



Request for Quotation

Limerick City and County Council

Deadline date for receipt of Quotations: **Wednesday 6th March 2024 12 noon.**

E-mail address for return of quotations: artsofficesubmissions@limerick.ie

Services required

Limerick Arts Office is seeking Event Coordination services to support the running of Culture Night Limerick 2024. The successful applicant/candidate will work in partnership with the national Culture Night coordinators, Limerick Arts team and local creative and cultural stakeholders to deliver a programme of events in Limerick city and county locations.

National and local resources and supports will be in place to assist in the guiding and delivery of the project for both the appointed co-ordinator and local stakeholders.

About Limerick Culture Night 2024

Culture Night was an initiative of Temple Bar Cultural Trust and Dublin City Council in 2006 which was developed into a national event in partnership with the Department of Culture, Heritage and the Gaeltacht (DCHG). In 2019, the decision was made to move Culture Night from the Department to the Arts Council.

Each year regional Arts Officers and Local Authorities liaise with the national co-ordinators to organise events throughout their locality. This year, Culture Night is scheduled to take place on **Friday 20th September 2024.**

As in previous years, venues and organisers across Limerick will host a programme of free entertainment from 4pm until late, as part of an all-island celebration of arts, heritage and culture. **This year, the programme should focus on encouraging late-night events, equality, diversity and inclusion, and be environmentally sustainable.**

Culture Night is always great fun and offers the perfect opportunity for us as a region to showcase the wealth of culture that Limerick has to offer. It is a night to celebrate the cultural, artistic and creative communities of our city and county.

Role and responsibilities

The responsibilities of the Culture Night Coordinator include:

- Coordinate with local organisers of Culture Night events
 - Administrate the open call for Culture Night events.
 - Administrate the expressions of interest for funding for Culture Night Events
 - In line with Arts Council policy, ensure programming includes equality, human rights and diversity
 - Ensure that participating local organisers furnish Limerick Arts Office with the details of their Culture Night events from their designated contact persons
 - Liaise and assist local venues and organisers with preparations as required
 - Administrate the dissemination of national toolkits and advice to local stakeholders taking part in the night
 - Register participating groups and activities online
 - Coordinating event bookings and centralising information relating to same
- Familiarise with the <https://culturenight.ie/organiser-toolkit/> noting especially the sections on:
 - Equality, Diversity and Inclusion
 - Volunteering Webinar
 - Green Arts Initiative in Ireland
 - Event Health Safety & Welfare
- Marketing and Promotion
 - Collate promotional material, design, publish and distribute online;
 - Support Marketing and PR, Advertising, Social Media of the event as required;
 - Ordering and distribution of Culture Night merchandise
 - Maintain quality control of the Culture Night brand;
- Budget Management
 - Managing programme costs and funding allocations
- Liaise with the production of a flagship event(s)/projects for Culture Night 2024 (details to be agreed / finalised);
- Liaise with the Volunteer Co-ordinator (if applicable)
- Coordinate/Compile a post-event report/review, in partnership with the Limerick Arts Office Team

Applicant service providers must provide:

- Confirmation that you hold a current and valid tax clearance certificate or, alternatively, provide evidence that such a certificate has been applied for.
- Confirmation of a current driver's license

Service providers will be evaluated under the award criteria and weightings detailed below.

| AWARD CRITERIA, RULES AND WEIGHTINGS | | | | |
|--------------------------------------|--|-----|--------------------------------|------------------------------|
| CRITERION | | % | MAXIMUM SCORE ACHIEVABLE | MINIMUM SCORE REQUIRED |
| A | Quality of the proposed Service Delivery Methodology, and demonstrated understanding of requirements | 40% | 40 | N/A |
| B | Cost | 30% | 30 | 15 |
| C | Resourcing to deliver the contract | 30% | 30 | 15 |

Service providers should note that they must achieve a minimum rating of 'acceptable,' or 60% of the total marks available in order to avoid elimination from the competition

What You Need to Do to Quote for this Service Contract

1. Service Delivery Methodology

Service providers are required to outline their service delivery methodology and demonstrate their understanding of the requirements by providing:

- An outline for the proposed work programme and the method and timeline for its delivery.
- Outline a minimum of 2 relevant services delivered over the past five years of work on similar nature and scale. Please also include a CV.

2. Cost

Tenderers are advised that the Limerick Arts Office has a total budget allocation of €5,500 for the approx. proposed contract period (11th March– 4th October 2024). This

amount is inclusive of all expenses and VAT. Tenderers are advised to take this into account in preparing their tender response.

Service providers are required to outline their projected costing using the cost sheet in Appendix 1.

All costs should be:

- Inclusive of VAT and
- Inclusive of service fees
- Inclusive of all prices for all determined requirements to fulfil the contract.

3. Resourcing to Deliver the Service

Service providers are required to demonstrate their ability to deliver the service by responding to all of the following points:

- Proof of ability to work to tight deadlines
- Examples of good customer service skills and excellent organisational skills with capacity to work on a multifaceted project
- Outline a minimum of 2 relevant services delivered over the past five years of work of similar nature and scale. Please also include a CV.
- Peer Recommendation of completion of a similar project delivered within a specified timeframe and to a similar budget. Please provide a contact name, role and contact details or a written reference.

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Please note we cannot receive emails containing files that exceed 18MB in total or individual files in excess of 3MB

Appendix 1

| Budget | | |
|---|---------------------|---|
| Details | Specifications | € |
| Administration of open call for events and EI for funding | Approx. c 80 events | |

| | | |
|--|--|---|
| Marketing and Promotion working with Limerick.ie | As per above description | |
| Stakeholder communication and coordination | Coordinating the wider team: The Arts Council and National Culture Night Team, LCCC Arts Office, LCCC Marketing Dept. and the Volunteer Coordinator | |
| Post event report | Gather audience figures from event host and write a report on the event to be submitted in line with Arts Council timelines & debrief post event with Limerick Arts Office Team. | |
| | | |
| Total | | € |

Appendix 2

National Campaign Key Dates (subject to change):

Key Dates: Here is the schedule of key dates between now and Culture Night that you may want to add to your diaries:

| | |
|---------------------------------|---|
| Culture Night Late: | Application Deadline Thursday 7 th March 2024. Prior to contract beginning |
| Mid-April: | 2024 Branding available |
| May: | Open Call - launched and live on National website |
| June: | Event portal open for registration. |
| July : | All events to be uploaded and to go live on website. |
| 1 st Week of August: | National Launch |

Culture Night Webinars to be attended:

TBC – further information will be provided to the successful applicant closer to the time.

Usually around 4-5 webinars in total. Previous years have covered open call opportunities, Equality, Diversity and Inclusion, Audience Development incl. Marketing and Communications, and Research and Evaluation.

Informing the Future of Culture Night

The Arts Council has published Informing the Future of Culture Night an evidence review, research and consultation report by Janice McAdam, Annette Nugent and Heather Maitland. The report is the culmination of an extensive national research programme, which uses data up to 2020 to chart the evolution of Culture Night, understand Culture Night's current and potential public value and provide a benchmark and recommendations on its future evaluation, vision and delivery.