

Film Archives UK Invitation to Tender

Projecting Digital Futures



Film Archives UK (FAUK) is seeking to appoint a consultancy with relevant experience and track record of project delivery to work with network members to develop strategic objectives and plans critical to digital capacity, skills and to building a stronger, representative and collective voice for public film archives. The consultancy will be required to conduct investigations and deliver workshops in order to generate a strategic and practical action plan which can then be taken forward by FAUK.

Deadline for receipt of tender proposals: 5pm Thursday 26th November 2020

SUMMARY

‘Projecting Digital Futures’ proposes to carry out a series of investigations focused on digital capacity and resources, skills and training and leadership. It will not only result in a targeted action plan prioritising future activity that will address key challenges, but will also provide an in-depth understanding of the current state of our sector. This work is essential to refocusing strategy and building a representative and collaborative action plan that will strengthen FAUK and benefit our members.

The FAUK network uniquely supports the specialist area of public access audio-visual archives. FAUK was incorporated as a company with charitable objects in 2011 and was formed out of its predecessor body, the Film Archive Forum, itself established in 1987. Since then, the membership has grown six-fold to 20+ members including regional and national archives, associate organisations and individuals. FAUK’s members represent public organisations from all English regions, UK nations and the Republic of Ireland as well as a number of specialist and charitable organisations and individuals from the archive and related sectors. See www.filmarchives.org.uk for more information about FAUK and our members.

FAUK is lead by an Executive, comprising Chair, Deputy Chair and Treasurer, who are supported by up to five further Trustees to deliver its vision to bring together those committed to the development of the public film archive sector and its strategic objectives to nurture dialogue, promote professional interests and share best practice.

Supported by funding from The National Archives ‘Networks for Change’ programme, FAUK is now seeking to commission an investigation into the network’s fitness for purpose to meet current challenges with a focus on sustainability and funding, digital skills and training (particularly in the areas of digital preservation, contemporary collecting and digital access) and leadership and advocacy.

OBJECTIVES AND DELIVERABLES

Objectives

- To consult with the Project Board, member representatives, archive staff and other key stakeholders including those not currently working with FAUK, as appropriate;
- To investigate FAUK’s fitness for purpose and the sector’s capacity more broadly to meet current challenges with a focus on sustainability and funding, digital skills and training and leadership and advocacy;
- To engage management, senior and wider archive staff and key stakeholders where appropriate through workshops aimed at enabling members to define shared priorities and actions in the following areas:
 - Governance, leadership and strategic planning
 - Income generation and sustainability
 - High level advocacy, for example with governing bodies and funders
 - Digital skills and training including in digital preservation, contemporary collecting and

digital access;

- To explore ways of working better together to progress and prioritise strategic objectives or to establish an evidence base as to the areas where this may be impractical;
- To review FAUK's governance and constitution and explore the potential benefits and issues offered by other models.

Deliverables

The consultancy will be required to:

1. Conduct an investigation into the current state of public film archival provision and capability in the key areas identified through a network-wide survey and by other means as appropriate and agreed with the Project Board;
2. Produce an interim report analysing the results of the investigation and network-wide survey into FAUK's fitness for purpose and the sector's capacity more broadly to meet current challenges;
3. To lead and deliver six workshops aimed at developing strategic objectives and a shared action plan. Three workshops should target management and senior staff and may be focused on governance, leadership, advocacy and sustainability. The remaining workshops should engage wider staff members in key areas relating to digital skills and training: digital preservation, contemporary collecting and digital access;
4. Develop strategic and action plans for FAUK informed by investigations with members, their staff and stakeholders, identifying and prioritising collaborative activities, indications for costs and potential routes to funding;
5. Evaluate the effectiveness of the existing FAUK governance model and make recommendations as to alternate structures and ways in which the network's leadership might be broadened and diversified.

FAUK will own all raw materials, drafts and final reports relating to the project and be able to use or discard them as they wish. This does not affect the legal intellectual property rights of the consultants appointed. The re-use of materials relating to this project by the consultants must be agreed by FAUK.

GOVERNANCE

The project is managed by the Project Board comprising the FAUK Executive, chaired by Clare Watson, and Trustees. The Project Board will take a strategic lead on the project, agree and sign off project milestones and targets and direct the project to a successful conclusion. The Chair will act as the first point of contact for the consultants.

Project Board*

- Chair: Clare Watson, Chair and Trustee of FAUK, Media Archive for Central England
- Matthew Lee, Deputy Chair and Trustee of FAUK, Imperial War Museums
- Tim Snelson, Treasurer and Trustee of FAUK, East Anglian Film Archive
- Francis Jones, Trustee of FAUK, Northern Ireland Screen

*Representatives listed as at AGM 2019

The Project Board will call upon input from other members and stakeholders as necessary.

SCHEDULE AND BUDGET

Timeframe

We plan to contract out the work by the end of December with the expectation that the consultants will start work shortly afterwards in January 2021. Deliverables including the completed strategic and action

plans should be submitted by the end of January 2022. Timeframes may be subject to change with the agreement of the Project Board.

Indicative phases of work and timeframes are as follows:

Work Phases	Timeframe
Project initiation. Planning and delivery of survey and other data gathering in support of sector investigation. Data analysis, consultation with Project Board, members and stakeholders and further data gathering as required. Interim report on findings as a result of data gathering.	Jan-Apr 2021
Workshop planning and delivery. Evaluation of workshops.	Apr-Sep 2021
Governance recommendations and development of strategic and action plans. Consultation, feedback and review of draft strategic and action plans.	Oct-Dec 2021
Sign off and presentation of completed strategic and action plans. Implementation of amendments to FAUK constitution as required (conducted by FAUK).	Jan 2022

Budget

The maximum budget for this work is £15,000 (excl. VAT), inclusive of travel, expenses and facilitation costs. Payments will be in instalments at agreed milestones.

The project will need to work flexibly within the restrictions imposed due to the coronavirus pandemic. It is therefore envisaged that most meetings and workshops will need to take place virtually, particularly during the first half of 2021. FAUK will provide online meeting and communication facilities (Zoom, Basecamp) and will provide meeting and workshop venues as appropriate. FAUK will also provide reasonable administrative and secretarial support for the consultants subject to agreement with the FAUK Executive.

APPOINTMENT PROCESS

Tender Submission

Tender submission proposals must include:

- A detailed project plan setting out how you will meet the requirements as detailed above and including:
 - proposed project methodology
 - risk assessment
 - draft budget
 - information about previous experience and track record
- CVs or summaries of qualifications and experience of staff who will be undertaking the work including two references. If you intend to subcontract we will also require details of this.
- Quality assurances procedures and professional indemnity insurance.

Proposals must be submitted via email to administrator@filmarchives.org.uk and must be received by **5pm on Thursday 26th November 2020.**

Prices

The maximum value of the proposed work will be £15,000 (excl. VAT). Value for money is important but the primary consideration is that work is completed to deadline and to a high standard. We are looking for realistic estimates of the costs involved. Payments will be in instalments at agreed milestones.

You should provide an accurate estimate of the cost of the work including VAT where applicable. As the budget is fixed your costs should include contingency.

Evaluation Criteria

The criteria below will be applied to evaluate both the tender submission proposal and candidates at interview. We are unable to provide feedback to candidates not shortlisted for interview.

Criteria	Weighting
Value for money and budgetary considerations	15%
Effective project methodology	25%
Alignment to the brief and appreciation of the task	25%
Previous experience/proven track record	20%
Presentation, facilitation and other communication skills	15%

Interviews

Shortlisted candidates will be invited to interviews which will take place virtually in the second week of December 2020. The interview panel will comprise Project Board members.

Interviewees will be asked to give a short 10-minute presentation detailing how you will take the project forward. This will be followed by questions from the panel.

We would like to meet the main people who will be working on the project so interviews may be rescheduled or extended (at the discretion of the Project Board) to enable this to take place.

Appointment

We aim to make an appointment shortly following the interviews and before the end of December. All those attending for interview will be informed of the outcome and feedback will be offered.

FAUK will be making a decision to appoint based upon the criteria and weighting given above. We reserve the right not to appoint to this consultancy if the submissions are deemed of insufficient quality and to re-advertise or extend the deadline at any time.

FAUK undertakes to uphold principles of equality, fairness and non-discrimination in all aspects of the tendering process and to act with appropriate integrity and openness at all times. Board members will also respect implicit and explicit requests relating to commercial confidentiality.

Key Dates

Event	Date
Tender advertised	22 nd October 2020
Submission deadline	26 th November 2020
Interviews	2 nd week in December 2020
Anticipated contract award	End December 2020

CONTACT AND QUESTIONS

All questions in relation to this tender should be emailed to Clare Watson, FAUK Chair at cwatson@lincoln.ac.uk.

If you have any queries or need clarification about this tender, please do not hesitate to submit questions **by Thursday 19th November 2020**. Please note, we cannot supply information which could prejudice the process or give any consultant an unfair advantage. We aim to answer all questions, but cannot guarantee to provide answers to questions received after the deadline.

If questions arise which indicate a fundamental flaw in the process or which we feel others should be aware of we will endeavour to inform prospective bidders and amend our documentation and deadlines as necessary. However, we make no commitment to ensure applicants are informed or to extend deadlines as a result of procedural issues.

The decision of the Project Board is final and no responsibility will be accepted by them for any loss arising as a result of such issues.

FAUK Executive

Film Archives UK

October 2020