

Invitation to Tender

Film Location & Project Management Web Based Software Supplier

creative
england

**Filming
in England**



1. Tender Summary

Invitation to Tender	
Project title	Creative England Film Location & Project Management Web Based Software Supplier
Reference	CEPS2022
Issued by	Hayley Armstrong Head of Production Services Creative England
Available budget	Up to £70,000 across three-year funding period
Date of issue	Wednesday 14 th September 2022
Deadline for clarifications/questions	Wednesday 21 st September 2022
Contact details	For queries, please contact: Hayley Armstrong Hayley.armstrong@creativeengland.co.uk
Submission deadline for prospective tenderers	Friday 7th October 2022 at 12:00hrs
Documentation required	Tender response sent via email to: hayley.armstrong@creativeengland.co.uk
Terms and conditions	Creative England's Standard Terms & Conditions of Contract for Services shall apply.

2. About Us

Creative England is the national agency enabling creative talent and businesses to thrive across the whole of England, outside of London.

Part of [Creative UK Group](#), Creative England's **Filming in England** have a remit to maximise and support the production of feature film and high-end television, being the first port of call for productions looking to film in England, outside of London. Funded by the BFI, the national team offer free, bespoke and comprehensive production support to feature film and high-end TV to help at every stage of production, from early feasibility to post. The Filming in England team work to support further spread in the levels of production activity taking place across the English regions, ensuring communities across the nation enjoy the profile, job opportunities and economic benefits that the sector generates. For further details please visit www.filminginengland.co.uk

3. Context

Film, TV and the wider Creative Industries have grown at five times the rate of the UK economy as a whole and their contribution to GVA has outstripped that of the automotive, aerospace, life sciences and oil and gas industries. Film and TV is one of England's most successful exports and makes an important contribution to the national economy. Statistics from the BFI confirm Film and High-End TV production spend in the UK hit new records reaching a total spend of £5.64bn in 2021. The UK is home to world leading industry talent and a range of diverse geographical landscapes which have provided some of the most iconic filming locations.

Creative England's Filming in England team provide strategic leadership and advocacy for the film and TV production industry, whilst developing partnerships with local government and key stakeholders to improve the filming infrastructure. Our work also includes supporting localities and regions to capitalise on the economic benefits of on-location film and TV production.

In launching this tender, Creative England seeks bids from suitably qualified and experienced organisations for the provision of film location and project management software. The secure cloud hosted system will provide fully integrated modules and will include (but not limited to) the following: hosting, unlimited storage, maintenance, upgrades, customisation, configuration, data backup, data migration & transfer, implementation, training and ongoing support. The successful organisation will manage the film location and project management software, processing all current and newly created data managed on behalf of the owners of said data (Creative England).

To align with BFI's forthcoming National Lottery funding strategy from 2023, we are seeking bids from suppliers with proven experience in delivering technology solutions to the not-for-profit and government sectors, specifically film offices and screen agencies. Subject to funding, the software is required to be operational from April 2023 through a three-year funding period until March 2026. Creative England's current long-term software supplier is contracted until 31st March 2023 to provide our web-based software services.

3. Specification

The key respondents for this supplier tender will have proven experience in delivering specialist technology solutions to the not-for-profit and government sectors, specifically film offices and screen agencies. All front-end modules should seamlessly integrate into www.filminginengland.co.uk design and all modules should be mobile responsive and GDPR compliant:

Key functionality requirements

○ **Locations Module**

- Global promotion of locations throughout England via a contemporary, user-friendly gallery with a robust search allowing industry to search as a minimum by keyword, category, style and extensive mapping functionality including proximity radius.
- Functionality to include login for location owners to update and edit their listing.
- Creation of client-specific location brochures/packages with ability to combine content from partners.
- Ability to upload, store and organise unlimited number of digital images photos

○ **Crew & Facility / Contacts Module**

- Global promotion of crew and facility companies throughout England via a contemporary, user-friendly directory with a robust search allowing industry to search profiles based on multiple criteria.
- Functionality to include login for crew and companies to update and edit their listing.
- Mass email to contacts as part of our bespoke crewing service that provides crew calls and job posts.
- Creation of professional client-specific crew and facility packages.
- Contact management that stores and organises all Screen Agency contacts.
- Efficiently organises multiple contact groups.

○ **Project Tracking Module**

- Monitor, track and search production enquiries and all associated data and support activity, from budget, production dates, production types to shoot days, enquiries and estimated economic impact calculation.
- Calculate estimated economic impact by project, track shoot days and job days as a minimum

○ **Functionality for Partner Collaboration**

- Locations Module: ability for partners, via a unique login, to upload and manage multiple locations in a specific geographical area. Ability for partners to purchase separately a window display gallery of our locations module for their specific geographic area for their own website.
- Crew & Facility Module: ability for partners to purchase separately a window display gallery of crew & facility module for their specific geographic area for their own website.

○ **Reporting Requirements**

We are required to produce comprehensive, robust reporting & monitoring to funding partners and stakeholders on industry usage of online services, comprehensive module analytics/metrics & export, full spectrum of production activity, economic spend calculations, crewing service activity, diversity and job creation as a minimum.

○ **System Management**

- Advanced technical and customer support including immediate response to system-related issues
- Secure, multiple and confidential backups of all data and disaster recovery support
- Regular updates of databases, operating systems and security protocols
- Perform regular system maintenance and upgrades

- Meet GDPR compliance and data security by securely processing and storing all data on behalf of Creative England
- Virtual training supplied to Filming in England Team

4. Price, Schedule of Firm Price and Payment

The contract will be let on a Firm Price basis. Tenderers should provide costings exclusive of VAT and state whether VAT would be charged. The total budget must include all goods and services relating to the full delivery of the project.

The total budget (subject to funding) available through the 3-year funding period is up to £70,000 (excl. VAT) with pricing schedule set out below:

Software System & Data Migration	up to £25,000	payment March 2023
Year 1 Hosting & Subscription Service	up to £15,000	payment 2023/24
Year 2 Hosting & Subscription Service	up to £15,000	payment 2024/25
Year 3 Hosting & Subscription Service	up to £15,000	payment 2025/26

5. Timetable

In line with BFI funding, the software be required to be operational from April 2023 through a three-year funding period until March 2026. Creative England’s current software supplier (OpenBrolly) is contracted until 31st March 2023 to provide our web-based software services.

We envisage the following timings:

Date	Task
07/10/22 (noon)	Deadline for tender submissions
October 2022	Tender Evaluation and selection
November 2022	Supplier appointed
Jan-Mar 2023	Contracting & Data Migration
April 2023	System Launch

Tenderers are required to set out a detailed timetable and programme of work demonstrating how they will meet the project objectives and deliver the project outputs within the required timeframe. Tenderers should identify any anticipated difficulties or constraints in meeting this timetable and are invited to propose solutions for overcoming these.

6. Tender Evaluation Criteria

Tenders will be evaluated on the extent to which they:

- Demonstrate value for money for Creative England, and Partner collaboration.
- Demonstrate established expertise in delivering specialist technology solutions & managing large data transfers.
- Meet software functionality and system management requirements, as set out in section 3.

- Success in developing and maintaining product for other customers; customer references.
- Display the capacity to meet the project timetable and data migration, as set out in section 5.

7. Submission of Tenders

Tenderers are invited to submit proposals by **Friday 7th October 2022 at 12pm**. Proposals submitted after this deadline will not be accepted. Guidance on submissions is outlined in **Appendix A**.

Appendix A

SUGGESTED TENDER CONTENT

To aid comparisons and promote fair competition, please make sure that your tender follows the format outlined below. Proposals should be written in plain English and should not exceed 15 pages (excluding annexes).

Summary Statement

This should be a summary of your tender proposal that would be easily understood by non-specialists. If your proposal is successful, this summary (including any agreed amendments) may be published on the Creative England website.

Contact Details

Provide contact details for the person within your organisation who will act as first point of contact during the tendering process. You should include title; name; position held; telephone numbers; email and postal addresses.

Company Expertise

Tenderers must demonstrate expertise and a sound knowledge base of the UK and global Film & TV Industry and production services. The team should also demonstrate a good track record and established expertise in delivering technology solutions to the not-for-profit and government sectors, specifically film offices and screen agencies. A Project Manager should be nominated, and evidence should be provided of that person's track record of delivering work on time and has the appropriate skills and expertise to successfully undertake the project.

Software Functionality & System Management Specification

Provide an outline of the software and its capabilities. Provide information as it relates to the required specification set out in section 3, the tender evaluation criteria as set out in section 6 and any additional functionality the software provides.

Timetable and Programme of Work

Describe the programme of work, demonstrating how you will meet the required timeframe. This must identify the main tasks and key milestones that should be used to monitor progress and payments.

Quality Assurance

Outline the procedures that you will operate for quality assurance.

Additional Information

Use this section (or an appendix) to provide any additional information to support your bid for example any customer references, partner collaboration value for money or additional off-the-shelf modules that may be of interest in the future to a National Screen Agency e.g., screen tourism offerings.

Pricing Schedule

You are required to submit a detailed outline and breakdown of all costs relating to full delivery of the project outlined in this tender document.