



Pre-Tender Market Engagement

High Street Task Force Ref. CPD/004/119/139

Authority: Ministry for Housing, Communities and Local Government (MHCLG)
 (“the Authority”).

Date Response required: Monday 24 December 2018 at 10:00am (GMT)

1 PURPOSE

- 1.1 This Pre-Tender Market Engagement (PTME) seeks information in preparation for the potential procurement of a Supplier (from herein referred to as a “**Potential Supplier**”) to establish a High Street Task Force.

The purpose of this PTME is to:

- 1.1.1 help define the requirement;
 - 1.1.2 help provide a better understanding of the feasibility of the requirement;
 - 1.1.3 understand the best approach;
 - 1.1.4 understand the capacity of the market to deliver and possible risks involved;
and
 - 1.1.5 provide the market with an opportunity to ask questions, raise queries and any issues to be addressed at an early stage.
- 1.2 The Authority shall maintain commercial confidentiality of information received during the PTME.

2 INTRODUCTION

- 2.1 At Budget in October 2018, the Chancellor of the Exchequer announced an Action Plan to support the sustainable transformation of our high streets. This included a £675million Future High Fund to support local areas in England to invest in town centre infrastructure.
- 2.2 The Fund will also support local leadership with a High Streets Task Force giving high streets and town centres access to expert advice to adapt and thrive. The High Street Task Force will have a clear remit to synthesise the evidence on what works in transforming high street and town centres, facilitating structural adjustment and filling evidence gaps through the commission of research. It will be independent from Government.

3 HIGH LEVEL OUTLINE PROJECT OUTCOMES REQUIRED

3.1 The Authority is looking for a supplier to establish and manage the High Streets Task Force.

3.2 The aims of the High Street Task Force will be as follows:

- **Boost local authority capacity:** provide additional capacity with access to teams of experts to local authorities, for example on planning policy, to help design effective and innovative high street strategies and to help implement these.
- **Build skills (leadership scholarships):** provide training for place leaders, to ensure that they have the capability and skills to be able to make best use of the data and information that the task force will be provide them with. This will help them to bring together the relevant organisations in their local place and make best use of the data.
- **Coordination:** bring together the diverse range of organisations and groups that make up the high street offer. This includes BIDs, local authorities, property owners, communities and businesses, many of whom currently operate in silos, enabling them to have a single voice for the high street.
- **Information and data sharing:** manage a repository of support, toolkits and best practice guidance that could be available to all local places and provide on-going strategic guidance to local place leaders. It could provide access to data, helping local leaders understand the performance of their place, diagnose issues and ensure that decisions are evidence-based and the impact of decisions assessed. This is particularly important for smaller towns who have less resource to develop a data-driven approach.

3.3 The Authority invites suppliers to specify the process they would go through in the development a High Streets Task Force. They can draw on examples or practical experiences of setting up Task Forces, institutions or commissions in the past to support their recommendations.

3.4 Suppliers are asked to consider:

- how they would set up a Task Force, where would it be located, how many staff would be employed
- estimations on how much it would cost to set up the Task Force
- the membership of the Task Force, for example would this be academia, planners, legal, financial, analytical professionals, experts on high streets, or other members not listed above;
- outline the timescales involved in setting up the Task Force , for example, would it take less than or more than a year
- provide examples of how the Task Force could link with the high street fund, in terms of helping local authorities to successfully bid for funding
- engagement strategies with local authorities to ensure they utilised the expertise available from the Task Force
- training requirements for example on leadership and sharing of best practice

- identify how data would be stored, how this would be shared with local authorities, creating a repository of support and dissemination strategies
- the monitoring tools the supplier would use to ensure the Task Force is delivering

4 OUTPUTS/DELIVERABLES

- 4.1 Ultimately the work of the Task Force will improve local decision-making among local authorities on high street and town centre regeneration.
- 4.2 Suppliers are invited to consider what they key performance indicators should be, what outputs should produce and how they would demonstrate Task Force has:
- Increased capacity, knowledge and expertise of local authorities and local leaders through targeted training leading to better management of town centres and high streets and generally more efficiently run local authorities.
 - Evidence gathering and synthesis around 'what works' in town centre regeneration, will help local areas to better meet the structural challenges facing high streets and sharing best practice.
 - Evidence and data will be easier to access for local authorities. It will also be easier for them to understand and analyse. This will further build knowledge and expertise and ensure that local authorities' work to improve town centres in their areas is better delivered, more successful and leads to higher value for money.

5 KEY DATES & TENDERING PROCESS

- 5.1 If it is decided this service is required, it is anticipated that procurement may start 25 January 2019 with the contract to commence 23 April 2019. These indicative dates are for information purposes only. MHCLG reserve the right to amend these dates at any time, and Potential Suppliers rely on them entirely at their own risk.
- 5.2 The contract is expected to be for a period of 5 years.

6 RESPONSE

- 6.1 **Please respond by email to paul.farlow@communities.gov.uk by 24 December 2018 10:00am (GMT) (the "Response Deadline"). The response should provide a response to the following questions.**

- Q1. Please can you address the requirements/issues identified in paragraphs 3.4 and 4.2 above.
- Q2 Would you be interested in bidding for this project?
- Q3 Would you bid with other organisation(s)?
- Q4 Is this project deliverable in the 5-year contract term proposed?
- Q5 Is what the Authority asking for clear?
- Q6 What, if anything, has the Authority missed or overlooked in setting out their requirement?
- Q7 Is there anything here which is irrelevant, outdated or unnecessary?
- Q8 What would the total, indicative cost be for this piece of work?

7 QUESTIONS AND CLARIFICATIONS

- 7.1 Potential Suppliers may raise questions or seek clarification regarding any aspect of this PTME document at any time prior to the Response Deadline. Questions must be submitted by email paul.farlow@communities.gov.uk only.
- 7.2 To ensure that all Potential Suppliers have equal access to information regarding this PTME exercise, responses to questions raised by Potential Suppliers will be published in a “Questions and Answers” document, which will also be circulated by email, with updates appearing at regular intervals (approximately two to three working days).
- 7.3 Responses to questions will not identify the originator of the question.
- 7.4 If a Potential Supplier wishes to ask a question or seek clarification without the question and answer being revealed, then the Potential Supplier must state this in their email and provide its justification for withholding the question and any response. If the Authority does not consider that there is sufficient justification for withholding the question and the corresponding response, the Potential Supplier will be invited to decide whether:
 - 7.4.1 the question/clarification and the response should in fact be published; or
 - 7.4.2 it wishes to withdraw the question/clarification.

8 GENERAL CONDITIONS

- 8.1 This PTME will help the Authority to refine the requirements and to understand the potential level of interest in the delivering requirements. It will also aid Potential Supplier’s understanding of the requirements in advance of any formal competitive tender exercise.
- 8.2 The Authority reserves the right to change any information contained within this PTME at any time, and Potential Suppliers rely upon it entirely at their own risk.
- 8.3 The Authority reserves the right not to proceed with a competitive tender exercise after this PTME or to award any contract.
- 8.4 Any and all costs associated with the production of such a response to this PTME must be borne by the Potential Supplier.
- 8.5 No down-selection of Potential Suppliers will take place as a consequence of any responses or interactions relating to this PTME.
- 8.6 The Authority expects that all responses to this PTME will be provided by Potential Suppliers in good faith to the best of their ability in the light of information available at the time of their response.
- 8.7 No information provided by a Potential Supplier in response to this PTME will be carried forward, used or acknowledged in any way for the purpose of evaluating the Potential Supplier, in any subsequent formal procurement process.