



Date: 14/09/17

Dear Sir/Madam

Invitation to Tender – Promotional Video(s) (Supported Housing Service)

You are hereby invited by MACS Supporting Children and Young People to submit a tender for the above goods/services.

MACS Invitation to Tender contains Instructions and Information for Tendering including Specification of Requirements for those applying to tender.

If you wish to submit a tender, you are required to return **two hardcopy proposals and one electronic mail version** of your proposal, clearly marked as such.

Please note memory sticks are not accepted.

1. INSTRUCTIONS AND INFORMATION FOR TENDERERS

1. Tenders must be submitted in accordance with these instructions and any further instructions contained in other documentations issued by MACS.
2. The Tenderer may not alter this document. Any proposed alteration is to be given in a separate letter accompanying the tender.
3. Tenderers may be rejected if any of the requested information is not supplied with the tender or if the submission fails to comply with the format and presentation.
4. Tenders will be received up to the time and date stated. It is the Tenderers' responsibility to ensure that their tender is received on time. MACS does not undertake to consider any tender received after that time unless there is sufficient evidence to pre-suppose it's due delivery.
5. MACS does not acknowledge receipt of tender documents and accepts no responsibility for loss or non-receipt of applications.
6. MACS expressly reserve the right not to award any contract as a result of this procurement process and it shall not be liable for any costs incurred by Tenderers. MACS also reserve the right to accept all or any part of a tender.
7. Prices shown must be inclusive of VAT
8. The Tenderer must not inform anyone else of their tendered price.
9. The Tenderer must not try to obtain any information about any other party's tender or proposed tender before the contract is awarded.
10. The Tenderer must not arrange with any other party the submission of a tender except in the circumstances where sub-contracting and/or joint ventures are applicable.
11. Where invoices will be rendered by or payments made to, an entity whose title differs in any respect from the title in which the tender is submitted, full details must be provided in a letter accompanying the tender.
12. Successful Tenderers who fail to provide this will experience non-payment of their invoices.
13. All responses to this Invitation to Tender must be in English.

MACS Supporting Children and Young People was established in 1990 to provide a range of services for vulnerable young people aged 16-25 years.

MACS Supporting Children and Young People is a leading young person's organisation in Northern Ireland. We provide a range of services for young people including;

- **Supported Housing:** We have a number of self-contained flats for young people who are care experienced. Support staff work with these young people to help them develop the living skills needed to live independently once they have left care. Includes support around tenancy management, budgeting, education and training and personal support to help them cope with this transition from care.
- **Floating Support:** This service is targeted at homeless young people or those at risk of becoming homeless, liaising with the Housing Executive, providing practical support regarding benefits, housing needs and family mediation. Includes suicide prevention remit.
- **Wellbeing Support Service:** Providing support to young people who are suicidal or self-harming, this service focuses on building resilience and relationships, providing support and social opportunities through a linked worker and paired working with a volunteer. Wellbeing also runs a school programme for 11 - 16 year olds focusing on positive mental health.
- **Led by You:** Was set up in 2012 to improve young people's participation in MACS. Young People felt that they would like someone who understands them and their experiences to influence the strategic direction MACS takes.

This tender seeks to appoint a team to create shoot, edit and deliver video(s) promoting our Supported Housing Service.

MACS main source of income is from Service Level Agreements from the NIHE and Health Trusts. MACS also have a number of grant funded projects. The charity is required to adhere to a large number of regulatory requirements and makes annual returns to Companies House and NI Charity Commission.

The 2016/2017 budget is approximately £2.3 M across all services.

Scope and Timing of Work

The proposal is to Shoot, edit and deliver video(s) promoting our Supported Housing Service. Time between commencement and completion would be 30-45 days.

Tender Requirements

Proposal should provide the following information:

Approach & Breakdown

Project Stages

Project Costings

Lead times and Turn Around

3.1 Organisation Description

Provide a brief description of your own organisation's business, client base and specific knowledge that the organisation has. Detail any specific project experience.

3.2 Proposal requirements

The Project team will plan, direct and produce the 4 videos including foley, audio mixing, music selection and deliver the 4 videos ready for web and social media.

- 1: Overview Feature (2 - 3 Minutes)
- 2: 'Welcome Home' Focusing on young people's initial experiences of MACS Supported Housing (45 - 60 seconds)
- 3: 'Life with MACS' Focusing on life in your own flat (45-60 seconds)
- 4: 'The Future' Focusing on how the time at MACS prepared them for living in the community. (45 - 60 seconds)

A storyboard has been created to illustrate the style and tone of the video(s) (see attached) Together with Project lead you will help shape a story that is positive and won't 'label' our young people. A script of questions will be provided to ask young people to allow the content of the video(s) to flow. Working with staff and young people from MACS the editing work will be completed together.

3.3 Budget

The proposal must include a complete and accurate itemised budget for the preparation and delivery of the requirements that includes the following:

- The budget should show the total cost in each category of expenditure and the total proposed expenditure.
- If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

3.4 References

Please provide names and contact information for 2 clients who can speak directly of the bidder's ability to meet the specific requirements of this tender.

Tender Submission and Contract terms

Tender submission

- Proposals to undertake this work should be submitted electronically and by post to Roz Tate, Finance Manager by Noon, 28th September 2017.
roztate@macsni.org
- Questions must be submitted to Roz Tate no later than Noon, 25th September 2017. Questions may be sent by post or email. All questions will be answered at the same time following the deadline and a copy of all questions and answers will be provided to all persons who submitted questions.

Contract terms

MACS will negotiate contract terms upon selection. All contracts are subject to review and a tender will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget and other necessary items.

303 Ormeau Road, Belfast BT7 3GG

T: 028 9031 3163 e: info@macsni.org - www.macsni.org

MACS is a not for profit company limited by guarantee, Charity number XR13060 Company number NI44482, registered in Northern Ireland

3.5 Timescales for this programme

Invitation to tender sent out	14 th September 2017
Closing date for tender responses	28 th September 2017
Post-bid clarification discussions & meetings (if necessary)	Active month of September
Contract decision/Standstill Period	6 th Oct 2017
Contract Start Date	1 st Nov 2017

4. EVALUATION CRITERIA

A tender assessment panel will examine all tenders received. The panel will have to be satisfied that the method and programme of work meet the requirements and are cost effective. The panel will also take into account other criteria to include:

- Clear demonstration and understanding of the task to be addressed
- Evidence that the tenderer possesses the relevant professional skills in order to carry out the work
- Level, depth, nature of experience in the area
- Track record of audits and account preparation in compliance with relevant professional requirements
- Ability to effectively manage and complete the contract and demonstrable ability to meet deadlines
- Overall assessment and quality of proposal

MACS reserves the right to take into account any other relevant considerations that, in its absolute discretion, it may deem are appropriate.

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5.

PRICING SCHEDULE

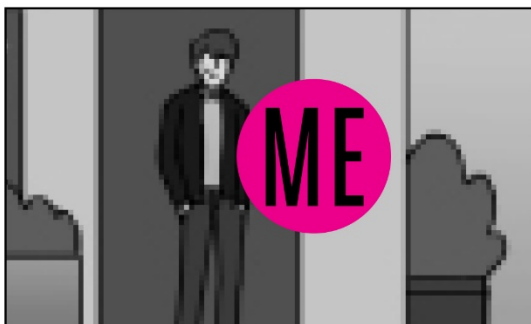
1. Prices will be fixed for the duration of the initial contract and any decision to extend beyond this will include consideration of prices proposed for a period of extension.
2. The prices in the pricing schedule shall include for all goods and services shown or described in the contract as a whole and for all goods and services not described but apparent as being necessary for the complete and proper execution of the provision of the contract.
3. Each item in the Pricing Schedule must be fully priced, with insertions for each item. If any item is unpriced, that item shall be deemed to be free of charge.
4. Applications for payment shall be made in accordance with MACS Financial Procedures which are available on request.
5. All prices quoted must be inclusive of Value Added Tax (VAT)

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STORY BOARD CONCEPT MENTIONED PREVIOUSLY



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