



COMMISSIONER CAROLINE HENRY

**OFFICIAL
Request for Proposals (RFP)
for the service provision of**

**VIDEOGRAPHY SUPPORT FOR THE POLICE AND CRIME
COMMISSIONER FOR NOTTINGHAMSHIRE**

Ref: **2021/771**

Issue Date: **28 July 2021**

Return Date: **midday 3 August 2021**

*Nottinghamshire Office of the Police
and Crime Commissioner
Arnot Hill House
Arnot Hill
Arnold
Notts NG5 6LU*

1 Preamble

The Police and Crime Commissioner for Nottinghamshire (“the Commissioner”) is inviting quotations for the provision of videography support. The Commissioner’s detailed requirements are defined in the Specification. The Specification provides potential Bidders with the relevant information to enable them to tender to deliver the work.

1.1 Procurement timetable

This procurement process is intended to follow the timeline below:

a)	Request for Proposals issued	28 July 2021
b)	Deadline for questions	Midday 30 July 2021
c)	Deadline for proposal submission	Midday 3 August 2021
d)	Proposal evaluation	3 August 2021
e)	Contract awarded	4 August 2021

Please note that the Commissioner reserves the right to amend this timetable and steps d) and e) inclusive are provided for indicative purposes only.

1.2 Questions

Any queries about this document, the procurement process, or the proposed contract itself, should be referred to:

Nicola Wade
Head of Commissioning
CarolineHenryPCC@nottinghamshire.pnn.police.uk

Please note that the deadline for questions is midday on 30 July 2021.

1.3 Submission of Proposal

Bidders should complete and submit a signed Declaration, the Tender Response Document and a Pricing Schedule.

Proposals should be submitted by midday on 3 August 2021 to
CarolineHenryPCC@nottinghamshire.pnn.police.uk

1.4 Evaluation of quotations

Based on the information provided by Bidders each quote will be evaluated as follows:



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	Score available	%
Experience		
Proven track record of delivering similar activity	5	35
Quality		
Outlined activity will deliver the required results	5	35
Price		
A - Cost of filming and live streaming of events and scripting and filming launches		15
B - Call off cost for additional filming		15
Total		100

Experience and quality questions will be scored on the basis of 0 – 5 where:

Assessment	Score	Interpretation
Excellent	5	Exceeds the requirement. Exceptional demonstration by in the Bid of the understanding and skills required to provide the services. Response identifies factors that will offer potential added value, with evidence to support the response.
Good	4	Satisfies the requirement with minor additional benefits. Above average demonstration in the Bid of the understanding and skills required to provide the services. Response identifies factors that will offer potential added value, with evidence to support the response.
Acceptable	3	Satisfies the requirement. Demonstration in the Bid of the understanding and skills required to provide the services, with evidence to support the response.
Minor Reservations	2	Minor reservations. Some minor reservations of the Bidder's understanding and skills required to provide the services, with little or no evidence to support the response.
Serious Reservations	1	Major reservations. Considerable reservations of the Bidder's understanding and skills required to provide the services, with little or no evidence to support the response.
Unacceptable	0	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Bidder has the understanding and skills required to provide the services, with little or no evidence to support the response.

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Bids must meet or exceed the minimum pass mark of 3 out of 5 on all questions. Failure to meet or exceed the minimum pass mark for any question will result in the bid being rejected.

Paper bids will be scored against the criteria above, with the highest scoring bid being awarded the contract.

With regards to the price evaluation bids will be scored separately for Prices A and B (see Pricing Response). The lowest bid for each price will be awarded the maximum price score of 25% and all other bids will be scored relative to that. Below is an example calculation:

Bid 1 - £10,000 = $10,000/10,000 \times 25 = 25\%$
Bid 2 - £15,000 = $10,000/15,000 \times 25 = 16.7\%$
Bid 3 - £20,000 = $10,000/20,000 \times 25 = 12.5\%$

2 Specification

2.1 Introduction

Caroline Henry was elected as Police and Crime Commissioner for Nottinghamshire in May 2021. Commissioner Henry has planned a series of engagement events to listen and learn from residents during 2021 and to shape her new Police and Crime Plan for Nottinghamshire. Commissioner Henry now seeks a provider of videography support for 8 community events between 12 August and 12 October 2021.

Community events

- Wednesday 21 July 6.30–8.30 pm: Newark Police Station, Everyday Champions Centre*
- Thursday 12 August pm, Bassetlaw, venue TBC
- Wednesday 18 August pm, Mansfield, venue TBC
- Tuesday 14 September pm, Ashfield, venue TBC
- Thursday 16 September pm, Central Nottingham, venue TBC
- Wednesday 29 September pm, Rushcliffe, venue TBC
- Thursday 30 September pm, Newark & Sherwood, venue TBC
- Wednesday 6 October pm, Gedling, venue TBC
- Wednesday 12 October pm, Broxtowe, venue TBC

*the Newark Police Station consultation has taken place and bidders are not required to include that event in their quotations.

Each event will follow a similar format and is likely to take place between 6.30pm and 8.30pm in the evening. Please see the Newark Police Station event for an example (although please note because of Covid isolation rules this was an online only event): <https://www.facebook.com/carolinehenrynotts>. Venues for the events have not yet been confirmed.

Bidders are invited to quote for the following:

- a) Provision of a camera operator, videography equipment and live streaming functionality to stream 8 x in person community engagement events as detailed above, including the management of live feed of comments from the public, moderating comments, deleting comments that do not meet acceptable guidelines and feeding through moderated comments to the Commissioner or Chief Constable to comment on or respond to. The provider will be expected to flex provision and price depending on what equipment the venue provides and to be able to deliver remotely should the event have to be delivered virtually at very short notice.
- b) Pre-preparation with OPCC staff to ensure the events run smoothly.
- c) Provision of a camera operator and videography equipment to script and film 8 x launches to be used on social media and 8 x short introduction videos; with one launch and one introductory video per community engagement event as in the Newark Police Station consultation on 21 July. Filming should take place in various venues across the county. The Provider must script the videos under the guidance of the Commissioner's communications consultant.
- d) A daily rate for the provision of script writing support, a camera operator, videography equipment and drone footage for events to be called off as required. It is anticipated that there may be up to 9 events between August – October 2021.

2.2 Other requirements

PCC branding will be supplied to the provider. The content of the videos must be politically neutral and the intellectual property of the videos will be owned by the PCC.

2.3 Price

Prices should include travel expenses but exclude VAT.

Bidders should complete the Pricing Response with Price A being the total cost of a)-c) above and Price B being the daily call off rate for d) above.

The total value of the contract is estimated to be no more than £30,000, including any potential call off support.

The Provider will be paid monthly in arrears.

2.4 Conditions of Contract

Any purchase order or contract awarded to an organisation as a result of the acceptance of their quotation by the PCC will be in accordance with the following terms and conditions of contract:

Appendix B: Standard Terms and Conditions for Services Medium
Appendix C: Data Handling Schedule Category 4 Suppliers