BIC Consultant Tender Document
Project Name: Acquisitions and Divestments Best Practice

BIC is looking for a reliable, efficient consultant with proven project management skills, extensive book industry supply chain experience, including metadata and operations (for both e-books and printed books) and good book industry contacts, to lead its Acquisitions and Divestments Project which is due to run from January 2015 for 12 months.

Interested applicants should submit their full CV, a covering letter explaining why they’d be suitable, with references, and a week-by-week project plan, based on the Project Brief (click here). Please note, BIC does not expect to be invoiced for the preparation of any of these documents.

Deadline for applications
Deadline for interested consultants to apply is 9th January 2015. Please apply in writing to Karina@bic.org.uk

Your covering letter should include:
Minimum and maximum estimates of the time taken to complete the project
Your best and final figure of your consultancy costs to complete the project – it is understood that this figure will include:
   Any/all costs that may be incurred liaising with any other consultants: BIC would not expect to be billed by other consultants for any work relating to this project.
   Any/all travel, hotel & subsistence costs that may be incurred as part of this project
   Your time to complete the project as per the Project Brief
   Any/all phone calls, emails and/or letters that may be required

BIC Terms for this project
The successful consultant will be paid for the project itself as a job rate as opposed to a day/hour rate and will be paid as follows:
25% of the agreed project cost will be paid on appointment to the project.
25% of the agreed project cost will be paid half way through the project (in terms of number of weeks from the appointment date and the completion date)
50% of the agreed project cost will be paid on successful completion* of the project in accordance with the Project Brief.
*Completion of the project is defined as being when all deliverables have been achieved, the Post Project Review has been carried out and any resulting further recommendations have been documented.

Interviews
It is anticipated that Interviews will be held after 9th January 2015, and will be with the Chair of the BIC Operational Board and BIC’s Executive Director. The successful consultant will be notified before the end of January 2015.

Intellectual Property
Please note all outputs as a result of work carried out for BIC for this project will remain the property BIC.

04.12.2014