



Futures Ltd

Our Community – Our Environment – Our Actions

Procurement Brief

Walking Food Trail

About Us

Based on Isle of Bute and with a remit to delivery services across Argyll & Bute, Fyne Futures is a registered charity and established social enterprise. It is a subsidiary of Fyne Homes Ltd, a housing association with a focus on community regeneration and environmental sustainability. Fyne Futures board is independent from Fyne Homes and are fully responsible for good governance delivery of our charitable objectives¹. Our volunteer board currently has 9 members of which 8 are resident to Bute. The board has a wide range of experience and expertise – from private, public and third sectors.

Since 2005, Fyne Futures has been delivering a range of carbon saving services and produce including recycling, reuse, local produce and community car club with associated social and environmental benefits to Bute and beyond. Fyne Futures have successfully delivered a series of projects through funding from various sources, including several from our current project funder Climate Challenge Fund. Fyne Futures actively collaborates with other community organisations to achieve greater impact, and will do so to deliver the wider Bute Carbon Free Families project. The Walking Food Trail is part of this project and the key stakeholders would include but are not limited to: local food producing businesses, Climate Challenge Fund, Fyne Futures and board of directors.

Background

The project community is the Isle of Bute. This island has circa 6,410 residents – around 60% reside in the main town of Rothesay, whilst the remaining 40% reside in the village of Ardbeg, remote rural villages Port Bannatyne, Kilchattan Bay or remote rural settlements on West Coast of the island and farmsteads.

The Overall Purpose for this Walking Food Trail project –

Vision

The walking food trail should encourage people to visit local food producing sites and become more aware of sites where food is grown locally for free.

¹ Appendix 1

Fyne Futures, Registered Office: 81 Victoria Street, Rothesay, Isle of Bute, PA20 0AP.

Registered in Scotland No 279734

Registered Scottish Charity No SC 036392A member of the Fyne Group

Aims and Objectives

- To deliver a visual aid- a series of postcards featuring images of Rothesay that represents local food growing and local business.
- To increase awareness of free food in community spaces

Images may be created in any chosen medium, but they must be reproducible in a flat, colour A6 size. They may for example be photograph, painted, hand drawn etc.

The submitted images must be a series of no less than 8 and no more than 10 images reflecting the free local food grown in Rothesay and local businesses retailing in Rothesay.

The intended route for the food trail is to be between Chapel Hill Accessible Gardens and Battery Place. The trail should pass local food retailers and businesses growing free food for others. It should include the following sites:

1. Chapel Hill Raised bed Garden
2. Raised bed growing area on corner between Ladeside Place and Ladeside Street
3. Raised bed triangles on pathway adjacent to Columshill place
4. Raised bed sheltered gardens, Union Street next to Rothesay Nursery
5. Raised beds on corner of Russell Street and High Street
6. Guilford Square Fruit Trees in half barrels
7. Battery Place raised beds

Submissions must include a minimum of at least one image of each of the above sites but can do so in any order, providing it begins and ends in the key areas 1. & 7.

All images submitted must be limited to Rothesay, as the aim of the project is to create a short walking trail within the town.

As it is part of a walking tour, the images can include a map or description of route/location.

These final images will be provided to Fyne Futures no later than 1st September 2019. Licence to reproduce these images will be solely given to Fyne Futures with the artist being given credit for this work.

Development and inception phase

We are seeking to appoint a partner to produce a series of images in a 2D format. It is expected that the successful applicant will attend an inception meeting upon appointment. We expect the applicant to be able to submit a draft of their work for feedback in the first instance before the appropriate deadline, with the final piece returned no later than the submission deadline. For context, see Timeline and budget (below).

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Tender Brief

Quotes should include information as set out in Part 1, 2 and 3 below. Tenders will be assessed by a panel of key stakeholders with the winning bid delivering best value within the fixed budget.

PART 1 – COMPANY INFORMATION

- a) Detail of company submitting this form and the address from which the project will be managed.

Name	
Address	
Principal Contact	
Position	

- b) In the last 3 years, has your company been involved in working with a rural community on a creative project?
Yes/No
- c) In the last 3 years, has your company been involved in working with a rural community on a food project?
Yes/No
- d) If yes to b) or c), please expand on the content of the plan or project.

- e) Describe the relevant experience of your company in the context of the project under consideration.

f) Describe the current and anticipated future workload of your company

g) Has your company received any accreditations? (e.g. Investors in People; Quality Assurance)

PART 2 – ORGANISATION PROFILE AND KEY PROJECT PERSONNEL

a) Please describe the structure of your company. Enclose an organisation chart if you wish.

b) Give details of the principal(s) within your office who will have prime responsibility for the successful delivery of this project, including relevant experience.

c) Give details of the other key professional staff or partners who will form your team for this project, include relevant experience.

PART 3 – PROJECT EXECUTION

- a) Describe the detailed approach you will adopt to deliver on this brief to ensure our project outcomes are delivered. Include description of any 'added value' services or experience you will provide; describe their relevance together with the experience and skills of the individuals who are qualified to apply them. Include detailed breakdown of quote for work.

- b) Please indicate availability to commence project within timeline and likely time to complete.

Timeline and Budget

The procurement is expected to begin on 17th June, with bids to be returned no later than 1st July 2019 by email to admin@fynefutures.org.uk or in person at Fyne Futures offices, Colbeck Lane Recycling Centre.

Appointment of successful candidate will be made by 10th July 2019 after which an initial inception meeting will be held.

We have a budget of £500

Awarding decision will be made by a panel of key local stakeholders on the basis of best value within budget.