

Specification for competitive tender to commission

The Brightwater Mysteries collection of short stories.

The ¹Discover Brightwater Fictional Book Commission

Discover Brightwater is seeking to appoint a publisher/practitioner to oversee a creative writing programme which will provide a number of outcomes, including:

- Provide training, inspiration and encouragement to local people to develop their creative writing skills.
- Manage a short story competition in partnership with local institutions and the press.
- A professional author / editor / publisher will facilitate opportunities for local people to develop creative writing skills and for their ideas or stories to be incorporated within a professionally written publication.
- Produce a publication (which may include some of the short stories developed as part of the competition if appropriate). This publication will be available both as an eBook and in print.

All writing must be linked to, and ideally set in, the Discover Brightwater area and will interpret our themes to 'restore, reveal and celebrate life around the river Skerne'

We are looking for creative writing which will help to connect local people and visitors to our landscape, our heritage and our communities and help in establishing a legacy to help and encourage ongoing creative writing groups within the area.

All writing should have an authentic local voice and ideas generated from within the local community and /or workshops will be incorporated within the story or stories told in the book. The engagement part of this project should link and work with existing local literature events including: for example, Sedgefield Bookends festival;

¹ Discover Brightwater

The Discover Brightwater Landscape Partnership, led by Durham Wildlife Trust is funded by the National Lottery Heritage fund and partners include: Groundwork North East and Cumbria; Durham County Council; Darlington Borough Council; The Environment Agency; County Durham Community Foundation; Durham Bird Club; Head of Steam (Darlington Railway Museum); Historic England; Local Access Forum County Durham; Natural England; Tees Rivers Trust and Visit County Durham among others.

The Discover Brightwater Landscape Partnership will be delivering over 19 individual project work streams between 2019 and autumn 2022. Although the primary focus of the partnership is around the wetland habitats around the River Skerne, each project aims to help restore, reveal and celebrate life around the River Skerne.

our four local libraries. (Cockerton, Darlington, Newton Aycliffe and Sedgefield) and adult learning providers in the area.

Project Outputs

- To deliver at least **12 half day (minimum 2hr) sessions** in the local area, for local people. This will include:
 - Delivering six dynamic and interactive creative writing workshops or practical sessions for the public.
 - Delivering at least six promotional, publicity and/or celebration/launch events in the area.
- To have actively **engaged at least fifty local adults (16+)** throughout the process.
- To **manage one short story creative writing competition** run in conjunction with local organisations, established events and local press. The winner could be published in the finished book if appropriate.
- One **e-book produced ready for publication by September 2022** working closely with the Discover Brightwater editorial team, this ebook will be available to download for free from the Discover Brightwater website, all rights which may be ascribed in the publication of this book will reside with Groundwork on behalf of the Brightwater partnership.
- **A printed version of the book with an initial print run of 250** which will be owned by Discover Brightwater. Although all ascribable rights to the book will reside with Groundwork North East and Cumbria on behalf of the Brightwater Partnership, it is our intention that further print runs of the book could be produced under license by the winning bidder.

Resource.

A maximum of £22,000 excluding VAT is available to complete all aspects of this project.

Additional Criteria

- The publisher/practitioner will be required to attend appropriate meetings to report on the progress of the project, and consult with Discover Brightwater staff who will agree final sign off of book. An initial scoping/concept meeting will be held shortly after the tender is decided before any work commences, which may take place virtually.

- The publisher/practitioner will be expected to work together with Discover Brightwater's partners and staff and local people to identify appropriate themes and for the book/short stories.
- The publisher/actioner will be responsible for ensuring Discover Brightwater branding guidelines are followed. A copy of these is attached with the tender application pack.
- There is a requirement for all materials used in the delivery of this project to be sustainably sourced and as environmentally friendly as possible to include FSC or similar paper; vegetable inks and sourcing printing ideally within the Brightwater area.

Deadline

- To be published and ready to launch no later than the last weekend of September 2022.
- Delivery of the engagement with local people (i.e. creative writing sessions) to ideally be complete by the end April 2022.
- Discover Brightwater would prefer to do mainly face to face delivery, if possible, but appreciate that, in a post-Covid world, some virtual engagement may be required. All proposals need to include a Covid-safe delivery plan and the Brightwater team will work with the successful bidder to ensure that all event risk assessments and plans are compliant with our partners' and funders' policies.

Operational Management

The successful publisher/practitioner will be appointed by Groundwork NE & Cumbria on behalf of the Discover Brightwater Landscape Partnership, as the lead organisation on the book/short story collection project. Operational issues will be handled by Judith Underwood, Community Project Manager and Lucy Chapman, Programme Manager for Groundwork NE & Cumbria on a day to day and contractual basis.

Application process

Please apply via email to Judith.underwood@groundwork.org.uk and copy in lucy.chapman@groundwork.org.uk. Quotes should include the following:

- Organisation identity, including contact details, company Registration number, date of registration and VAT Registration number (if applicable)
- A short consideration of how you would meet the ambition of this project including an indicative programme of works.

- Full costings covering each of the specific outcomes as listed in the section headed 'Project Outputs' above and including a breakdown with regards to; scoping, research and consultation / design and planning / printing, publication and promotional activities.
- A daily/hourly rate for key personnel rate, itemising anticipated time to be spent on each element of the project.
- A copy of relevant up to date CV(s)
- Name and contact details for two referees
- A portfolio of no more than five examples of similar or relevant projects which you have previously managed

All quotes must be received by 12 noon Tuesday 2nd November 2021.

Quotes will be reviewed by the Discover Brightwater Team.

Publishers/practitioners shortlisted will be invited to present to the Discover Brightwater team prior to appointment on Tuesday 9th November 2021.

All unsuccessful bidders will be offered feedback from the Discover Brightwater team.

Tender and Payment

Tender prices must quote VAT separately where applicable.

The tender should itemise each element of the bid and also provide a total.

Partnership/Consortium approaches to this work are allowed however a lead partner for contracting purposes must be identified. Also please provide relevant CVs and company documentation for each partner/sub-contractor. Please note: no part of the work may be subcontracted without the prior knowledge and agreement of Discover Brightwater. Please include any details of subcontractors in your quote.

A payment schedule will be agreed with winning bidder but is likely to be: 25% on signing contract; 25% upon delivery of workshops and generation of ideas and stories by local people; 40% upon awarding print contract (this may be paid directly to printer, if required, for cash flow purposes of contractor). Final 10% on completion of the commission.

Criteria for evaluating the Tender Documents

The following criteria will be used to evaluate the tender documents:

- Value for Money (40%)
- Relevant experience (15%)
- Creative approaches to the project (30%)
- Company resilience, corporate Social Responsibility – adherence to our 'Environmental Requirements for Suppliers and Core Services Contracts', employment of apprentices from the local community, Health and safety implications. (5%)

- Connection to the Landscape Partnership area (10%)

The outline above is how the Discover Brightwater team envisage how this project will be delivered. However, we are looking for creativity, imagination and genuinely want to be excited by your proposal. So please feel free to suggest an alternative process or outputs in such a way as to enable us to use the same evaluation criteria outlined above.

Appointment

The successful bidder will be asked to sign a contract, which includes standard terms and conditions. A copy of this is included with the tender application pack.

If you have any questions or require any clarification, please call Judith Underwood at Groundwork NE & Cumbria on 07548223756 or email judith.underwood@groundwork.org.uk or Lucy.chapman@groundwork.org.uk on 07843444195