**Invitation to Quote - Llangollen Events Business Coordinator**

**CLOSING DATE: 4pm Wednesday 12th June 2024**

1. **Background**

Cadwyn Clwyd is seeking to appoint an Event Business Coordinator for Llangollen, on behalf of the Llangollen Food Festival and other key partners in the town. The project involves the establishment of a Llangollen Event Business Coordinator to facilitate collaboration between local businesses and various events in Llangollen. This role will focus on promoting networking and collaboration, supporting local businesses, and contributing to the overall prosperity of Denbighshire. The project aligns with the objectives of the UK Shared Prosperity Fund (UKSPF) by building pride in place, increasing life chances, and supporting local business

1. **Purpose of the Llangollen Event Business Coordinator role**

The Llangollen Event Business Coordinator project will play a vital role in promoting collaboration between local businesses and events, thereby enhancing community engagement, supporting economic growth, and contributing to the prosperity of Denbighshire. The role will deliver the following objectives:

* 1. To coordinate local businesses and ensure their active participation in key events such as the Llangollen Food Festival, Llangollen Fringe, Christmas Festival, Llangollen Railways events, and the International Eisteddfod.
  2. To establish and maintain relationships with local businesses, fostering long-term partnerships and sponsorship opportunities for events.
  3. To create a pool of at least 50 volunteers and implement a messaging board to efficiently coordinate their involvement in various town events.
  4. To identify opportunities for businesses to collaborate during events, such as offering specials during festivals or setting up outside stalls during street closures.
  5. To measure the benefits accrued by businesses through their participation in events over the course of the period.

1. **Development Coordinator Work Specification and Requirements**
   1. The Co-ordinator will be contracted on a self-employed basis.
   2. This is a 6-month project, starting June 2024 (or as soon as is practical) and completion 10th December 2024.
   3. The Development Coordinator will be required to undertake the following functions:
2. Business Coordination: The coordinator will meet with local businesses, understand their needs and capacities, and encourage their involvement in events. This will involve regular communication, email newsletters, and face-to-face meetings.
3. Volunteer Management: Establish a database of volunteers and implement a messaging board for coordination. Recruit, train, and deploy volunteers for various event-related tasks.
4. Event Sponsorship: Identify and secure sponsors for each event, with a focus on establishing long-term partnerships.
5. Business Collaboration: Facilitate collaborations between businesses, suggesting strategies for mutual benefit during events.
6. Outcome Measurement: Develop a system for tracking the impact of business participation in events, including economic benefits and community engagement metrics.
7. Questionnaire Data Collection: Produce and collect questionnaire data from each event to gather feedback from attendees and businesses. This will help evaluate the effectiveness of the events and identify areas for improvement.
8. The Co-ordinator will be responsible for implementing a promotional plan. This can be through social media, press releases, and any other method discussed with Cadwyn Clwyd.

**Other Requirements:**

1. Report to a Steering Group of key stakeholders to ensure regular communication and feedback on the events and the overall work of the Co-ordinator.
2. Ensure effective monitoring and evaluation of the project, to analyse any weaknesses, missed opportunities or new methods of engagement.
3. Assist the Cadwyn Clwyd project officer to document the performance indicators required for funders and ensure publicity guidelines are adhered to.
4. The project will need to follow Cadwyn Clwyd’s Welsh Language policy and publicity guidelines. All materials for public consumption must be produced bilingually (Welsh-English) and acknowledge the funding support.
5. A separate budget will be available for the costs below. This budget will be held by Cadwyn Clwyd. The Co-ordinator will be required to attain quotes in line with Cadwyn Clwyd procurement policy. Upon receipt of quotations Cadwyn Clwyd will commission and pay suppliers directly for goods and services relating to the project.

***Volunteer Meet-Up £2,500***

*Organize a volunteer meet-up to foster team spirit and provide training.*

*Budget covers venue hire, catering, and materials for training sessions.*

*Promotional materials for volunteer recruitment.*

***Promotional Materials £2,500***

*Design and print promotional materials to raise awareness among local businesses.*

*Include brochures, flyers, and banners for events and volunteer recruitment.*

***Event Logistics £2,500***

*Cover costs related to event logistics such as stall setups, closures, and coordination.*

*Ensure that businesses have the necessary infrastructure to participate effectively.*

***Questionnaire Expenses £2,500.***

*Communication and questionnaire costs.*

1. **Person Specification**

Experience

* Experience of working with business on a collective basis to develop and implement joint projects.
* Experience of communication and PR, and working with the press, media and online platforms.
* Experience of successfully securing sponsorship for projects and initiatives.
* Experience recruiting volunteers and of coordinating and building capacity within volunteer groups.
* Experience of project management, delivery and monitoring.
* Practical experience in successful event development and delivery
* Experience in procuring / sourcing quotes from suppliers and maintaining financial records.

Knowledge, Skills and Abilities

* Highly motivated, organised and results driven.
* Ability to bring businesses together to work in partnership for common aims.
* Competent IT skills including a working knowledge of Microsoft Office, producing spreadsheets/data and populating social media platforms.
* Ability to deliver events/demonstrations on time and on budget.
* Excellent interpersonal and communication skills, both written and oral.

Essential Requirements

* Weekly presence in Llangollen – whilst an element of home working can be part of the role, the coordinator must have a presence in Llangollen on a weekly basis throughout the contract.
* Available to work in the evening and on weekends as and when the role requires.

**5 Instructions to Quoting Suppliers**

5.1 THE BUDGET AVAILABLE FOR THIS CO-ORDINATOR ROLE IS £17,000 (plus VAT)

5.2 To be considered for the work, the supplier will be required to submit a costed quotation, which demonstrates that they can meet the requirements and that they have the necessary skills and experience to undertake the Contract in an effective and cost-efficient manner.

5.3 The applicant should provide the following information in their submission:

1. A fixed total cost with an indication of the proposed number of days with day/hourly rates, taking into account travel, mileage and subsistence which must be included. A clear total overall price for undertaking the work must be stated and inclusive of VAT where applicable.
2. The submission must include a methodology, maximum 2 sides A4, for completing the project, identifying milestones and detailing timescales for the completion of the various elements. We encourage the inclusion of supporting infographics, such as Gantt or flow charts, to illustrate the completion of the various deliverables and tasks to set timelines.
3. We would like to see a summary of previous work and the name(s) and CV(s) of all personnel who will be involved in the project. Any sub-contracting arrangements must be clearly identified.
4. The quotation should detail the name, address, company registration number (if applicable) and contact details for the company submitting the quotation.
5. Evidence to show the supplier has sufficient insurances to deliver the contract.
6. A declaration that the supplier has not given, directly or indirectly, a benefit of any kind to anyone employed by, or otherwise connected with Cadwyn Clwyd for the purpose of receiving favourable treatment.
7. To avoid conflicting interests, the successful applicant must disclose any other commissions that may affect this commission.

5.4 It is the responsibility of the supplier to obtain for themselves, at their own expense, all information necessary for the preparation of their quotation.

5.5 Quotation submissions must either be uploaded via the Sell2Wales Post-box submission system OR emailed to [admin@cadwynclwyd.co.uk](mailto:admin@cadwynclwyd.co.uk). All submission must be compatible with Microsoft Word or ADOBE Acrobat Reader.

5.6 Submissions will be assessed on:

* Price (20 marks) 20%
* Approach, Experience and Knowledge 80%

Response to the brief (40 marks)

Evidence that the applicant fully understands the brief and a clear explanation of how the contract will be delivered with proposed timescales.

Experience of the Applicant (40 marks)

Relevant skills of the applicant and experience of working on similar projects

5.7 The final selection of a supplier will be in accordance with Cadwyn Clwyd procurement procedures and Cadwyn Clwyd’s decision is final. Cadwyn Clwyd will not be committed to accepting any of the quotations received, or the lowest of any of the quotations received. In addition, Cadwyn Clwyd is not obliged to enter into discussion with unsuccessful suppliers.

**5.8 DEADLINE FOR APPLICATIONS / RESPONSES is 4pm Wednesday 12th June 2024**

Any quotations received after this deadline will be automatically rejected.

5.9 Quotations should be open for acceptance for up to ninety days.

**Further Information**

5.10 To request further information or to ask a question about the quotation please either use the ‘Ask Question’ on sell2wales or email admin@cadwynclwyd.co.uk. All questions relating to the quotation whether received via sell2wales or email will be published on sell2wales with responses to questions will be made available to all interested parties.

Appendix A

**4 Terms and Conditions**

4.1 The client will be Cadwyn Clwyd Cyfyngedig

4.2 All material produced will be owned and copyright to the client. Copyright of all reports, any digitised information and photographs produced, and any intellectual property rights will remain with the client.

4.3 The successful supplier will be obliged to enter into a written agreement with Cadwyn Clwyd for the delivery of the Contract. Cadwyn Clwyd has the right to terminate the Contract if not satisfied with progress made by the applicant at any point during the duration of the project.

4.4 The applicant will be required to liaise closely with the Cadwyn Clwyd Officer overseeing the project, provide updates when requested and assist with the evidencing of project activity and outputs.

4.5 Adequate insurances must be held by the successful supplier at all times.

4.6 The supplier shall notify Cadwyn Clwyd if they become bankrupt, insolvent or undergo a change in control after submission of its proposal but before the awarding of the contract, which shall constitute sufficient grounds for Cadwyn Clwyd to not award the contract to that supplier.

4.7 Projects must comply with Cadwyn Clwyd and UK Gov, publicity requirements. All projects should publicise the support received when communicating the project to beneficiaries and / or the General Public. It is a requirement that Cadwyn Clwyd be informed of public relations initiatives relating to projects supported by Cadwyn Clwyd, and that Cadwyn Clwyd must sign off any prepared press releases before circulation. All printed and digital materials for public consumption must be signed off by Cadwyn Clwyd before publication.

4.8 Cadwyn Clwyd treats data privacy seriously and complies with all aspects of the UK's data protection legislative framework.  You can view our privacy policy here <http://cadwynclwyd.co.uk/wp-content/uploads/Cadwyn-Clwyd-Privacy-Policy.pdf> which explains how we safeguard your personal rights.

4.9 The successful supplier confirms that the works will be undertaken in accordance with the dates included in the Quote documents, unless otherwise agreed by the parties.

4.10 The appointed applicant may have their fee paid in instalments on the completion of agreed stages of the Project to the satisfaction of Cadwyn Clwyd. The supplier may submit a proposed Programme of Work and Payment Schedule in their proposal. The final payment schedule will be agreed at the inception meeting between Cadwyn Clwyd and the successful supplier.

4.11 Cadwyn Clwyd cannot provide any up-front payments to Contractors / Consultants / Suppliers. All payments must be based on the completion deliverables and project stages. The suppliers must be able to evidence the work undertaken and completed on submitting invoices to Cadwyn Clwyd. Payment cannot be released without such evidence.

4.12 Cadwyn Clwyd’s payment terms are 30 days.

**6 Instructions to Quoting Suppliers**

6.1 THE BUDGET AVAILABLE FOR CO-ORDINATOR ROLE: £18,000 (plus VAT)

6.2 To be considered for the work, the supplier will be required to submit a costed quotation, which demonstrates that they can meet the requirements and that they have the necessary skills and experience to undertake the Contract in an effective and cost-efficient manner.

6.3 The applicant should provide the following information in their submission:

1. A fixed total cost with an indication of the proposed number of days with day/hourly rates, taking into account travel, mileage and subsistence which must be included. A clear total overall price for undertaking the work must be stated and inclusive of VAT where applicable.
2. The submission must include a methodology, maximum 2 sides A4, for completing the project, identifying milestones and detailing timescales for the completion of the various elements. We encourage the inclusion of supporting infographics, such as Gantt or flow charts, to illustrate the completion of the various deliverables and tasks to set timelines.
3. We would like to see a summary of previous work and the name(s) and CV(s) of all personnel who will be involved in the project. Any sub-contracting arrangements must be clearly identified.
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6.9 The supplier should have a single point of contact within the organisation that is responsible for their quotation and contact details should be included in the quotation response.

6.10 DEADLINE FOR RESPONSES is DATE 2024.

Any quotations received after this deadline will be automatically rejected.

6.11 Quotations should be open for acceptance for up to ninety days.

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8.3 Cadwyn Clwyd’s payment terms are 30 days.

**9 Further Information**

9.1 To request further information or to ask a question about the quotation please use the ‘Ask Question’ on Sell2Wales. All questions relating to the quotation should be directed through the Sell2Wales website. This will ensure no one consultancy is placed at an advantage over other organisations wishing to quotation. Responses to questions will be made available to all interested parties.