

## **Invitation to Tender**

**Title: To create a culture and creativity learning module for library staff**

**Deadline for receipt of proposals: 5pm, Wednesday 5 February 2020**

### **1. INTRODUCTION**

To develop the content for a 30-minute online learning module and liaise with the online learning provider on its production.

The following further details are outlined in this document:

- The service to be provided
- The information to be provided by tenderers
- The terms of business relating to the award of any contract
- Anticipated timetable for the programme.

### **2. BACKGROUND**

#### **2.1 About us – Libraries Connected**

Libraries Connected is a charity partly funded by Arts Council England as the Sector Support Organisation for libraries. We are also proud to be a membership organisation, made up of every library service in England, Wales and Northern Ireland.

Our vision is an inclusive, modern, sustainable and high-quality public library service at the heart of every community in the UK. We work to promote the value of libraries, broker national partnerships, share best practice and drive innovation in the sector. We:

- Represent the public library sector to communicate the value of libraries
- Connect partners to local libraries by brokering national relationships with a wide range of organisations and individuals
- Improve library services by developing and sharing best practice, providing training for library staff and facilitating a network of library leaders in the UK
- Drive innovation and new thinking on the role of libraries in a modern society.

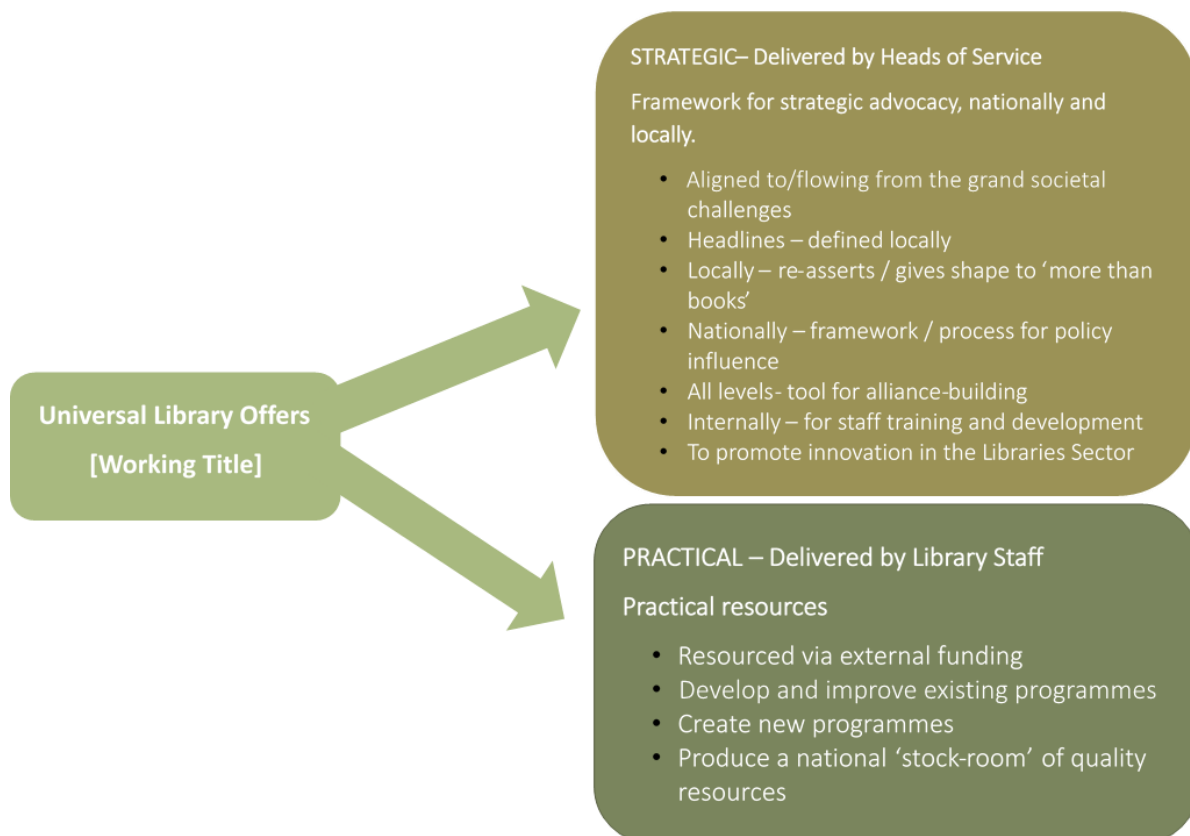
#### **2.2 The Universal Offers**

The Universal Offers were originally launched in 2013 to demonstrate the power of public libraries to enrich the lives of individuals and their communities. The Universal Offers represent a commitment to quality provision across core areas of public library services. These core areas are: Culture and Creativity, Information and Digital, Health and Wellbeing, and Reading, with learning at the heart of all four offers.

The Universal Offers are central to the aim of Libraries Connected to help its members deliver their core library offer and develop new services. The offers were developed in partnership with stakeholders, such as The Reading Agency and Arts Council England, and informed by customer research and consultation with stakeholders.

The Universal Offers aim to ensure that all aspects of the library offers are accessible to everyone that wishes to make use of them and therefore each of the offers are underpinned by the **Six Steps** initiative to ensure access for people with visual impairments developed by Share the Vision and the **Children’s Promise** developed by ASCEL.

The offers have both a strategic and a delivery element:



### 2.3 Our online learning offer

Libraries Connected is committed to ensuring that everyone who works or volunteers in libraries have the tools they need to serve their local community. Supporting learning is at the core of the library ethos, and we want to help library staff to be confident and competent in delivering this fundamental offer to their communities.

Learning Pool is our e-learning platform, and the courses offered have been developed with funding from Arts Council England. All the e-learning courses are

available free of charge to public library staff in England and our Six Steps Promise course is also available to staff in Wales, Northern Ireland and Scotland.

Courses available to library staff include:

- Digital information skills
- Reading well books on prescription
- Children's library workforce
- Six Steps Promise
- Talking with readers.

## **2.4 The Culture and Creativity Offer**

Through the Culture and Creativity offer, libraries work with cultural providers to spark curiosity, imagination and fun. Libraries enable new creative skills to flourish and enrich the lives of children and adults by providing arts and cultural experiences in local settings.

The offer celebrates diversity, supports cultural identity, promotes inclusivity and contributes to an active local cultural economy.

Culture is an increasing element of libraries work, libraries programme and commissioning arts and cultural activities. They work closely with local, regional and national arts providers. Six library services became Arts Council England National Portfolio Organisations in 2018 and others have worked with local cultural providers and obtained funding to develop fascinating arts opportunities for local communities. We want to support all library services to improve the skills of their workforce by giving them practical support to implement the culture offer.

## **3. DELIVERABLES**

We are seeking to work with an arts or cultural organisation who can create an approximately 30-minute online learning module on libraries and culture to be hosted on the learning pool website.

The course may be undertaken by frontline library staff running events in local libraries as well as staff who have a strategic overview of events. We want the focus primarily to be on practical aspects of delivering an arts and cultural programme.

The culture offer group comprising of library reps from each English region have identified the following areas of need that we would like to see covered by the module:

- Introduction – why arts and culture in libraries
- How to write a commissioning brief for an artist/creative, supporting the library service to become a commissioner of public arts
- Finding and selecting artists/creatives

- A focus on practical issues - What you need to know to prepare for an event - insurance, couriers, safe environments for example, creating an events checklist which covers everything you need to know about planning and running an event
- Pricing strategies for tickets, etc.
- Evaluation - some effective tools for evaluating impact and how to link these to wider agendas.

The course should include information and practical guidance with interactive elements – quizzes, responding to scenarios and other activities, case studies, possibly video links and links to further reading and resources

Where possible, library examples or similar organisations should be used to enable library staff to strongly identify with the examples and believe that they can build their own cultural offer.

The successful supplier will work closely with Learning Pool and Libraries Connected to develop the module.

#### **4. CONTRACT MANAGEMENT**

The contract will be managed by Sarah Mears, Programme Manager at Libraries Connected, and Liz McMillan, Culture and Creativity Offer Lead and Libraries and Culture Services Manager, Slough Borough Council.

This project will report to the Culture and Creativity Offer Group representatives.

#### **5. WORKPLAN AND MILESTONES**

We envisage the project will follow this workplan, but proposals can set out an alternative timetable to meet the deliverables.

Activity	Time period
Project initiation	Feb 2020
Shaping the module and liaison with learning pool	Feb – Mar 2020
Sourcing final resources	Apr 2020
Completion and sign off	May 2020

#### **6. BUDGET**

£8,000 including VAT, travel and expenses.

Libraries Connected will provide or pay for venues and catering for meetings integral to the work. It will also provide some administrative support for engaging with members as required.

## 7. PROCESS FOR SUBMITTING PROPOSALS

### 7.1 Procurement timetable

Invitation to tender sent out	6 January 2020
Deadline for proposals	5pm, 5 February 2020
Selection	by Monday 10 February 2020
Appointment and initiation	by 18 February 2020

### 7.2 Proposal content

The proposals should outline:

- Understanding of the project and deliverables
- Experienced suited to the project subject and proposed methodology
- Names and experience of individuals assigned to the project, to clarify their involvement with each phase or unit of the work
- Costs – including breakdown for costs of each phase or unit of work, day rate of each team member and other costs or expenses.

### 7.3 Proposal submission

Please submit proposals by email to [sarah.mears@librariesconnected.org.uk](mailto:sarah.mears@librariesconnected.org.uk)  
Proposals must be submitted by 5pm on Wednesday 5 February 2020.

### 7.4 Evaluation of proposals

We will evaluate proposals using these criteria:

CRITERIA	WEIGHTING
Extent to which proposal demonstrates an understanding of the brief	20
Knowledge and experience relevant to the project, including understanding of workforce development programmes, policy and strategy	25
Quality of methodology and experience in relation to development of strategy and programmes through a process of consultation	25
Proposed team composition and management	20
Cost	10

## 8. FURTHER INFORMATION

For an informal discussion about the work, please contact:  
[sarah.mears@librariesconnected.org.uk](mailto:sarah.mears@librariesconnected.org.uk)