

**Invitation to Tender Document
February 2023**

**Appointment of a Fundraising Consultant (fixed term
consultancy contract)**

For the

**Mount Zion Apostolic Church - *Picturing The Past: Celebrating
And Conserving Our Heritage Project***



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Document Control & Peer Review			
Rev	Originator	Approved	Date
DRAFT	KM	DM	20/01/2023
Final	DM	DM	01/02/2023

Section 1

Guidance Notes & Information

1.1 Introduction

The Trustees of Mount Zion Apostolic Church (MZAC) are seeking to appoint a Fundraising Consultant for their National Lottery Heritage Funded project. This is currently at the development stage.

The Grade 2 Listed church building is in desperate need of repair to stop water ingress and make it useable to serve the local community in the heart of Nottingham. The Mount Zion Building, in Nottingham, started life as a cinema building, constructed in the 1930s and has had a role in the social life of the local area for almost 100 years, latterly as a bingo hall and social club before becoming a church. In order to continue work serving local people, through the food bank and other community work, the building now needs a new roof, and new heating and electrical systems. While the work is undertaken the Trustees intend to run a heritage engagement programme which uses visual media to tell the stories of their place, engaging young people to capture the memories of the changing community who have lived around the building.

Mount Zion Apostolic Church have owned the building for over 20 years. In that time the Trustees and church members have made every effort to keep the building in good condition, but it is now at a point where only a transformational repair will do.

The MZAC trustees are seeking a consultant to compile a Funding Strategy, develop a local fundraising campaign and allow for the completion of the fundraising application forms. The full scope of services is contained within Section 1.2 below.

1.2 Brief

This post is offered as a consultancy contract funded through a National Lottery Heritage Fund Development Grant. It will run for the final 5 months of the development phase. The target submission date of the NLHF Round Two Application is Thursday 17th August 2023.

The Fundraising Consultant will be contracted by Mount Zion's Trustees and will report into a project group made up of lead Trustees and Pulse Consult (Project Manager). The post holder will be required to work collaboratively with the project group and wider stakeholders to develop the project and deliver all targets to a high standard.

The scope of services for the role are as follows:

- To develop a Fundraising Strategy. The Trust currently need to secure £175,000 of funding for the Delivery stage of the project, ahead of submitting the NLHF Round Two Funding application in August 2023. However, capital costs for the scheme are likely to rise, therefore the Consultant is to assume that a strategy is required to secure **£250,000 of match funding**. This figure will be finalised as the design work develops (design work has commenced in January 2023).
- To research potential trusts and foundations as part of the strategy and to create a matrix prioritising those the Trust should consider, requirements for applications and deadlines.
- Allow for 3 days of time to complete and submit the fundraising application forms for the bodies identified within the strategy.
- To work with the Trustees to undertake a local fundraising campaign, targeting local supporters, the Church congregation and the local community.
- The commission is to be undertaken between March 2023 and July 2023 (i.e., 5 months)

1.3 Instructions to Applicants

Applicants are requested to answer all questions in this Invitation to Tender (ITT) fully. Submissions may not be considered further if all relevant questions are not answered or if requested additional information is not provided. Submissions may be in either an A4 or A3 format. Any information provided, as appendices must be clearly referenced to the section and question number.

Following the assessment of the returned ITT's, MZAC and its advisors may select a Fundraising Consultant and MZAC reserves the right not to accept the lowest-priced or any tender. The assessment criteria and process is described later in this document.

Queries or requests for clarification during the tender period should be sent by email to:

dan.mason@pulseconsult.co.uk

MZAC or their representatives will not enter into detailed discussion of the requirements. If MZAC or their representatives considers any question or request for clarification to be of material significance, both the query and the response will be communicated, in a suitably anonymous form, to all service providers/suppliers who have responded.

Applicants are requested to return a copy of their completed tender and supporting information to the following email addresses, simultaneously, by no later than **1pm on Friday 24th February 2023**:

dan.mason@pulseconsult.co.uk

Submissions received after this date may be disregarded. Submissions should be clearly marked:

MZAC - Fundraising Consultant - Tender Submission

Late submissions will not be accepted without prior authorisation. MZAC and their representatives will not automatically acknowledge receipt of any ITT submission.

No information contained in this ITT, or in any communication between MZAC (or its advisors) and any potential supplier in connection with this ITT, shall be relied upon as constituting a contract, agreement, or representation that any contract shall be offered in accordance with this ITT. MZAC reserves the right, subject to the appropriate procurement regulations, to change without notice the basis of, or the procedures for, the competitive tendering process or to terminate the process at any time. Under no circumstances shall MZAC incur any liability in respect of this ITT or any supporting documentation.

MZAC will not reimburse any costs incurred in connection with preparation and submission of responses to this ITT.

If, on checking the Tender documents, errors are discovered, the Tenderer will be given the opportunity of confirming their offer and amending the Tender to correct such errors.

1.4 Budget

We anticipate the maximum fee budget for the full scope of works, including all expenses but exclusive of VAT, is £6,000.

1.5 The Project

The building is owned by the Mount Zion Apostolic Church and currently operates during limited opening hours due to the poor condition of the building, with Church services now being held elsewhere in a nearby hall. While the Trustees of the Church have regularly maintained the building, it is now clear that significant investment is required to avoid the loss of historic fabric. The Church currently offers a foodbank service to the Local Community on a Tuesday and Thursday from the reception/ entrance foyer but access to the auditorium is limited due to the condition of the building.

Whilst the scope of works for the project has not been finalised, the capital works are deemed to currently cover the following:

- Repairs to the Roof Coverings and investigatory works to understand damage to the roof structure.
- Further Parapet Wall stabilisation and assessments of the feature fins to the front of the building
- Review and re-provision of the Services throughout inc. re-wiring, new heating, new ventilation etc.
- Repairs internally to the Plaster / Decorative Works, ceilings, floor coverings and walls.
- Provision of new/ refurbishment to the toilets and kitchen.
- Improvements to ancillary rooms/ areas and exhibition room
- Improve access to the projector room and upper floors through lifts.
- Removal of asbestos
- External repair works to facades, escape staircases and areas around the building.
- Refurbish the balcony and seating areas.
- Installation of a new stage area and associated improvements to the auditorium

1.5.1 The Heritage

The Building is listed Grade II as the Capitol Bingo and Social Club. It was built as a cinema in 1936-37 and designed by Reginald Cooper. Of the 13 cinemas designed by Cooper throughout the Midlands and Yorkshire, eight have been demolished, three still exist but are closed and/or vacant and their internal condition is unknown, and only one still operates as a cinema. It has drawn particular comment from Historic England for the intact nature of the interior decoration which is a rare survival in cinemas of this age and type. To further endorse its importance, Historic England have recently funded emergency works, which is rare for a Grade II building, especially one not in a conservation area. There has been discussion of an application to increase its designation to II* which will be explored throughout this project.

As well as its architectural merit as a rare survival of an architect who was known for this type of building, it has huge aesthetic value. It is beautifully designed with elements of late Art Deco influence inside and out. Bringing the internal plasterwork of this back into good condition is vital to protect this element of its significance.

As a cinema and later bingo and social club there is a rich community heritage of decades of local people who have used the site for social gatherings. This has not been explored before and there is an excellent opportunity to capture memories and photos of people using the building as part of this project.

The building is at the heart of the community and services local people through the foodbank and other activities, including the knife amnesty drop off point, and it has played a central part in civic life as a polling station and as a venue for local politicians to engage with the community.

The other key ‘heritage’ we want to explore is Black History. We have been actively involved in Black History events in the city for several years, working closely with Nottingham University and hosting our own events. This history is very much our history and that of our community. Although our congregation is made up of people from a range of ethnic backgrounds, many of our members are of Black Caribbean heritage. As a hugely under presented part of the history of our city and country, it is vitally important that we raise awareness of the role that Black communities have played in shaping Nottingham over the centuries. This includes sharing aspects of history that are ignored because they are deemed uncomfortable. We believe that shedding light on these stories helps people of non-white heritage feel seen and encourage discussion between different communities so that we all understand each other better.

After a visit and inspection by a Building Surveyor from the Historic England Midlands Region Partnerships Team and Heritage at Risk Projects Officer it was said that *“The survival of the auditorium as a single large space with virtually all its decorative plaster work is a rare survival. The occupiers clearly worked very hard to maintain and upkeep the building and its activities during the church’s 18-year tenure.”* However, the current state of the roof and edifice now requires the MZAC Trust to seek funds to undertake essential repair/refurbishment work to expand, create and preserve the building for generations to come. Resulting from the visit the building was deemed “at risk” and has now been included on the 2019 “At Risk Register.”

The church members have worked diligently and given unstinting service in pursuit of the general upkeep of the Church and its activities. However, the current state of the building now requires Mount Zion to undertake essential repair/ refurbishment work to expand, create and preserve their history so that the building can be enjoyed into the future.

The building is in a very poor condition, with only the lobby currently in regular use by our food bank. There is active water ingress which we manage with buckets that are emptied daily in bad weather. Our heating is outdated and inefficient and our electrics are in a very poor condition.

1.6 Programme

The anticipated key dates for this appointment are as follows:

- | | |
|---|---|
| ▪ Tender Documents Issued | 06/02/2023 |
| ▪ Last Date for Submission of Tender Queries | 17/02/2023 |
| ▪ Tenders Returned | 24/02/2023 |
| ▪ Tender Evaluation & Review | 27/02/2023 to 03/03/2023 |
| ▪ Appointment of Evaluation Consultant (Letter of Intent) | 03/03/2023 |
| ▪ Commencement of Services | ASAP upon appointment (tbc with consultant) |

The services are for 5 months leading to the submission of the second-round application in August 2023.

The Delivery Stage is planned to commence in January 2024 and complete in August 2025.

1.7 Status of Funding

The Trustees of the Mount Zion Apostolic Church were awarded an Historic England Repair Grant for Heritage at Risk. The grant offer was made in November 2019 for investigation of the building condition and to carryout emergency repairs to the roofs and parapet walls. Alongside, the physical works undertaken to temporarily repair the leaking roof and tie back the unstable parapet to the front of the building, a number of condition surveys were commissioned.

MZAC now has initial funding for the development stage through the National Lottery Heritage Fund (NLHF).

1.8 Tender Process & Basis of Selection

Tenders will be evaluated on a weighted quality and price assessment with the following weightings:

- Quality 60%
- Price 40%

The tenders will be evaluated using a method known as MEAT (Most Economically Advantageous Tender). Tenders may be evaluated based on non-cost as well as cost factors. In some instances, there will be mandatory requirements and/or minimum standards, failure to achieve these will result in your tender being disqualified.

Quality Evaluation

Each member of the evaluation panel will allocate a score between 0-10 (in line with the scoring tables outlined below) for each criteria of the quality evaluation. An average score across all evaluators will be taken, which will then be multiplied by the question weighting to achieve a weighted score for each question. The weighted scores will then be added together to reach a total weighted score for each organisation.

The approach to the assessment of quality is described below. Responses will be evaluated in accordance with the following:

Score	Description
0	No response received or unable to demonstrate based on the answers provided, that the standard can be met.
1 – 2	Very poor. Seriously incomplete. Largely not demonstrating the standard.
3 – 4	Poor. Missing key areas of information and failing to deal with the full scope of demonstrating the standard.
5 – 6	Satisfactory. Acceptable proposal providing only minimum levels to meet the standard.
7 – 8	Good. Competent proposal. Some limited added value.
9 – 10	Excellent. Outstanding and competent proposal. Thoroughly convinces with significant and relevant added value.

Price Evaluation

The Bidder with the lowest fully compliant fixed lump sum tender price will be allocated the highest score and will obtain the full 40% weighting for the price element of the evaluation. All other Bidders' scores will be normalised from this 40% accordingly using the following calculation:-

Formula Used =

$(\text{Lowest Compliant Fixed Lump Sum} / \text{Tenderers Fixed Lump Sum}) \times \text{Question Weighting}$

Overall Evaluation

Bidders will be ranked on the combined scores across both the price and quality responses with the highest scoring bidder ranked first.

MZAC reserves the right to award in full or in part, or to not accept any offers received.

The highest scoring tenderers may be asked to attend Clarification Interviews and MZAC reserve the right to moderate quality scoring based upon responses during the interviews.

Assessment Panel

The Selection Panel is likely to comprise:

- Mount Zion Apostolic Church Trustees
- Pulse Consult

Assessment Criteria

The tender will be marked as follows:

Section	Score / Weighting
Compliance with tender instructions	Pass/Fail
Confirmation of acceptance of form of contract and scope of services	Pass/Fail
Price Submission:-	
Fee proposal	40%
Quality Submission:-	
Question 1 Response – Previous Experience	30%
Question 2 Response – Methodology	30%

1.8.1 Quality Questions:

1 Previous Experience

Precedent experience in similar schemes detailing experience relevant to this brief. Evidence should be provided of 2 previous schemes of a similar nature (case studies), ideally demonstrating work on National Lottery Heritage Fund or other funded projects.

Your response should cover no more than 3nr pages (inclusive of the case studies).

2 Methodology

Methodology as to how you will meet the brief alongside a project plan/ timetable which breaks this work down and identifies key milestones.

Your response should cover no more than 2nr pages.

1.9 Tender Submission Requirements

Tenders are required to include the following:

- Completed Form of Tender including declarations (see Section 2)
- Fee Proposal.
- Completed response to qualitative tender requirements (Section 1.8.1).
- Name and contact details of the individual(s) dealing with post-tender queries.

It is important that the above listed information is provided at the tender return date to allow a speedy appraisal of the tender submissions to be made by the project team.

Failure to supply all the relevant information may affect the Tenderers appraisal.

Section 2

Form of Tender

Form of Tender

Declarations

A. Non-Collusive Tender

The essence of selective tendering for the Contract is that MZAC shall receive bona fide competitive tenders from all persons tendering.

In recognition of this principle, we certify that this is a bona fide offer, intended to be competitive and that I/we have not fixed or adjusted the amount of the offer in accordance with any agreement or arrangement with any other person (except any sub-contractor identified in this offer).

We also certify that we have not done, and undertake that we will not do, at any time any of the following acts:

- i. Communicate to a person other than MZAC, the amount or approximate amount of our proposed offer; or
- ii. Enter into any agreement of agreements with any other person that they shall refrain from tendering or as to the amount of any offer submitted by them; or
- iii. Offer or agree to pay or give or actually pay or give any sum of money, inducement of valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other offer or proposed offer, any act or omission.

B. Changes in Status

We confirm that there has been no material changes to our finances or firm structure that would affect our ability to provide the services laid out within this invitation to tender.

C. Form of Tender

We the undersigned, hereby tender and offer to provide the Services more particularly referred to in the Invitation to Tender supplied to us for the purpose of tendering for the provision of the Services and upon the terms thereof.

Attached to this Tender are the following:

1. Completed Form of Tender including declarations.
2. Fee Proposal
3. Completed response to qualitative tender requirements (Section 1.8.1).
4. Name and contact details of the individual(s) dealing with post-tender queries.

We undertake in the event of acceptance of our Tender to execute the Consultancy Agreement within 14 working days of such acceptance (or otherwise as agreed with MZAC or their advisors) and in the interim provide the Services in accordance with the Form of Agreement (amended to take account of any agreed variations if applicable) if necessary.

We understand that MZAC reserves the right to accept or refuse this Tender whether it is lower, the same, or higher than any other Tender. No obligation to procure any Services will arise except in respect of such Services as are actually ordered and delivered under the Form of Consultancy Agreement.

Form of Tender

We confirm and undertake that if any such information becomes untrue or misleading that we shall notify you immediately and update such information as required.

Fee Schedule and Duties	
1. Please confirm that your fee proposal is based upon the duties set out in this ITT.	Confirmed: Yes / No
2. Please confirm that you accept the terms and conditions of appointment as written within this ITT.	Confirmed: Yes / No

Fee Proposals
<p>Please provide a proposed fixed fee proposal based on the information provided within this ITT and associated appendices.</p> <p>Your fees are to include all reasonable expenses.</p> <p>The tender should be based on the dates contained within this ITT for Delivery of the services.</p>

Price / Fee Schedule

Stage		Fixed Lump Sum Fee
Fee Total		£

Fees should be quoted as a fixed price in pounds sterling.

Price / Day Rates

Please complete the tables below. Rates to include all reasonable expenses.

	Total Figure (£/day)
Partner/ Director	£
Senior	£
Consultant	£
Assistant	£

Form of Tender

PROJECT: The Mount Zion Apostolic Church - *Picturing The Past: Celebrating And Conserving Our Heritage Project*

PROFESSIONAL SERVICES: Fundraising Consultant

TO/FOR: Mount Zion Apostolic Church Trust, Churchfield Lane, Nottingham, NG7 5QS.

I/We, the undersigned, hereby offer to execute and complete the above-mentioned professional services in strict accordance with the Fundraising Consultant Appointment for a fixed lump sum fee of:

Total Lump Sum for professional consultancy services	£	In words:
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Submission of a Tender will be deemed to include for the full scope of service(s) included within the appointment brief / this ITT.

1. In accordance with the terms and conditions contained in the documents provided to us and the documents provided by us with this tender, we offer to carry out any Services instructed for the rates and sums set out in the Financial Proposal which forms part of this tender.

2. This tender remains open for consideration for 90 days from the deadline submission date.

3. We have not disclosed or will not disclose to anyone else, even approximately, what our tender price is or will be before the deadline for delivery of tenders. We understand that the only exception is if we need an insurance quotations to calculate our tender prices; we may then give our insurance company or brokers any essential information they ask for, so long as we do so in strict confidence. We have not attempted and will not attempt to obtain any information about anyone else's tender or proposed tender before the deadline for delivery of tenders. We have not made and will not make any arrangements with anyone else about whether or not he should tender, or about his or our tender prices.

4. We agree that the proper law of this Contract shall be English law.

5. We agree that we are prepared to enter into agreement with Mount Zion Apostolic Trust on the terms outlined in the tender documents.

Name	
Position	
Company Name	
Company Address	
Signature	
Date	