinking around methodology used, interim findings, thinking so far on different aspects of the work, etc.

Budget

The total amount payable for this contract, i.e. for the development of the cultural strategy and the development and coordination of the 500-year programme **will not exceed £150,000** excluding VAT (including expenses and travel).

3. Indicative Timetable

The contract will take place from 2nd June to 28th November 2025 for the Cultural Strategy and through to 31st December 2028 for the 500-year celebrations programme.

Phase	Date
Advertised on Contracts Finder	w/c 3rd March 2025
Deadline for Submission	Friday 4 th April 2025
Evaluation	From Mon 11 th April 2025
Anticipated Award Date	Monday 19 th May 2025
Anticipated Contract Commencement Date	Monday 2nd June 2025
Final date for completion of the Cultural Strategy	Friday 28 th November 2025
Final date for completion of project	Sunday 31 st December 2028

4. Selection and Evaluation

- The evaluation of Stage 1 and 2 of this quotation will be based on a pass/fail basis and Stage 3 and 4 being Value Assessment approach that enables the Council to assess a quotation on Quality (80%) and Price (20%). The assessment of Quality will consider written information provided by the quotation provider in relation to the specific requirements as set out in the quotation documents. All relevant evidence submitted will be assessed/merit rated against pre-determined criteria
- The scoring system to be applied to the assessment of the quotations proposals will be as follows:

SCORE	DEFINITION	ASSESSMENT
5	An excellent response submitted in terms of detail and relevance which clearly fully meets the requirements with no negative implications. Demonstrates excellent understanding and evidence in their ability / proposed methodology to deliver a solution	Excellent
4	A good response submitted in terms of detail and relevance that meets the requirements without significant negative inconsistencies. The Tenderer demonstrates an understanding of the requirement and evidence of their ability / proposed methodology to deliver a solution. The requirements would be met to a good standard without intervention or significant ongoing issues	Good
3	A satisfactory response submitted in terms of the level of detail, accuracy, relevance and evidence in their ability / proposed methodology to deliver a solution. Aspects of the response may be good but there are some omissions of important factors or negative indications that reduce the extent to which the requirements will be met.	Satisfactory
2	Satisfies the requirement but there are clearly minor reservations of the response provided, either in understanding the requirement, and / or details around proposed methodology, and / or limited evidence to support the response. There would be concerns that requirements would require intervention or ongoing issues	Minor Reservations

1	Limited response provided, or a response that is inadequate, inaccurate and / or only partially addresses the question. Serious reservations regarding the response provided, either in understanding and / or details around proposed methodology, and / or little / no evidence to support the response.	Serious reservations
0	Does not meet the requirement. Does not comply and / or insufficient information provided to demonstrate that either in understanding and / or details around proposed methodology, with little / no evidence to support the response. Alternatively, no response to the question or a response that is significantly irrelevant or inaccurate	Unacceptable

The breakdown of the assessment stages are shown in the tables below:

SELECTION CRITERIA	EVALUATION CRITERIA	
Stages 1 and 2	Stage 3	Stage 4
General Information / Previous Experience	Quality Response	Price Summary
Pass/Fail	80% Minimum of 60% threshold (60 marks out of 100) required to proceed to next stage	20%

Selection Criteria

General Information

Pass/Fail Selection Criteria		
1	Company Information	Not Scored
2	Statement of Insurance Cover	Pass/Fail
3	References at least one reference required	Pass/Fail
Appendix 1	Confirmation Certificate	Pass/Fail

After initial due diligence and the potential supplier information recorded, the responses to ALL Pass/Fail questions will be assessed centrally by officer(s) prior to being distributed to the full evaluation team for assessment of the 'scored' questions. The Council reserves the right to exclude any potential suppliers where a response is assessed as "Fail."

Previous Experience

Potential Suppliers will be asked to demonstrate their previous experience which will enable them to deliver the requirements of the contract effectively. This will be evaluated on a Pass / Fail basis.

Evaluation Criteria

Quality Response

Pass/Fail Selection Criteria	
Real Living Wage	Pass/Fail

Quality Criteria 80% -100 marks	Sub-Weighting
A) Understanding the challenge, understanding the place, using an effective approach, designing the stakeholder engagement	40%
B) Interpreting the findings, writing the strategy, creating effective communication resources, making it a 'living document'	25%
C) Your Organisation; resources, what your expertise and experience bring to this project, your understanding of the risks and mitigation around project delivery	25%

D) Management; CVs for your key team members who will be directly involved, time breakdown between project elements	10%
Total	100%

Quality Assessment

Quality will account for **80%** of the quotation evaluation. The quality assessment will be carried out on the quality questions/method statements. After rejecting bids that in the opinion of the Council are unrealistically low (in terms of Quality), the highest Quality score will be given 100 for Quality. Other Quality scores will then be expressed as a proportion of the highest score. This gives the adjusted Quality score. The % weighting for Quality is then applied to each adjusted Quality score to give the Weighted Quality Scores.

Potential Suppliers who score more than 60% of the quality marks (i.e. 60 marks out of 100) **may** be invited to attend a clarification interview to discuss points included in the written proposals. The points discussed may result in scores being adjusted either up or down.

The Council reserves the right to disqualify any potential supplier which:

- Fails to achieve a 'Pass' in respect of a 'Pass/Fail' criteria question.
- Achieves a score below a **60%** threshold in terms of quality (60 marks out of 100)
- Zero in any one section
- Zero / no response in any one scored question
- Is submitted in whole or in part after the deadline

Price Summary

Price Criteria	Sub-Weighting
Price/Value for Money	20%

The lowest price score will be 100 for Price. Other Price scores will then be expressed as a proportion of the lowest score. This gives an adjusted Price score. The % weighting for Price is then applied to each adjusted Price score to give the Weighted Price Scores.

Overall Assessment

The Weighted Quality Score and Price Score for each quotation will be added to produce a total score. The scores for each quotation will be compared and (Subject to a final risk assessment) the quotation providers with the highest score offering the most economically advantageous bid will be recommended for acceptance.

Transparency

Suppliers should be aware that, should they be awarded a Contract, the content of the Contract may be published by the Council to the general public in line with transparency requirements. Before publishing any information, the Council will consult with the supplier on any potential exemptions that may be applicable. The Supplier should note that the final decision on what information is published will rest with the Council

TENDER RESPONSE

Contract Title	Developing a Culture Strategy (2026-2036) and developing coordinating the Quincentenary for Royal Sutton Coldfield (May 2027to December 2028)
Contract Reference	RSCTC/2025-002
Bidder Name	
Time / Date for Quotation Return	Noon on Friday 4th April 2025

The following formatting styles must also be followed:

- It should be presented on size A4 paper.
- 11pt Arial, or equivalent must be used.
- Each page must be clearly numbered and the total number of pages highlighted (i.e. Page 1 of 3).

STAGE 1 – GENERAL INFORMATION (PASS / FAIL)

1. Company Information

Name of Organisation	
Trading Name of Applicant	
Address of Registered Office	<i>Address 1</i> <i>Address 2</i> <i>Address 3</i> <i>City/Town</i> <i>Country</i>
Postcode	
Company Registration No. <i>(if applicable)</i>	
Date of Registration	
Certificate of Incorporation, and all certificates of change of name issues by the Company Registrar (Or include reasons if not applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is the applicant a consortium joint venture or other arrangement? If so, please provide details of the constitution	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact Name for enquiries about this application	
Telephone Number	
Email	

The Quotation Provider must inform the Town Council if they are receiving funding to undertake similar or related activities to that defined in this procurement exercise. Please provide details with your quotation in the table below.

Funder	
Funding Activities	
Date	
Period of Funding	

2. Statement of Insurance Cover

2.1 Details of existing policies which will provide insurance cover for the contract.

Public Liability Insurance <i>(Minimum Cover: £2m for each and every incident)</i>	Insurer	
	Policy Number	
	Level of Indemnity	
	Limit for Single Event	
	Expiry Date	
Professional Indemnity Insurance <i>(Minimum Cover £100K for each and every incident)</i>	Insurer	
	Policy Number	
	Level of Indemnity	
	Limit for Single Event	
	Expiry Date	
Employers' Liability Insurance <i>(minimum statutory limit as laid down by legislation)</i>	Insurer	
	Policy Number	
	Level of Indemnity	
	Limit for Single Event	
	Expiry Date	

2.2 Details of any new policies or endorsements to existing policies that will be required to comply with the insurance provisions of the contract.

Type of Policy	
Proposed Insurers	
Details	

2.3 Details of Insurance Agent/Broker

Name	
Address	
Postcode	

Contact Name	
Telephone No.	
Fax No.	
Email	

2.4 I/We confirm that the insurances detailed in paragraphs **2.1** and **2.2** will provide all the Insurance cover required under the Contract.

2.5 I/We agree that the details provided in the insurance statement may be checked with the Insurance Agent/Broker named in paragraph **2.3**

In the event that my/our offer is under consideration I/We agree to arrange, with the insurers, the provision of a Statement to Sutton Coldfield Town Council: -

- a. that valid Insurance is held in accordance with the requirements of the Conditions of Contract.
- b. that all premiums due to the Insurer have been paid including instalment payments.
- c. that the Insurer agrees to give notice forthwith to Sutton Coldfield Town Council of withdrawal or intention to withdraw insurance cover in connection with the project.

Date	
Signatures of Quotation Provider/Agent	
Trade of Business Name	
Address	
Telephone No.	
Email	

2.6 This document is to be signed by such persons: -

- i. where the quotation provider is an individual, by that individual.
- ii. where the quotation provider is a partnership, by one duly authorised partner.
- iii. where the quotation provider is a company by one director or by a director and the
- iv. secretary of the Company, such persons being duly authorised for that purpose.

3. References

Please provide two references relevant to this project that will be used to assess the experience, capability and competence of the organisation and the individual(s). The Town Council reserves the right to verify the authenticity of the references referred to at any time during the procurement process.

- Use only those references where you have the ability to disclose all the relevant information asked for.
- Use only those references where the contact provided is willing to discuss the contact of the information included.
- Prior to being awarded the contract, the Town Council will undertake a risk assessment, which will include contacting references.

	Reference 1
Organisation (Name):	
Customer Contact Name	
Customer Telephone No:	
Customer Email Address:	
Date Contract Awarded:	
Contract Completion Date:	
Contract Reference and Brief Description:	
Contract Value:	
Contract Outcomes:	

	Reference 2
Organisation (Name):	
Customer Contact Name	
Customer Telephone No:	
Customer Email Address:	
Date Contract Awarded:	
Contract Completion Date:	
Contract Reference and Brief Description:	
Contract Value:	
Contract Outcomes:	

Have you had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If “Yes” please give details:	

STAGE 2 – PREVIOUS EXPERIENCE(PASS / FAIL)

4. Questions

1	Please demonstrate your relevant experience of how you have delivered similar projects to the requirements of the brief. Maximum 2 sides of A4
	<i>Response</i>

STAGE 3 – QUALITY RESPONSE (100% WEIGHTING)

Applicants must respond to and provide relevant information regarding all matters set out below. The responses and information **MUST** be submitted as part of the quotation response. Failure to provide such information may result in your submission being rejected.

Material Misrepresentation

The Council shall rely on the information provided by the provider in relation to this section of the Tender Document prior to accepting the tender. A material misrepresentation contained therein shall constitute a material breach of contract.

5. Questions

A	<p>Criteria A: Demonstrate your understanding of the challenge and the place, set out your proposed approach, including a plan for stakeholder engagement (40% Weighting)</p>
A1	<p>In your response, please include an answer to the following areas:</p> <ul style="list-style-type: none"> • Set out your understanding of the challenge in creating a cultural strategy and 500-year programme, that is appropriately accepted and owned across the town. • Demonstrate that you understand the place, region and how to represent it. • Set out your methodological and practical approach to getting to a final strategy; from developing a high-level proposition for testing, through co-creation to getting agreement to lock down the details. • To what extent might you lean on best practice and evidence from elsewhere? • Set out how you will design and implement an effective stakeholder engagement plan, including what sort of data you may collect and what methods you will use to engage people with the study, within the available resources. • Set out you will work with the Organising Committee in the run up to and during the delivery period of the programme. • Set out how you will work with community groups to develop a programme that enhances the profile of the Town and all its people. <p style="text-align: center;">Maximum 4 sides of A4</p>
	<p><i>Response</i></p>
B	<p>Criteria B: Explain how you will interpret the findings, write the strategy, create effective communication resources, making it a 'living document' (25% Weighting)</p>
B1	<p>In your response, please include an answer to the following areas:</p> <ul style="list-style-type: none"> • How will you approach analysing and interpreting the engagement results and developing a succinct strategy. • How will you maximise the effectiveness of the cultural strategy assets you create, to make sure the plan can be easily communicated, commented on as a living document and further developed after this project is complete. • How you will evaluate the success of the quincentenary programme. <p style="text-align: center;">Maximum 2 sides of A4</p>
	<p><i>Response</i></p>

C	Criteria C: Your Organisation; resources, what your expertise and experience you bring to this project, your understanding of the risks and mitigation around project delivery (25% Weighting)
C1	<p>In your response, please include an answer to the following areas:</p> <ul style="list-style-type: none"> • Please set-out details of your organisation or practice, the expertise and experience
	<ul style="list-style-type: none"> • What experience and expertise do you bring from previous work that will really help this project? • Please describe what you see as the key risks associated with completing this project successfully, and how will you mitigate those risks? <p style="text-align: center;">Maximum 2 sides of A4</p>
	<i>Response</i>
D	Criteria D: Management – Please provide CVs for your key team members who will be directly involved and time breakdown between project elements (10% Weighting)
D1	<p>In your response, please include an answer to the following areas:</p> <ul style="list-style-type: none"> • Please set out the project management structure you will use for running this project along with CVs for your key team members who will be directly involved • Please set out a time break-down for the staff being deployed on this project, showing the amounts being used across different aspects of the work, for example, from research and engagement to strategy and programme development and coordination. <p style="text-align: center;">Maximum 2 sides of A4</p>
	<i>Response</i>

STAGE 4 – PRICE (Information Only)

6.1 Please complete the pricing schedule as detailed below:

Costs	Expenditure Details	£ 25/26	£ 26/27	£ 27/28	£ 28/29	£ Total
Please set out below the cost lines required to complete this project within the budget: -						
Development of a Cultural Strategy						
Total 1. 2nd June to 28th November 2025						
Development and coordination of the 500-year programme.						
Total 2. 2nd June to 28th November						
Total 3. 29th November 2025 to 31st December 2028						
Total						

6.2 All prices shall be in all cases exclusive of Value Added Tax, which will be applied in accordance with legislation.

6.3 The price(s) are deemed to be inclusive of all costs and expenses incurred in providing the product or service. No costs, other than those detailed will be allowed.

SUBMISSION REQUIREMENTS

7. Compliance with Bribery Act 2010

Tenderers must comply with the terms of the Bribery Act 2010. Any effort by Tenderers to influence the evaluation of tenders or award decisions, including the offering or giving of bribes, gifts or other inducement, direct or indirect canvassing or lobbying of any member, agent or officer of the Town Council should be reported to the nominated procurement lead. Such action by a Tenderer may result in the disqualification of its tender.

Any effort to influence the evaluation of tenders or award decisions by officers of the Town Council or Councillors not directly involved in the decision-making process must be reported to the nominated procurement lead.

8. Submission of Tender

Tenders returned by post, must be addressed to the CEO of Royal Sutton Coldfield Town Council and must be posted in an envelope with an address label attached provided by Royal Sutton Coldfield Town Council.

Tenders may be able to be returned electronically after 26th March 2025, further details will be available on the Town Council website – <https://suttoncoldfieldtowncouncil.gov.uk/tender-opportunities/>

9. Questions and further information

Any questions, clarifications or further information and requests for Tender Envelope Labels should be directed to: -

steve.hollingworth@suttoncoldfieldtowncouncil.gov.uk

APPENDIX A

Definition of Culture

Arts

- An umbrella term for creative activities, which range from architecture, visual arts, crafts, performance art including dance, music and theatre, oral storytelling and literary arts such as poetry.

Culture

- A broad term describing assets from specific groups, such as heritage assets from past generations, e.g., tangibles such as buildings, books, artefacts, and intangibles such as folklore, traditions, language and natural features such as landscapes.

Creativity

- The generation or recognition of ideas, alternatives or possibilities that are original and of value; throughout history creativity has enriched our lives, communities, and boosted our economies

