

## **Contract Specification for 10-year celebration work Request For Quotation May 2019**

### **1. Introduction**

This year the Bridge Renewal Trust is celebrating its 10th year of working with local communities to improve the health and wellbeing of people living in Haringey. We are a unique and ambitious charity, committed to growing as a social business. This is to ensure our legacy from the New Deal for Community programme (2001-2010) has a sustained impact supporting people to flourish.

We are extremely proud of the things that the Bridge has achieved in our first 10 years (2009-2019). We have grown from a small organisation with a staff of two and a turnover of c£200k to our current position of 41 staff and a turnover of c£1.5m. We have made sure that our legacy has been used to grow and extend what we can do to provide practical ways local communities can keep well and flourish. We are also proud of the way we work - empowering, enabling and positively promoting diversity and inclusion.

Our Vision is to work closely with local people and partners for a Haringey without health inequalities and where people live healthy, long and fulfilling lives.

Our Mission is to deliver practical ways that people can live healthier, long and fulfilling lives – thus playing our part in working towards reducing health inequalities and building stronger communities.

Further information about the Bridge is provided in the attached document (**Appendix 1**).

### **2. Scope of the contract**

We are seeking to commission a specialist agent to support us to develop a creative and exciting exhibition to celebrate the success of our work over the last 10 years as set out below:

- To develop a public exhibition and brochure/publication ready to launch at 'Park Fest' community event on 20 July 2019 – the content produced would also be used on our website.
- To launch a community consultation about the replanting of the rose bed in front of our Chestnuts Community Centre to create a commemorative garden.
- To record a series of brief interviews with key stakeholders, that may be used for future online publicity.
- To support a national coverage initiative to celebrate our 10 years of success and raise the profile of the Bridge.

### **3. Detailed requirements**

Are you a skilled all round communicator - able to tell the compelling story of what the Bridge Renewal Trust has achieved in the community over the last 10 years? We are looking for someone who can bring together the words, pictures and visuals for an exhibition and brochure. This short contract needs to be ready to launch our celebration of achievement at Park Fest on 20 July 2019.

The contractor is required to work with the Chair (lead) and key Bridge staff to develop relevant exhibition, electronic and printed materials. This will involve:

- Meeting key people regarding content
- Producing text and visuals for the exhibition in Chestnuts Community Centre on 20 July 2019 and video recording of key activities and a series of 1-minute interviews with key service users, volunteers, staff and Trustees at the event.
- Designing and producing a brochure to promote key achievements.
- Supporting the drafting of a press release (short and long) to promote the 10-year celebration

### **4. Budget**

The estimated cost of the work is a maximum of £5,000 excluding VAT to cover personnel, design and printing costs.

### **5. How to apply**

To apply, please submit your CV and a statement - of how you will produce something our community and staff can be proud of - to [colin@bridgerenewaltrust.org.uk](mailto:colin@bridgerenewaltrust.org.uk). Please include details of the overall approach you are proposing and how this will meet the Bridge's stated objectives. Please also confirm the key personnel you would be using to deliver the contract with details of their relevant experience. Your proposal should be a fixed price including a schedule covering all proposed costs and expenses incurred in delivering the contract. You should explicitly state if you foresee additional costs being met by the Bridge in order for the contract to be delivered.

**Deadline** for application is **Tuesday, 12noon, 28 May 2019**. **Interviews** are scheduled for **Thursday, 30 May 2019**.

### **6. Contract period**

The successful bidder should be available to commence work swiftly. The contract will last until delivery of the exhibition, brochure and national coverage plan.

### **7. Contact for further information or questions**

If you would like to have an informal discussion about the contract please call Rachel Hughes, Chair of Board of Trustees on 07702 207193 or Geoffrey Ocen, Chief Executive on 07711 424 047.