



Showtown commission: Creative practitioner or designer to work Showtots

Closing date: midnight on 28 May 2022

Interview date (if required): 7 June 2022

Contract Dates – June 22 – Apr 23

Showtown is seeking an individual or a company to co-design;

1. Multi-sensory pop up space
2. Design fun session plans for 0-4year olds to enjoy in the museum

Background to Showtown



Showtown is Blackpool's new museum of fun and entertainment, opening next year. The museum will engage local residents and visitors through fun, laughter and stories sharing what makes Blackpool special across 6 main themes; seaside, circus, magic, Illuminations, shows and dance.

Bang in the middle of Blackpool, it will be an immersive experience that captures the spirit of this amazing town and will make you see it in a whole new light. Get up close with the entertainers who put Blackpool on the map – the comedians, dancers, acrobats, performers and larger-than-life characters who turned a seaside resort into the world capital of show business. Get on the dance floor, smell the sawdust, discover the backstage secrets – whether you're a fun-seeker or future star performer, everyone is welcome in Showtown.

The Museum will be located in the landmark and historic Sands Building on the Golden Mile, next door but one to the Tower. The Sands Building is being transformed into Blackpool's first 5* hotel and leisure complex. The Museum will be part of this important redevelopment with a dedicated street-level entrance and shop, and will occupy the first floor of the new complex.

Visit www.showtownblackpool.co.uk for more information.

For this project Showtown is working with Better Start.

Background to Better Start



The Blackpool Better Start Partnership is led by the NSPCC, and made up of:

- Blackpool Council
- Blackpool Fylde and Wyre Hospitals
- Clinical Commissioning Group
- Lancashire Police
- The community

It brings together local families, communities and agencies from across public, private and voluntary sectors.

Better Start aims to achieve a generational shift, ensuring that today's babies enjoy the early care and nurture they need for healthy development and to be ready for school.

In turn, as Blackpool's babies grow up and become parents themselves, they will pass on the Better Start legacy to the next generation.

Within 10 years the partnership is determined to change outcomes for our youngest children and their families which will create a generational change for our town and our people.

[Find out more about Blackpool Better Start](#)

Showtots

When the museum opens in 2023, Showtots will be our regular baby and toddler group held at the museum. We will deliver a participatory experience for babies, toddlers and their parents and carers to explore Blackpool through a range of activities including; music, sing-alongs, dress up, stories, performance, making and play. We would like to work with a creative practitioner or designer alongside a group of parents and carers on the development of the Showtots sessions and on the design of a sensory pop-up space to be used in the museum and at events.

The Brief

We require a creative practitioner or designer (individual or company, or collaboration) with a proven track record of developing of interactive spaces and creative family/children's sessions.

Working with Showtown and Better Start, the primary purpose of this contract is to:

- Collaborate with Showtown, Better Start and the parents and carers group on the development of a pop up space and sessions for 0-4 year olds.
- Develop session plans for the parents and carers group with learning outcomes.
- Deliver the development sessions (Co-producing and piloting sessions) with the parents and carers group.
- Create (or have produced) a sensory pop up space.
- Create a suite of session plans and resources for the Showtots sessions to be delivered in the museum.
- Assist with the gathering of data for evaluation and documentation.
- Be part of Showtown's PR activity.

The pop-up space



When the museum opens we will have a brand new Learning Space. This space will be used for school/group visits, workshops, talks, performances and events. It is a multi-purpose space. It is class

room size, seating 30 people at tables and around 60 people theatre style. It has storage for the tables and chairs to be put away, a double sink for craft and a finishing kitchen. It has a family toilet and accessible toilet dedicated to the space. We will have a stunning view of North Pier with a blind and heavy red curtain to block out the light. We are installing stage lights, a sound system and projector.

For the Showtots sessions with families we want to be able bring something exciting out to activate this neutral space for them. A space within a space which is sensory, stimulating, fun and accessible.

Practical requirements to be considered in design:

- it should be safe for babies, children and adults to explore without harming themselves
- it should be easy to assemble and need no more than two people to set up (taking no more than 30 mins to set up or take down?)
- it should be easy to store, clean and maintain
- it should fit within the Learning Space and allow space around it
- it should be transportable (ideally within a standard size car)
- it should fit within Showtown's branding guidelines
- materials used should be considered and where possible be environmental friendly and sustainable
- It should be accessible

The creative practitioner or designer will lead on the development of this pop-up space but in collaboration with a group of parents/carers detailed below.

Session plans:

We require you to produce a series of session plans. These will deliver a set of outcomes:

- Families will have fun and feel a sense of achievement
- Families will learn new things about local history and the history of popular entertainment.
- Young children will develop their understanding of the world through sensory play.
- Families will enjoy learning and go away inspired to learn more or develop their skills.
- Families will become more resilient through participation in shared cultural experiences.
- Families will have an increased sense of civic pride and belonging.

The development sessions with parents/carers

The aim is that the project would give the parents and carers a sense of ownership and a connection to the museum - a feeling of 'we did that'. The group will develop ideas alongside the artist/designer learning design and practical skills and having fun experimenting and playing. They will learn about Blackpool's heritage along the way too.

The group will work with the artist/designer and the Showtown team to co-design the sensory space and activities for 0-4 year olds. We will work with a group of around 10-15 parents and carers. Recognising that many people in the group will be caring for their children during the sessions, the artist/designer will find ways to include them in the sessions and or provide onsite activity to free-up the adults to get involved in the project.

Sessions will be held in St Thomas Church Hall, Counce Street, Blackpool.

Session 1	10-11.30am, 21 July	Session 7	10-11.30am, 1 Sept
Session 2	10-11.30am, 28 July	Session 8	10-11.30am, 8 Sept
Session 3	10-11.30am, 4 Aug	Session 9	10-11.30am, 15 Sept
Session 4	10-11.30am, 11 Aug	Session 10	10-11.30am, 22 Sept
Session 5	10-11.30am, 18 Aug	Session 11	10-11.30am, 29 Sept
Session 6	10-11.30am, 25 Aug	Session 12	10-11.30am, 6 Oct

We hope that participants of these sessions will:

- Feel ownership over the project
- Feel more confident about joining in with activities in their community
- Feel more confident
- Be more willing to try new things
- Are excited about Showtown opening
- Have learnt more about Blackpool's heritage

Our co-production process will support the participants on an ongoing basis. Our intention is that the group can get involved from the start of the sessions up to becoming a Showtown volunteer and helping deliver the Showtots sessions in the museum. Or they could dip in and out of the 12 sessions.

Programme

June 22	Artist/designer induction and initial meetings with Showtown
July – October 22	Sessions with parents/carers group
October – January 23	Artist/designer refines final design and creates pop up space

February 23	Showtown learning staff and volunteers get trained to deliver sessions and the pop up space is tested with the public
March 23	Install pop up space in museum learning space
April 23	Showtots sessions begin in the museum

Showtots project team

The artist/designer will report to Showtown’s Learning and Engagement Manager and work closely with the Better Start team and parents/carers.

Showtots Project Value

The cost of the total project is £20,220 which includes;

- £9280 - Artist/designer fees. This will include; development days (planning and creation of pop up space and Showtots 0-4 years session ideas) and session delivery with parents/carers group (as well as any provision of extra child-focused activity). This is inclusive of expenses, travel and prelims.
- £8100 – materials and equipment. This will include; materials for and the production of the pop up space (this could be outsourced and include their design time) and equipment for Showtots sessions (i.e. portable sound system, musical instruments, props, dressing up items etc).
- £500 – materials for sessions with parents/carers
- £500 – refreshments for sessions with parents/carers
- £840 – photography of sessions and final pop up
- £1000 – contingency

This artist/designer contract is for £9280 (inclusive of expenses, travel and prelims). The remaining budget will be administered by Showtown.

Means of appointment

We are inviting proposals for this contract. Payment terms will be staged payments in four payments between appointment and April 2023.

How to apply:

Your submission must include:

- No more than three sides of A4 providing an outline proposal of your approach to delivering the brief, including the skills you would use to deliver the project, and indicating the time

allocation and daily rate for each of the required outputs. Please also include evidence of relevant experience of developing successful programmes.

- Two referees with whom you have worked on similar projects. Please ensure they are in a position to provide a reference for the team members you propose (if applicable) for this project.
- CVs may be attached in addition to your proposal.

Please also:

- Complete the attached Grounds for Exclusion, Form of Tender, Certificate of Non-Collusion and Non-Canvassing Information Provided In Confidence & Commercial Interests, Blackpool Council Supplier Charter

Your price must be inclusive of ALL disbursements and exclusive of VAT.

Please send your proposal to:

Kerry Vasiliou, Showtown kerry.vasiliou@blackpool.gov.uk by midnight 28 May 2022.

For further information on the project or any enquiries regarding the role please contact Kerry Vasiliou on the email above.

Selection process

The quotations will be selected based on the following criteria;

- Response to brief 60%
- Skills, knowledge and experience 30%
- Value for money 10%

Assessment Criteria: Assessment of the extent to which the response demonstrates and evidences:

- Robust and creative delivery proposal, responsive to the brief
- Previous experience and successful delivery
- Knowledge and experience of coproduction, pop up/space development and planning and delivery of learning experiences
- Experience and commitment to working collaboratively with participants to deliver projects
- Adequate resources / capacity to deliver the brief
- Clear and robust contingency plans to ensure continuity of service and sufficient cover
- Appropriate plans to manage and coordinate activity
- Quality commitment throughout proposal
- Appropriate consideration given to working and communicating effectively
- Contract price

You may be invited to attend an interview conducted by the Showtown and Better Start teams. This will give the scoring panel the opportunity to re-visit your proposal and may result in the initial scoring being altered up or down as appropriate.

Mandatory requirements

The attached Grounds for Exclusion have been designed to assess your organisation’s suitability to deliver the Authority’s contract requirements and will be evaluated on a pass / fail basis. If these mandatory criteria cannot be met bids will be classed as non-compliant and will be discounted. Only compliant bids will move to Quality and Pricing Scoring.

How we will evaluate your submission

Your proposal will be evaluated using scores that reflect the extent to which the responses address the published assessment criteria.

Scoring:

0	No response provided/ does not address any of the issues
1	Very poor response with minimal issues addressed
2	Poor response with few issues addressed
3	Satisfactory response with majority of issues addressed
4	Good response with all issues satisfactorily addressed
5	Outstanding innovative response

How we will evaluate Price

Please complete the attached Pricing Schedule. The lowest price submitted (which is assessed as being realistic) will receive the full allocation of marks available. The percentage difference between your submitted price and the lowest submitted price is calculated as follows:

$$\% \text{ of the available allocation received} = 1 - \left(\frac{\text{Your submitted price} - \text{lowest submitted price}}{\text{Your submitted price}} \right) \times 100$$

Any bids received which are in excess of the specified budget will be considered to be a failed bid and will not be evaluated.

Due Diligence

The Preferred Bidder will be subject to a reality check i.e. this may involve (but not limited to): financial viability/risk checks (D&B), a site visit, checking references, checking capability and track record and, where appropriate, speaking to organisations who will be involved in supporting the Contractor e.g. sub-contractors, regulatory agencies, etc.

References will be sought as part of the Council's due diligence process. The Council reserves the right not to enter into a contract with the preferred bidder should any of the references prove unsatisfactory.

As part of the due diligence process, the Authority may obtain a credit rating report for the Preferred Bidder. The Authority reserves the right not to enter into a contract with the Preferred Bidder, should any of the financial assessments demonstrate an unsatisfactory financial standing.

Data Privacy

Blackpool Council is the Data Controller for the personal information you have provided in this tender/quotation. The Council's Data Protection Officer can be contacted at DPA@blackpool.gov.uk.

Any personal information included in your bid submission will only be used to clarify and evaluate your bid as part of the procurement process. If your bid is successful, we will also use the information to form a contractual agreement which will be signed by both parties and held on the Council's Corporate Contracts register. We are allowed to ask for your personal information as the Council has a statutory duty to comply with the Public Contract Regulations 2015 and to conform to its own Contract Procedure Rules.

We may ask a trusted external representative to join the evaluation panel and we would be required to share your personal information with them for the evaluation process.

We will share your personal information with others if we are required to do so by law and as set out in the terms and conditions of the contractual agreement.

For further information about how Blackpool Council uses your personal information, including your rights as a Data Subject, please see our website <https://www.blackpool.gov.uk/Your-Council/Transparency-and-open-data/Data-protection/Privacy-notices/Privacy-notices.aspx>.

Additional Information

The Council cannot guarantee the amount of business which will be generated to the successful bidder - any stated volumes, quantities or usages are a guide only.

Please also note that the Council will not be liable for any costs / prices not identified in your submission. No responsibility will be borne by the Authority for errors in Bidders' pricing submission

The Authority may at its absolute discretion reject any submission which does not provide all the information required and requested by the Authority, in the form requested.

The Authority does not bind itself to accept the lowest or any offer, and reserves the right to accept the whole or part of any offer. Each party shall be responsible for its own costs in submitting this offer.

If at award stage the preferred bidder chooses not to accept the offer to enter in to a contract, the Council reserves the right to award to the next highest scoring bidder and so on.

If your offer is successful, you will be expected to provide the goods and/or service in accordance with the Authority's terms and conditions and specific requirements detailed in this document.

Bidders should be clear that should their offer be accepted, the submitted method statements and pricing and social value responses will be integral to the contract and will be enforceable under the terms of the contract.

