

BLACK ISLE FARMERS' SOCIETY

INVITATION TO TENDER



Provision of events management, project management and support services to coordinate and implement the Society's arrangements for the annual 'Black Isle Show' and to provide advice, support and project delivery in the Society's development of its charitable and commercial operations.

Tender Ref:

BIFS 2021-01 PM

1. Purpose

The Black Isle Farmers' Society ('BIFS' / 'The Society') is a Charitable Company Ltd by Guarantee, Scottish Number 219601 and a registered charity, charity number SC022355. Our charitable objectives are "To advance the education of the general public in relation to agricultural and rural matters and to promote for the benefit of the public the interests of the agricultural and farming communities."

The Society holds and hosts the Black Isle Show ('the Show'), a key agricultural show and event in the annual rural events calendar and one of the North of Scotland's leading annual visitor attractions. (See [Black Isle Show – All the fun of the farm](#)) Over 20,000 people from all walks of life attend this event, which is primarily an agricultural show with additional areas promoting food, craft, horticulture, equestrian and leisure. The total revenue for the show pre Covid-19, was in excess of £300,000 each year.

In addition, the Society partners with other organisations in the running of educational events throughout the year and shares the use of its facilities with community groups and organisations. The Society's key asset is the Mannsfield Showground in Muir of Ord and its buildings and facilities located on the showground.

The Society now seeks tenders for the contracted provision of events management, project management, and associated services under the leadership of the Society's President and Directors and with the support of the Society's employed administrator.

2. Background

The Society has been unable to run the Black Isle Show in either 2020 or 2021 as a consequence of COVID19 restrictions, nor make any significant use of its assets. Additionally, staffing changes have led the Directors to seek to change the Society's operating model to move away from a small employed team to seek to contract with a contractor or contractor team to lead the delivery of events management and project management services around development and delivery of the 2022 Black Isle Show and support the Society's Directors in their management of the show and wider development of BIFS' plans for the long-term development of the Show and the diversification of the Society's charitable and commercial activities.

The Directors are confident in their understanding of the key elements of the Show and its overall design. This invitation to tender does not, therefore, cover the requirement to design the format or content of this agricultural show or its other elements. Rather, the core element of the invitation to tender is to take the Show specification led by and provided by the Society's Directors and translate that into a project plan, and integrate with the existing Event Management Plan and coordinate the development of those plans and manage the implementation of the plans to deliver a successful Black Isle Show on Wednesday 3 and Thursday 4 August 2022.

3. Requirements

The Society's Directors are now seeking to appoint a co-ordinator to deliver a successful Show for our members, stakeholders and visiting public in August 2022.

In order to achieve our ambitions to present a Show for members and to the public, the co-ordinator is required to deliver the following:

- **Black Isle Show Project Management:** to take various strands of decision making agreed by Directors on the design of the Show, blend these into an overall Event Delivery Plan for the show, and project manage the successful implementation of the plan to deliver a successful Show.
- **Financial and budget management:** to be able to work within a business plan/budget; understand budgets and financial plans and the financial implications of decisions; deliver agreed activities and Show implementation within established financial parameters.
- **Communications:** support BIFS through effective communications of activities internally with members and externally with stakeholders, contractors and customers and effectively promote the Show.
- **Contract and partner management:** project manage the event and build up to it, including management of all contractors e.g., health and safety advisors; traffic management contractors; management of other support contracts that may be let.
- **Volunteer Coordination:** in conjunction with section lead personnel, manage volunteer input to the Show, in particular, volunteer contributions to set up in days preceding the Show and the management of the Show's events and activities.
- **Advice and support to Directors and Board meetings,** including on organisational finances, project management and project delivery as deemed necessary.
- Provide after Show evaluation and feedback report to Directors by the first week of September 2022.

Important notes:

- The contract is linked to the delivery of the Black Isle Show in August 2022 and the contract period is to 16 September 2022. An extension of this contract period for future years will be considered by Directors depending on the outcome of performance in the contract period to 16 September 2022.
- The co-ordinator is expected to have experience of the following:
 - events management,
 - project management,
 - contractor management,
 - communications,
 - promotions,
 - financial management,
 - working with and taking leadership from charity Boards and Directors.
- The Society's Directors may consider letting additional support contracts, for example around market research, developing new sponsorships and income generation, events design and development.
- The Society's Directors have agreed ambitions of maintaining the look and feel of the Show for 2022 in line with prior years whilst tweaking the content and feel of the Show to make it identify more with its Highland and Scottish roots.

- The co-ordinator is required to keep the “Principle Contact” as nominated for management of this contract (see section 9) regularly updated on progress.

The Society’s long-term aspirations are to grow the Show in terms of attendance levels and further adapt its feel as a unique agricultural show and visitor attraction that demonstrates its Highland and Scottish location. The Society’s long-term aspiration is also to widen and diversify the use of its asset base through charitable and commercial use of the Showground and other assets. Successful contractors will wish to be aware of these long-term aspirations while focusing on the core of this offered contract which is to design and implement a successful Black Isle Show in August 2022 with the Show content established by the Directors.

4. Final Output

The Black Isle Show will take place on Wednesday 3 and Thursday 4 August 2022 with a turnover level, trade stand numbers, and visitor numbers equivalent to at least 95% of the 2019 Show levels.

5. Timescales

The intended timetable for this procurement process is:

Activity	Date
Issue Invitation to Tender	5 November 2021
Tender Return Date (12:00 hours)	26 November 2021
Evaluate Tender Submissions	By 1 December 2021
Interview if required	8 December 2021
Contract Award	10 December 2021
Contract Commences	1 January 2022
Contract completed	16 September 2022

6. Tender submissions

Tender submissions should detail how the supplier will meet the above requirements including **Methodology** and **Timescales** for acquiring necessary information, liaising with the Society’s Office Bearers, Directors staff, advisors, and partners, working with the existing events management plan, implementing project plans, and delivering the Black Isle Show in August 2022.

Tenders should be submitted by **mail by noon (12 pm) on 26 November 2021** and marked **Black Isle Show Tender** to

Black Isle Famers’ Society
 Frame Kennedy Chartered Accountants & Business Advisors
 4th Floor
 Metropolitan House
 31-33 High Street
 Inverness
 IV1 1HT

Tenders received after this time will not be considered.

7. Evaluation

Tenders will be evaluated based on a price: quality ratio of 50: 50. The components of the pricing of tenders, forming 50% of the award score, are set out in section 8 of this invitation to tender.

Suppliers' responses on proposed delivery quality will be evaluated against the following list of criteria:

Quality Evaluation Criteria	Weighting
Knowledge and Experience Required by the Contract Tenders should set out the proposed contractors' relevant knowledge and experience of the key skills required under this invitation: development and delivery of plans for large scale events; project management skills and development and effective delivery of project plans; management of contractors; working within agreed financial plans; and working to a charity or Board in development and delivery of a large project.	40%
Experience of Subject Matter – understanding of the Black Isle Show; understanding the project management requirements of large-scale events, agricultural and visitor events or equivalent events. Contractors must demonstrate their ability to fully meet the requirements detailed in this document and any annexes, highlighting their experience of successful delivery of similar commissions through the provision of one or two brief case study examples of their work.	30%
Proposed Personnel – Proposed contractors must demonstrate their relevant qualifications, knowledge and experience to deliver the commission as set out in this specification and associated annexes and documents based on CVs, case studies submitted. Contractors must also demonstrate their availability and capacity to deliver the number of days specified in their tender over the expected timetable for work to be undertaken and indicate their capacity to supply additional time if required and agreed to complete any commission.	15%
Timetable –Suppliers demonstrate their ability to meet the contract timeframe indicated.	15%
Terms & Conditions – Suppliers confirm their acceptance of the enclosed Terms & Conditions	Mandatory

BIFS reserves the right to request copies of financial information (e.g. copies of recent annual accounts etc.) as part of our due diligence process.

BIFS is not bound to accept the lowest or any quotation.

An assessment of the successful tenderer's performance on this contract may be recorded and may be referred to in future tender exercises when selecting contractors to be invited to tender.

BIFS reserves the right to terminate the contract if the tender requirements are not adhered to.

8. Pricing and Payment

Tenders must set out:

- the estimated number of days required to deliver the services specified in this invitation to tender;
- the day rate for those days to be delivered;
- the day rate for any additional days required should initial estimates be below requirements;
- estimated travel and subsistence costs required to perform the contract services including rates to be charged for travel (cost per mile) and rates for any overnight stays.

Tenders must specify their VAT registration status and which costs will have VAT added against each cost element.

Prices quoted shall be fixed for the duration of delivery against this specification.

Payments will be made upon satisfactory completion of stages of work, to be agreed as a part of contract inception discussions with the preferred contractor arising from evaluation tender proposals and prior to finalisation of the contract. We do not expect to make any initial payments on the award of contract, while we are open to discussion on staged payments being made through the period of the contract.

9. Principle Contact for Questions and Answers

Any queries should be made to blackisleshow20@gmail.com or by calling 01463 870870