

**Brief for Procurement of Black History**

**Resource List**

**November 2021**

**South West Heritage Trust**

**Brief description of work**

The South West Heritage Trust is looking to procure a consultant to create a resource list and a digital resource pack for the study of Black History in Somerset, and to enhance existing popular school loans boxes in the Somerset Heritage Loans Service. The results will be used to raise awareness of Somerset’s diversity, to improve staff and public knowledge of collections and to increase access

**Name of Contact**

Esther Hoyle – Archives Engagement Manager

**Timetable**

Response deadline: Tuesday 21 December at 9.00 am

Timescale for work: January to March 2022

**Introduction**

The South West Heritage Trust holds extensive archive and museum collections relating to the history of Somerset. The diverse history of the county is a vitally important but under-told aspect of the story of Somerset. This piece of work will enable people to learn about the breadth of resources for the study of Black History in Somerset and will help to encourage the deposit of further community collections. It is one part of our wider journey towards becoming a more inclusive organisation, so that we can better reflect both Somerset’s past and the county’s contemporary communities.

**Brief**

The project will require you to work with our online catalogues, archives and artefacts and with staff to create three outputs:

1. A suitable list of resources for studying Black History in Somerset, using appropriate language and interpretation. This list will need to include reference numbers, descriptions, dates and links to areas of research and study. This list should be suitable to be used as a digital research guide that can be added to in future.

2. A digital resource for schools to be created using items from the resource list as a starting point. This should be aimed at Key Stage 3 to be accessed digitally by local schools. We would like this to be a collection of case studies that best represent the stories of black lives in Somerset to enhance materials for local studies. Each case study should link to specific archive documents and should include discussion points for use in the classroom.

3. The enhancement of the most popular loans boxes by the addition of suitable material and stories discovered from the collections. We provide a range of real and replica Museum objects to support creative learning in the classroom. These are aimed at Key Stage 1 and Key Stage 2 pupils and all additions need to be appropriate for these age groups. See our website for further information https://swheritage.org.uk/schools/boxes/.

Our archivists, curators and learning officers will be able to assist with information about the archive and museum collections, our services to schools and the loans boxes available for schools.

**Tender Documents**

Prospective contractors should provide the following information with their tenders:

* Your approach to delivering all aspects of the brief.
* Summary of the proposed work programme and any assumptions.
* Details of similar projects undertaken within the last three to five years.
* Appropriate references / details of referees provided.

Project costs

* A total cost for the work with VAT separately specified.

Additional information

* Please feel free to submit former examples of work that you think might support your tender.
* We have a budget of up to £5,000 available for this work inclusive of all costs and VAT. In your tender return we would be interested in knowing what you feel is achievable within the budget available.

**Tender Evaluation**

Tenders will be evaluated using the following criteria and weightings:

* Most economically advantageous – cost and benefit 25%
* Availability throughout January to March 2022 15%
* Ability to meet specified brief 40%
* Reliability, previous experience and / or references 20%

**Payment**

The contract will be paid as follows unless separately agreed:

Instalment 1 – 50% at the start of the commission.

Instalment 2 – 50% After the completion and delivery of the commission.

**Procurement process**

The timetable for the procurement process is:

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| --- | --- |
| Brief for procurement issued | Tuesday 7 December 2021 |
| Deadline for tender submissions | Tuesday 21 December at 9.00 am |
| Confirmation of appointment | We hope to make this appointment in the week before Christmas. The latest date for confirming the appointment will be Friday 7 January 2022. |

Please submit your tender submissions by 9.00 am on Tuesday 21 December by email to Esther Hoyle,

[esther.hoyle@swheritage.org.uk](mailto:esther.hoyle@swheritage.org.uk)

For any further information please use the above contact details.