

The logo for BBC Radio 6 Music. It features the 'BBC' logo in its signature black squares, followed by the number '6' inside a black circle, and the word 'MUSIC' in a bold, black, sans-serif font.

COMMISSIONING BRIEF

Invitation to Tender

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SECTION A: EDITORIAL OPPORTUNITY

Commissioning Brief No: 99142
6 Music's Saturday Morning Show

Commissioning Owner	Samantha Moy Samantha.Moy@bbc.co.uk
Commissioning Contact	Robert Gallacher Robert.Gallacher@bbc.co.uk
Commissioning Brief Title	Saturday Morning Show
Network	6 Music
Guide Price	£1250 – ‘Guide Price’ does not include presenter fees, which will be paid directly by 6 Music.
Genre	Music
Duration	One year with two separate options for the BBC to renew for a further year on the same terms after both the first and second years (1+1+1)
No. of Episodes	50 x 180'
Transmission Period	TBC
Slot Day	Saturday
Slot Time	1000-1300
Production Location	London

Important Points to Note:

- Suppliers will only be eligible to participate in the tender process if they meet the Production Eligibility Criteria. Suppliers unable to meet the BBC's requirements on their own could seek complementary third parties to work with in partnership. **The Production Eligibility Questionnaire** can be found in Appendix 1; all suppliers will be asked to complete it.
- Proposals and your responses to the Production Eligibility Questionnaire must be submitted via **Proteus** before the deadline at noon on **Thursday 22nd January**.
- In addition to the eligibility questionnaire and proposal, suppliers should also provide the production information listed on **page 13**, this includes the **budget**.
- This title will be contracted on a work-for-hire basis, and producers will be expected to assign all rights in the programme to the BBC. The contract for the Programme will be on the terms set out in the ITT Special Terms and the ITT General Terms.
- The contract is offered as a fixed price deal. This doesn't include the Presenter fee.
- The BBC reserves the right at any time prior to award of a tender, and without incurring any liability to the affected suppliers, to accept or reject any proposal, or to annul the tender process, rejecting all proposals.

6 Music – Network Strategy

BBC Radio 6 Music is a radio station for music lovers with a curious spirit. We shine a light, lend an ear and give platform to music beyond the mainstream. We are a highly distinctive network, playing and celebrating a breadth of artists and music across eras and genres.

BBC Radio 6 Music is seeking to grow its audience, profile and reach of the network amongst the 15-44 age group. We are building an evolved and representative schedule defined by a curious spirit that connect us with new audiences. We aim to deepen and broaden the music we play and stories we tell on air and on demand, in partnership with BBC Sounds. We encourage production suppliers to consider the following:

- **The audience is evolving**

Streaming services and podcasts have changed audience listening behaviours and if our content doesn't shift with the times, it can sound dated.

- **We need to build awareness – and social media can be key**

Social media is seen as a keyway of reaching these opportunity audiences. Make artists the heroes of your content and help its journey on to multiple social channels and feeds

- **Make it easier for the audience to find and stay with us**

How can we make it as easy as possible for listeners to find 6M, stay tuned in and build a 7 day habit? Tell them what's up next, promote the schedule, direct them to on demand content at relevant times, contribute and support network initiatives that mobilise the entire radio station. Focused metadata. Stories that invite the audience in.

1. Editorial Opportunity

1000-1300, Saturday Mornings on 6 Music – Presenter TBC

1000-1300 is a curated music show in a key part of 6 Music's Saturday schedule. The programme fully embraces and displays 6 Music's breadth and should showcase a presenter's knowledge and skills either as an artist or as a curator. The show should also work for the daypart as a sonic bridge between Radcliffe & Maconie and Jamz Supernova and also be made with the on-demand listen in mind.

2. Programme Strategy

The programme's content should be informative, considered, and, crucially, inclusive. 6 Music wants to reflect the diversity of the UK and the network are looking for new approaches to evolve listener engagement – which will broaden the appeal of the show to new audiences across the music played, stories told, and scenes explored. You will want to consider how this show contributes to the 50:50 Diversity initiative in terms of the music played and voices heard.

3. Programme Content

Regular features can be considered as part of the ebb and flow of a Saturday morning programme – but crucially, the music mix and the personality of the presenter should be key considerations in the sound of this show. Programme suppliers are welcome to consider new ideas or specials which are in keeping with the show's style and feel.



4. Music Policy

This is a hand-built show, which truly plays music across the board: punk, funk, disco, hip hop, rap, jazz, Latin, heavy rock, reggae, soul and much more which is then crafted into a brilliant soundtrack for a Saturday morning. In addition, 5 playlist tracks, which are keeping with the programme and played at TOHs, will be selected by the Music team in collaboration with the production team.

5. Success Measures

The show should aim to grow live listener numbers in this slot – as measured by RAJAR – and on demand figures in Sounds.

6. Social Media / Digital / Extra deliverables

The production team should present relevant ideas to contribute to 6 Music's digital strategy that embraces BBC Sounds, our social media channels and any visualisation opportunities to fully optimise the show's digital potential.

We require the following for inclusion in BBC Sounds and for Network Digital Support (filming, photography, social assets):

Accurate and compelling programme titles and descriptions ahead of TX, when programme content is confirmed, in order to capitalise on press opportunities or Digital Support (as listed above). Data should be updated post-TX, where appropriate, as soon as possible

Full Show tracklistings for the programme to be made by the show team into a social asset to be shared on our channels

Members of production should undertake editorial data and photography training where required by the BBC.

7. Diversity and Inclusion

Diversity & Inclusion is a priority for ALL of us. We want BBC Radio & Music to be demonstrably the best organisation in the audio sector to work for and with; one which reflects the diversity of the UK; and where people feel welcomed, appreciated, respected, and can be themselves and produce their best work.

6 Music wants to reflect the diversity of the UK and the network are looking for new approaches to evolve listener engagement – which will broaden the appeal of the show to new audiences. We are interested to hear your inclusive content ideas and how they might be expressed across the music played, stories told, and scenes explored. You may wish to consider how this show might contribute to the expanded 50:50 Diversity initiative (more details in Appendix 3).

8. Sustainability

The BBC is committed to informing and inspiring listeners about how they, as individuals, can take steps towards more sustainable living.

Your proposal should consider how the editorial and production methods contribute towards the BBC's Net Zero strategy – you can read about this [here](#).

Where appropriate sustainability themes should be woven into the editorial – either implicitly or explicitly. Unsustainable portrayals should be avoided in favour of showing more sustainable practices, e.g. if the narrative allows maybe a character takes a train journey instead of a flight, or presenters use re-usable cups instead of disposable ones.

Production methods should demonstrate good practice – minimising negative environmental impacts (e.g. from energy, waste, travel) and where possible making a positive contribution.

For further information please discuss sustainability with the Commissioning Editor, and see our Radio Commissioning site [here](#).

9. Risk Management

If you are successful and secure a pitch, we would like you to include a detailed transition plan and an explanation of how you will manage the transition from the current productions of the programme, with minimum disruption.

10. Additional Information / Requirements

- The 'Guide Price' does not include presenter fees, which will be paid directly by the Network.
- The contract will be offered as a "fixed price" and the BBC will assume that any elements included in proposals can be successfully delivered within the guide price given.
- Production teams will be expected to adhere to all relevant editorial and copyright guidelines in place; and deliver all necessary production related paperwork meeting required deadlines – e.g., Compliance forms, music reporting, and keeping Proteus up to date.
- We expect these shows to be a mix of live and pre-recorded, with pre-recorded shows to be delivered 2 days ahead of TX. The producer is fully responsible for the editorial compliance of the programme.
- Access to all necessary broadcast production systems, as well as studios, to enable the broadcast/recording of the show will be made available in a BBC Building at no cost to the successful supplier throughout the contract. Any additional studio time above this allocation will be at your own cost.
- While the production team will be expected to take the lead role in booking appropriate artists for any live music elements in the show, the responsibility for producing, recording and contracting these will lie with Network Live Music Team.
- Where appropriate, we would also want the production team to creatively deliver the Network's wider weekly and monthly editorial messages; and to attend relevant Editorial meetings (either in person in London, or via Teams). We expect clear communication between the production team and the presenter about station wide initiatives.

Compliance and BBC Editorial Guidelines

You will be required to deliver programmes that are in line with the BBC's Editorial Guidelines and be able to adapt to the BBC's changing editorial and business needs during the period of the commission.

SECTION B: TENDER PROCESS AND TIMETABLE

The process that BBC Radio will follow when running a tender is outlined in this guidance document [here](#).

Below are the timing and the specific details for this tender. Late submissions cannot be accepted.

Stage	Timings (all midday)	Activities
Invitation to Tender published	Friday 19 th December	<p>Publication of Invitation to Tender and round opens in Proteus.</p> <p>You will be required to respond to the Production Experience Questionnaire outlined in Appendix 1.</p> <p>Proposals should be no more than 750 words summarising your specific ideas. It should answer the editorial objectives and other requirements as set out in the Editorial Opportunity.</p>
Tender Eligibility and Short Proposal	Thursday 22 nd January	Deadline for Eligibility Questionnaire and 750 Word Proposal to be submitted via Proteus.
Shortlisting Decision	Tuesday 27 th January	<p>Suppliers shortlisted and notified of outcomes.</p> <p>Successful suppliers invited to pitch</p>
Pitching	w/c 9 th February	<p>Microsoft Teams pitches with shortlisted suppliers.</p> <p>PLEASE MAKE SURE YOU ARE AVAILABLE FOR PITCHING FOR THIS WEEK – PITCHES WILL NOT TAKE PLACE AT ANY OTHER TIME.</p> <p>Following the pitch, the evaluation team will re-evaluate your Proposal against the assessment criteria outlined on page 12, considering the responses given during the pitch, and any additional material requested. The evaluation team may then decide to award the contract to the producer(s) which best meets the assessment criteria</p> <p>Note: At any stage of the process, we may need to come back to you to seek clarification. Your answers will be factored into the evaluation process as appropriate.</p>
Conditional Commission and Contract	w/c 16 th February	Tender award decision made, commissioning specification completed, and contract issued. Agreement of all programme related deliverables and technical specifications.
Feedback	By 2 nd March	Feedback may be requested by suppliers on rejected Full Proposals. Once notified of the result you have two weeks to request feedback. Requests for feedback should be made to robert.gallacher@bbc.co.uk . Feedback will be provided within two weeks of receiving the request.

If you have any questions about this commissioning brief that need answering before you submit your Short Proposal and eligibility responses, please ensure you email them to either Robert.Gallacher@bbc.co.uk or Helen.Weatherhead@bbc.co.uk by Friday 16th January at the latest.

Evaluation Team

The following people may be involved in the evaluation of your proposal at various stages:

Samantha Moy, Head of BBC Radio 6 Music

Camilla Pia, Editor, BBC Radio 6 Music, Music Team

Helen Weatherhead Assistant Commissioner, BBC Radio 6 Music

Robert Gallacher, Commissioning Editor, BBC Radio Pop Networks

Raluca Albu, Senior Procurement Manager

Sammy Jancovich, Senior CRBA Executive

Subject matter experts (e.g. production experts, visual content specialists, network management or finance advisors etc.) may also be consulted.

APPENDIX 1: PRODUCTION ELIGIBILITY QUESTIONNAIRE

Proteus Screen Grab

Proposal Notes and Feedback
This box shows all the notes currently visible to all parties

Add / Edit Notes Here
These notes will be visible by the network when the proposal is submitted
Please pay particular attention to any editorial or compliance issues you have identified: [BBC Editorial Guidelines](#)

Private Notes
Private Supplier Notes will not be visible to the Network

Copy and paste Eligibility Section below into this field in Proteus.

You MUST complete Section 1 ONLY if you plan to submit a full proposal as part of a partnership.

Please list each partnership and describe the responsibilities each partner will take.
[Insert details]

Please indicate the lead company with whom the BBC will contract.
[Insert details]

Please include the key personnel responsible for the production and delivery of the programme and details of the partnering company they are currently contracted to.

Part 2: Production Experience**Guidance**

The Production Eligibility Questionnaire is the first part of your submission that the BBC will consider as part of the process. Suppliers who proceed in the process will be determined by those with the strongest scores. The questionnaire is designed to allow the BBC to understand more about your company and your experience of producing the type of programme being tendered.

Once completed, please copy and paste your responses into the Add/Edit Notes Here section of the Create Proposal page in Proteus – as per the screen grab below.

- Pass / Fail Eligibility Criteria:
 - Organisational details (registered limited company)
 - Ability to meet specific programme requirements (e.g. regional)
 - Sufficient insurance cover
 - Ability to meet general BBC strategic objectives (e.g. sustainability, payment of real living wage)
- Evaluated Eligibility Criteria:
 - Recent experience of producing similar type of content
 - Conflicts of interest (and how any are mitigated)
 - Health and safety issues on previous productions (and how they were mitigated)

The evaluated Eligibility Criteria will be weighted according to their importance to the Tender, and the Evaluation Team will score the responses accordingly.

Any fails would automatically exclude a Tenderer; though follow up information from the Tenderer and sufficient clarification and/or mitigation may sufficiently offset a failure.

The Evaluation Team will then meet to consider the evaluated Eligibility Criteria. The Procurement Manager will moderate that session as required.

In no more than 100 words per response, please outline your relevant production experience, using recent examples, in the following areas:

2.1 We require a production base with relevant recent experience, and staffing depth, in producing a curated music radio programme broadcast during peak daytime hours. Demonstrable and realistic understanding of the pressures, staffing and infrastructure involved in producing shows over a sustained period.

[Insert details]

2.2 We require a production base with an understanding of the importance of multi-platform content, and recent company/production team experience of producing engaging content for digital and social platforms.

[Insert details]

2.3 We require a production base with relevant production team experience of presenter talent management. This needs to be at the level required for producing and managing a high-profile music strand such as this, as well as the ability to build those relationships quickly and effectively.

[Insert details]

2.4 Demonstrable knowledge and passion of 6 Music's output.

[Insert details]

2.5 Demonstrable knowledge and experience of the roles, responsibilities and processes required in producing a fully compliant music programme for BBC Radio 6 Music.

[Insert details]

2.6 The flexibility to be able produce a live show or a pre-recorded hybrid version, as required.

[Insert details]

APPENDIX 2: ASSESSMENT CRITERIA

We will assess your Proposal and pitch according to the main criteria below. More details on how we will make our assessment will be given to all those shortlisted at the same time as they are invited to pitch.

Your Proposal should include:

- Key production personnel
- How the proposal responds to the criteria outlined below
- Risk Management – including how the transition from the current to the new production would be managed with minimal disruption
- Response to key contract terms
- Details of your proposed total programme and per episode cost, broken down by price to BBC Public Service and any other funding sources. As part of our strategic priorities the BBC is making a commitment to the real living wage (as described by the Living Wage Foundation – see livingwage.org.uk). The per episode cost of the programme should be budgeted to account for the real living wage and the Proposal should include details of how compliance with the real living wage will be achieved. And all details should be included in a template as below:

Production Costs	Daily Rate	Days/Week	Total
Executive Producer			£0.00
Producer			£0.00
Assistant Producer			£0.00
Production Manager			£0.00
Total:			£0.00
Overheads @			%
Production fees @			%
Grand Total – ex VAT			£0.00

Assessment Criteria	Weighting
Editorial proposal and capability <ul style="list-style-type: none"> • Fit of editorial proposal to overall Network Strategy and Music Policy • Demonstrable specialist music knowledge and industry contacts • Depth of knowledge of alternative music across all genres from the late 1960s • Format and structure of the programme • Proposed production team's track record in producing recent, relevant and compliant music programmes of high quality • Ability to contribute to the network's key editorial processes and creative moments across the year • Ability to work collaboratively with other production teams and suppliers • How your proposal will support the BBC ambition to achieve Net Zero by 2050 	65%
Other Indicators: <ul style="list-style-type: none"> • Ways to support delivery of BBC Radio's vision and objectives • Ability to innovate and evolve programme in line with changing audience habits 	

Assessment Criteria	Weighting
<ul style="list-style-type: none"> Plans for engaging young audiences via social media and interactive content Experience of creating genuine 'appointment to listen' features and content Ability to manage and develop high profile on-air talent Ability to identify and book suitable artists where relevant Ability to deliver OB programming from festivals and key events Ability to innovate across digital platforms as approved by Network/Digital Editor, Head of Visualisation etc. 	
Strategies to evolve listener engagement <ul style="list-style-type: none"> Appeal to new diverse audiences (music, speech content, digital) Diversity of ideas and people (on-air and off-air) Ideas for contributions to 50:50 strategy Digital innovation (achievable within your proposed price) 	20%
Value for Money <ul style="list-style-type: none"> Financial plan – including budget showing production and overheads. Price per episode Efficiency of production process Acceptance of key contract terms (includes compliance with all applicable UK law) 	5%
Risk <ul style="list-style-type: none"> Transition risk Production risk (ability to produce shows of large scale and volume with a consistent and experienced production team) Business continuity BBC reputational risk Ability to comply with all relevant UK legislation and BBC policies (not limited to editorial policies) Conflict of interest 	10%

APPENDIX 3: DIVERSITY AND INCLUSION

Diversity & Inclusion

Diversity & Inclusion is a priority for ALL of us. We want BBC Radio & Music to be demonstrably the best organisation in the audio sector to work for and with. We are fully committed to making this a place where people feel welcomed, appreciated, respected, and that they can be themselves and produce their best work.

We are interested in working with companies that share our Diversity & Inclusion values. BBC Radio has committed itself to spending £12m in the three years from FY21/22 on newly competed commissions that support at least two of the three priorities set out below. This is in addition to the many proposals that we will commission which meet only one of these priorities, as well as those that meet none of the three.

Please tell us whether, and how, your proposal and/or your company and/or (if yet known) the production team meet any of these three diversity priorities:

- i. diverse stories and portrayals, covering the nine protected characteristics plus social mobility
- ii. diverse production leadership - where 'diverse' includes ethnicity, socio-economic background and disability.
- iii. diverse company leadership - where 'diverse' includes ethnicity, socio-economic background and disability.

The full definitions supporting each priority can be found [here](#) and some FAQs [here](#). For clarity, proposals will not be accepted or declined simply because they do or do not meet these diversity criteria. What you write in relation to them will be considered alongside all the other factors we evaluate when awarding commissions. Proposals that don't meet the diversity criteria may still be commissioned on the strength of meeting the other assessment criteria in this brief.

If you submit a Full Proposal, you may wish to give us more detailed information with regard to the diversity priorities.

Our D&I commitments will help create an inclusive culture for all, increasing gender, ethnicity, socio-economic and disability diversity, and helping to deliver on the BBC's new 50:20:12 diversity targets for Gender, BAME and disability representation.