

LINC with Sellafield

Opportunity 13

Work Package 13/2019 – Event Management



THE OPPORTUNITY

Work Package 13

The purpose of the agreement is to provide Sellafield Ltd with support in developing and delivering a variety of events for different audiences as required. The agreement will be for a period of two years commencing July 2019 to provide Event Management services to the Customer as required. The estimated value for this agreement is under £180k over the two year period however there is no guarantee of any quantity of services to be performed under this contract.

Statement of Requirements

The scope of the agreement is to deliver a wide range of event services from the provision of event equipment to strategic event planning and execution. This may include, but is not limited to:

- Guidance and innovation of events
- Event design and management
- Design and installation of audio visual systems for events of varying sizes
- Management of audio visual systems for events of varying sizes
- Provision of laptops, display screens, stands and similar equipment.
- Recording equipment and digital transcription
- Stage design and production
- Provision of resource to manage and co-ordinate events at the venues.
- Development of event content, including method of secure transfer of documents with Sellafield Ltd.
- Liaison with exhibitors and venue
- Attendee registration services
- Management and execution of parallel events in multiple locations.

Examples of work

The following are examples of events that Sellafield Ltd has held over the last 12 months. A calendar of events (ANNEX 5) has been included to illustrate the number of event we currently forecast over a twelve month period, however this is only a guide and is subject to change. Some of the events listed below have been covered in detail in the annexes to demonstrate the standard required by Sellafield Ltd.

- Business Awards evening for 200 delegates, to be held at the Energus Centre, Lillyhall, Workington, Cumbria – See ANNEX 1
- Executive Roadshows to be held across multiple locations – See ANNEX 2
- Directors' Forum to be held at the Energus Centre, Lillyhall, Workington, Cumbria – See ANNEX 3
- PA support for an external meeting held at the Cleator Moor Civic Hall conference room - See ANNEX 4
- Official openings and launch events to include hosting guest speakers, staging and set.

Budget Management

Sellafield Ltd has made a commitment to the NDA and Government to reduce spend through cost efficiency and productivity gain.

The successful Contractor will be required to demonstrate value for money against strict budgets. In the world of public money, every penny counts. Value for money is not about achieving the lowest initial price. Value is about cost efficiency and/or schedule effectiveness.

The National Audit Office (NAO) uses three criteria to assess the value for money of government spending i.e. the optimal use of resources to achieve the intended outcomes:

Economy - minimizing the cost of resources used while having regard to quality

Efficiency - relationship between outputs e.g. services and the resources used to produce them

Effectiveness - extent to which objectives are achieved and the relationship between intended and actual impacts of a service.

Health & Safety

All equipment provided must be maintained to a high level and be inspected on a regular basis by the Supplier. The Supplier must have back up equipment and be able to support more than one event at a time. The Supplier must assess each event on an individual basis and complete a risk assessment before work starts.

Individual Event Cancellation Policy

On occasions events may need to be cancelled or postponed. Under the circumstances that an event has to be cancelled, Sellafield Ltd would only reimburse work undertaken and the costs incurred up to the time of cancellation. If an event is postponed, Sellafield Ltd would expect no additional changes to be incurred if five working days' notice is given. However, should an event be cancelled with less than five working days' notice, Sellafield Ltd would reimburse the Supplier to cover costs of on-site staffing and equipment hire costs allocated to that event.

Location

Events will be held at a variety of locations as detailed in the Purchase Order, they will primarily be held at the sites listed below and at locations within an hour of each of the sites;

Cumbria

- Sellafield Ltd - Sellafield Site, Seascale, Cumbria CA20 1PG
- Sellafield Ltd - Banna Court
- Sellafield Ltd – Vertex Centre
- Sellafield Ltd – Albion Square
- Egremont Market Hall
- Whitehaven Civic Hall
- Energen Workington

Warrington

- Sellafield Ltd – Hinton House, Risley, Warrington WA3 6GR

Deliverables:

The successful Contractor will be required to:

- Demonstrate their ability to securely manage our information

- Demonstrate a track record in responding effectively to last minute requests without compromising quality in a cost effective manner
- Articulate how they develop their own standards and services in line with industry best practice and innovations
- Demonstrate a track record of knowledge transfer, developing their client(s) awareness of best-practice and technical expertise
- Demonstrate value for money against Sellafield Ltd strict budgets
- Demonstrate their ability to bring new ideas to existing events

Proposed Terms and Conditions:

Any contract (if any) placed subsequent to this challenge will be subject to the following standard form of

contract: CFMT 104 LINC Professional Services

Proposal Requirements

SMEs who are interested in this opportunity should provide a proposal addressing the following:

1. A statement demonstrating understanding of the Statement of Requirements, how the supplier would deliver the work, and why they believe they are best placed to support Sellafield Ltd on this opportunity - **No more than 4 sides A4.**
2. Details of the proposed resources including: organisational structure, key roles, names, relevant experience and supporting CVs. Please limit CV submissions to **no more than 5 - No more than 2 sides A4 per CV & 1 side of A4 for organisation structure.**
3. Provide an example an event you have delivered for 200 guests with similar requirements to Sellafield Ltd - **No more than 4 sides A4 including pictures.**
4. A detailed breakdown of costs in support of job examples outlined under the pricing model for assessment together with those rates you propose to utilise in the delivery of this service.

These proposals will be reviewed by Sellafield Ltd against the criteria set out in the evaluation document and we will engage further and facilitate collaboration with those who show the greatest potential in meeting our requirements.

Your proposal for this opportunity must be in English, costs must be in Sterling and presented in writing.

See CTM for supporting documents.

Deadline

We will be holding an open telephone conference at **15:00 on 22nd May 2019** for any of our registered LINC companies interested in submitting a proposal to ask questions. To register your interest in taking part in the call please email linc@sellafieldsites.com and we will provide you with dial in details.

This opportunity is only available to SMEs registered on LINC at the time of publication of this challenge (13/2019) – Registration for future challenges remains open.

To submit a proposal for this work package please upload all attachments to CTM no later than **17:00 (GMT) on 10th June 2019.**