

## **Invitation to Tender**

### **Kilmuir Community Facilities Development 2021**

#### **Kilmuir Community Trust: Part of the Kilmuir Community Development Plan**

**Title of Contract:** Community Facilities Development  
**Services for supply:** The Kilmuir Community Trust are looking for an experienced consultant to fulfil the role of Project Officer

**Value of contract:** £4,500

**Estimated duration:** 11 January 2021 until the 12 March 2021.

### **1.0 Overview**

Kilmuir Community Trust | Urras Chille Mhoire (SCIO) held its first formal meeting on 6<sup>th</sup> August 2020 (by Zoom) after receiving its official acceptance as a Scottish Charitable Incorporated Organisation (SCIO) on 30<sup>th</sup> June. The Trust now has its compliment of office bearers and 7 trustees. Local members were invited to join the Trust in November 2020 and KCT currently has 36 local members and 14 associate members (from outwith the Kilmuir area). A local consultation – a ‘Come and Have Your Say’ event - three years ago brought together lots of ideas and suggestions to improve the local community. Following this Kilmuir Community Council applied for and received some money from Awards for All. The need to establish a local community trust was clear and a dedicated group of local volunteers have taken this forward to the present stage

With the initial Awards for All funding the Community Council was able to engage a Project Officer who helped the community create a Community Development Plan and to submit a Stage 1 application to the Scottish Land Fund for funding to draw up plans, to complete a feasibility study and business plan for a re-developed Kilmuir Hall. This has been successfully completed and the steering group who were in the process of setting up a community trust went on to submit a Stage 2 application to the Scottish Land Fund for the purchase of land and associated legal costs.

In mid-November 2020 Kilmuir Community Trust was informed that its Stage 2 application to the Scottish Land Fund had been successful. The aim of this application was to purchase 3 parcels of land adjacent to the hall which would allow the creation of car-parking space at the hall and also the re-development of the hall to progress. The funding awarded consist of £15,000 capital funding for the purchase of the land and associated legal costs and revenue funding of £4,000 to engage a Project Officer to assist with the completion of the land purchase and other relevant, associated development tasks. Highland Council also provided £1500 of match-funding to the project through their Ward Discretionary Budget

The land is currently owned by Scottish Ministers, and forms part of a crofting common grazings. The Resumption process has been started, and solicitors for both Parties are

progressing that application. KCT have also successfully obtained Planning Consent for a car park on the land to be purchased. In order to comply with the conditions of the SLF funding, the land purchase has to be completed and paid for by 31<sup>st</sup> March 2021

## **2.0 Purpose of the Contract**

- The purpose of this contract is to now provide dedicated project officer time and expertise to move the project forward in a short space of time - to ensure that the land purchase is completed and all conditions of the SLF grant are met, and that KCT have a clear route map for the delivery of the re-development project.

## **3.0 Requirements of Suppliers**

- Experience in the delivery of rural community-led projects
- Knowledge of the current funding landscape
- Experience of writing successful funding bids
- Knowledge and understanding of community development in the context of the Highlands and Islands
- Experience in producing project plans in the development of community facilities
- Excellent communication skills both verbal and written
- Experience of working to tight deadlines
- Competent remote working using appropriate technologies

## **4.0 Outputs**

- Carry out any tasks relating to the purchase process as detailed in the overview of the project, or as requested by KCT
- Draw up a specification for the car park developments, seek quotes from local contractors, and identify a framework for funding
- Identify a framework of funding for a longer-term project officer for Kilmuir Community Trust beyond March 2021, and advise on the best mechanism of employment. Discuss with HIE, and other stakeholders
- Work alongside trustees in the completion of relevant funding applications
- Produce a project plan, including budget, for progressing our development aspirations at the village hall
- Hold regular review meetings with a sub-committee of Trustees as detailed in (5.0) below
- Provide electronic copies of all documents produced, in a coherent file plan format – to be agreed with the Trustees
- Produce a final report detailing their time spent on each element, and confirming progress

## 5.0 Delivery Timescales

The intended timetable for delivery is below.

Key Milestones	Due date
Submission of tenders	12 noon on 8 <sup>th</sup> January 2021
Award Contract	11 January 2021
Start-up meeting to: <ul style="list-style-type: none"><li>· Provide relevant background information and documentation</li><li>· Agree the detail of the tasks to be completed</li><li>· Agree a timescale for delivery, and dates for review meetings</li><li>· Agree protocols for communication, and for the sharing of information</li><li>· Agree milestones for the delivery of the tasks outlined in (4.0) above</li></ul>	w/c 11 January 2021
Review meetings every 2 weeks (times/dates to be agreed at start-up meeting)	January to March
Completion and handover of final report	19 <sup>th</sup> March 2021

It is recognised that the ongoing COVID 19 pandemic and Government imposed restrictions could impact on the Service Provider's ability to develop & deliver the outputs to the above schedule. KCT and the Service Provider will work together to progress the contract as expediently as possible within these extraordinary circumstances.

The above represents our minimum requirements. KCT reserves the right to amend the above timetable where required in consultation with the service provider.

## 6.0 Contract Management

- We expect the contract to start w/c 11 January 2021, and must be completed by 19<sup>th</sup> March.
- The anticipated budget is in the region of £4,500 inclusive of all expenses and VAT (if applicable). If you feel the budget needs to be more ambitious, please clearly explain why in your submission.
- Travel and other expenses for progress meetings are to be included in calculation of expenses.
- The consultant is to detail preferred payment schedule in their tender
- Payments will be in arrears and will be linked to acceptable delivery of the agreed milestones outlined in section 5.0. Final payment will be made upon completion of all milestones.
- The contract will be managed by KCT with review meetings being held every two weeks by the KCT sub-committee

- Given the current circumstances with Covid-19 pandemic, this contract could be fulfilled remotely with support from the KCT for any onsite activities.
- All reporting is to be supplied in electronic format and hard copy if requested.
- The service provider is required to adhere to all appropriate regulations and guidelines on the collection, storage, transmission and destruction of personal data.

## 7.0 Tendering Process and Award Criteria

### Submissions

Quote Submissions should be a maximum of 10 pages and should detail how you will meet the evaluation criteria (described below) and include:

1. A methodology and summary workflow for undertaking the contract including a projected timeline.
2. A portfolio of previous work in a similar field of activity
3. A breakdown of costs, including the allocation of days and the daily charging rate of personnel involved. Travel and subsistence costs should be clearly stated.
4. The total cost should clearly state the amount of VAT incurred. (if relevant)
5. Details of all personnel allocated to the project, together with a summary of their experience in carrying out similar projects. The project lead contact should be identified.

### Evaluation

Your quote will be scored out of 100% based on the following Award Criteria:

#### Price 15% / Technical (Quality) 85%:

<b>Evaluation Criteria</b>	<b>Weighting</b>
<b>Price</b> - Schedule of Costs – assessment of supplier’s costs /fees etc	<b>15%</b>
<b>Objective and Scope of Service</b> – Suppliers to demonstrate their ability to fully meet the requirements details in this document.	<b>40%</b>
<i>Sub criteria</i>	
<i>Interpretation of requirements</i>	10%
<i>Methods that best meet the project outcomes</i>	10%
<i>Creative response</i>	20%
<b>Technical Knowledge of Proposed Personnel</b> – Based on CVs, case studies submitted.	<b>30%</b>
<i>Sub criteria:</i>	
<i>Knowledge and experience of proposed staff</i>	15%
<i>Relevant project examples</i>	15%

<b>Timetable</b> – Suppliers demonstrate their ability to meet the contract timeframe indicated	<b>15%</b>
<b>Professional Indemnity Insurance</b>	<b>Mandatory</b>

### **Contacts**

Quotes should be submitted **by midday Friday 8<sup>th</sup> January** to Stephen Varwell **electronically** at the email address given below. Please cc in [kilmuircommunitytrust@gmail.com](mailto:kilmuircommunitytrust@gmail.com)

Any supplier requiring further clarification on any points in this briefing document should address their enquiries by email to [stephen.varwell@gmail.com](mailto:stephen.varwell@gmail.com)

Please note that **all communications should be electronically, and paper copies will not be accepted.**

Primary Contact: Stephen Varwell – [stephen.varwell@gmail.com](mailto:stephen.varwell@gmail.com)

Secondary Contact: Calum Munro (Chairman, KCT) – [munrohungladder@gmail.com](mailto:munrohungladder@gmail.com)