

Reference: AF2686140

About the proposed project

Project title*

PROVISION AND MANAGEMENT OF CHILDREN'S ENTERTAINMENT AREA FOR THE LONDON BOROUGH OF NEWHAM
EVENTS 2018 -2021

Organisation*

London Borough of Newham

Key people

Project manager's full name*

Natasha Lawrence

Project manager's job title*

Event Assistant

Project sponsor's full nameProject sponsor would be within scheme of delegation*

Sue Meiners

Project sponsor's job title*

Deputy Head of Events

Contract estimations

Important information

Please enter the estimated contract value and savings. If you are unsure on the estimated savings value please leave blank at this stage.

If the procurement is not estimated to achieve any savings, please enter '£0'.

The category of spend is linked to Proclass, which is essential for any organisation seeking to understand its third party expenditure.

To find your category of spend [click here](#), then scroll down and select 'Proclass'.

For more information please see: <http://proclass.org.uk/>

Total contract life value band (in pounds)*

25,000 to 99,999

Yearly financial savings target

£

Yearly estimated value of contract*

£23250.00

Total estimated value of contract*

£93000.00

Category of spend

Category of spend

Procurement to Advice

New contract details

Important information

Please detail your proposed route to the market. If you are unsure on your options, or what each route means, the Strategic Procurement Unit will be able to discuss your options and the timescales of each route.

Proposed contract start date*
05 Feb 2018

Proposed contract end date*
05 Feb 2021

Proposed contract type*
Services

Proposed route*
Don't know

Project deliverables

Important information

Outcomes are the changes, benefits, learning or other effects that will happen as a result of this procurement.

Brief description of outcomes to be delivered by the proposed project*

This procurement is for services. The service sought is to plan, organise, implement, manage and deliver all the content and logistical elements of the Children's Entertainment Area for the Mayor's Newham Show 2018 - 2021. The contract will also cover for the provision of a Lost Children Facility for the Mayor's Newham Show, Under the Stars, and Guy Fawkes Night events in 2018 - 2021.

The Children's Entertainment Area aim is to stimulate children both mentally and physically. It must include high quality, fun, imaginative and interactive activities that children and their carers will remember long after the event.

The contract will run throughout for three years (2018 - 2020), with the possibility of a one year extension (2021).

The supplier will be required to work closely with the council's events team and alongside the contracted Production Manager.

Summary of main objectives of proposed project*

- a) The provision of a safe, fun, imaginative and interactive Children's Entertainment Area.
- b) Drawing up content proposals with innovative ideas & creative themes.
- c) Health & Safety planning and management (e.g. carrying out risk assessments, drawing up and enforcing H&S measures, monitoring all relevant processes/documentation).
- d) Regular communication & consultation with the events team.
- e) Event day production, activities & site management.
- f) Provision of post event reports/logs.

Roles and responsibilities

Important information

Please consider what service areas could be affected by this procurement.

You should also consider whether this procurement requires a project board or group with clear roles and responsibilities, and what services should be represented.

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Tick the service areas which maybe affected by this procurement

- Financial Services
- Health and Safety
- Human Resources
- ICT
- Insurance Services
- Legal Services
- Planning and property
- Procurement to advice

Welcome Natasha Lawrence