

INVITATION TO QUOTE: development of Dorset Food & Drink membership products

Responses to hello@dorsetfoodanddrink.org by 9am on Monday 22nd May

1. About Dorset Food & Drink

Dorset Food & Drink (DF&D) is an initiative managed by the Dorset Area of Outstanding Natural Beauty Partnership and hosted by Dorset County Council. It exists to promote, celebrate and foster the diverse local food and drink sector in the county. In January 2017, it was incorporated as a Community Interest Company to enable commercial development whilst remaining as a non-profit enterprise.

DF&D is a membership organisation; its members pay a subscription based on turnover to access a variety of benefits and support DF&D's wider work. Benefits of membership include promotion, networking, information signposting and increased access to markets. Members must be Dorset-based food and drink enterprises which support a local food and local economy ethos. Members currently number around 190.

DF&D aims to increase the availability of local Dorset produce; to encourage farmers and producers, artisan makers and leading food and drink companies based in Dorset, and to support a vibrant, sustainable Dorset food and drink sector. Dorset Food & Drink aims to link people visiting, working and living in the County with the outstanding food and drink produced within it.

2. Background to this ITQ

Dorset Food & Drink CIC applied for EU-origin rural development funding through the Southern Dorset Local Action Group to resource some basic set-up for the company as the operation transfers from the public sector to the new company structure. It has passed the initial appraisal.

The funding bid has two contract elements:

- Development of the membership product(s)
- Design of a new website

In addition to being good procurement practice, it is a requirement of the funding bid process that competitive quotes are received for these elements.

Dorset Food & Drink offers one standard form of membership for all new members. However, when DF&D was being established a number of high-profile Dorset businesses were approached to contribute funds up front: these are our Founder Members. It also has two corporate supporters

which are a source of funds for the core operation and peripheral activities. We seek a contractor to develop this membership offer to enable continued growth in Dorset Food & Drink membership.

3. What do we want from this work?

We require external expertise to examine our existing membership offer, undertake some targeted consultation and develop a renewed membership package (or suite of packages).

Objectives

- To review and renew our membership offer in order to accelerate growth in membership, in particular:
 - Hospitality sector, currently under-represented in the membership
 - Corporate partners, of which we currently have two but foresee significant growth

4. Project Outputs and Outcomes

- Report on targeted consultation
- Draft new membership package(s)
- Finalised membership package(s)

We anticipate this contract would occupy a competent contractor for up to 10 person days.

5. Contract management

- The contract will be managed by Tom Munro on behalf of Dorset Food & Drink CIC (contact details below).
- The contractor will report on a day-to-day basis to Tom Munro
- Applicants may choose to undertake the whole contract directly through their own resources, or alternatively may choose to contract and manage other specialists to undertake elements of the required work. However, whichever route is chosen the successful applicant remains entirely responsible for the contract.
- Should the contractor choose to sub-contract any part of the work, they must advise Dorset Food & Drink with at least 2 weeks' notice, with a CV of the sub-contractor and the reasons for sub-contracting. We reserve the right to reject potential sub-contractors.
- We accept that projects of this type can be fluid and that changes to contractual arrangements may need to be made. We also expect that the contractor chosen to deliver the contract will have an approach that is flexible and pragmatic, and one that is based on dialogue and discussion.

6. Termination

- This contract is being let with the approach of trust, openness, honesty and transparency, and we hope that any problems or concerns with the delivery of the contract can be resolved through dialogue.
- If either the Team or the appointed contractor wish to, after having made all efforts to resolve any dispute through dialogue, terminate the contract, they should give a minimum

of 1 week and a maximum of 2 weeks' notice. Any agreed outstanding payments or work due will be honoured by either the Team or the contractor.

- Other conditions by which this agreement shall be terminated:
 - On the expiry date of the contract period.
 - Immediately if either party commits a fundamental breach of the terms and conditions of the Contract. The offended party shall serve written notice to the party in breach, giving details of the way in which it is considered they are in breach.
 - If the Contractor becomes bankrupt, or makes a composition or arrangement with his creditors, or has a proposal in respect of the business for voluntary arrangements for a composition of debts, or scheme or arrangement approved in accordance with the Insolvency Act 1986.
- The Contractor shall upon the termination of their engagement immediately deliver up to the Team all work owed and any other and property belonging to the Team which may be in the contractor's possession or control. Please also refer to section 8 below with respect to Intellectual Property.
- If, during the period of the contract, the contractor becomes incapacitated and are unable to complete the contract, they are expected to find someone else to undertake the work, subject to the approval of the Team. If this is not possible, for health reasons, the contract will be terminated as per the terms set out in the second bullet of section 6 above.

7. Assessment and scoring

Quotes will be assessed on the following criteria:

- Value for money (60%)
- Track record that gives us confidence in your ability to deliver (30%)
- A commitment to reducing your business environmental footprint (10%)

8. Intellectual Property Rights and Copyright

- The Contractor shall not cause or permit anything that may change or endanger the intellectual property of Dorset Food & Drink or assist or allow others to do so
- The Contractor, at their own expense, shall defend and indemnify Dorset Food & Drink against all costs and expenses arising out of any claim that any part of the contract infringe Intellectual Property Rights of a third party provided that Dorset Food & Drink notifies any allegation of such infringement to the Contractor without delay, and makes no admission of liability in connection therewith.
- The Contractor shall not use the Dorset Food & Drink logo, nor cause these to be used other than in accordance with a protocol to be mutually agreed at the start of the contract.
- All bespoke code or other digital content (graphics, text etc) created as part of this contract will be the copyright of and owned by the Dorset Food & Drink CIC, unless agreed in writing.

9. Timescales & return of submission

- Quotes must be sent by email to hello@dorsetfoodanddrink.org by 9am on 22nd May
- Dorset Food & Drink's bid for LEADER funds must be submitted by May 25th.

- If approved, the project will start in August/September

10. Disclaimer

Funds for this project have not yet been approved. A contractor will only be appointed following project approval from the Southern Dorset Local Action Group.

11. Contact details

Project manager: Tom Munro, t.munro@dorsetcc.gov.uk / 01305 228237

The Dorset Food & Drink membership officer, Katharine Wright is also available to answer questions about this project; k.wright@dorsetcc.gov.uk / 01305 228239