| **LVRPA: Leisure Services Contract Procurement – Quotation Document 1 (Price) - Consultancy Name:**  **Days A = Authority time estimate (for internal use only) - Days C = Consultant estimate – Cost = Consultant cost based on Days C** | | | | | | |
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| **Ref** | **Phase** | **Tasks** | **Products** | **Days A** | **Days C** | **Cost £** |
| P 1 | Pre-meeting | The Consultants are expected to draw on their knowledge and experience of the Leisure Services market and their experience of carrying out similar commissions in the past and:  Thoroughly familiarise themselves with: the scope of the intended Procurement (which will be a variation to the procurement carried out by the Authority in 2015), the 14 facilities and the Authority’s initial procurement plan (in the form of a Product and Task Breakdown). The following will be provided to assist:   1. Relevant extracts from the current contract between the Authority and current Supplier covering the management of the 14 facilities including information on and modes of operation of the Facilities 2. High level overview of the Authority’s procurement plan and initial procurement objectives together with a procurement timeline (Product and Task breakdown)   Product deadline: Friday 8 December 2017 | The consultants are expected to provide:   1. Improvements/additions to the procurement plan (RFQ Annex 1) by providing commentary, suggested amendments, high-level detail of any additional Products/Tasks (by way of track changes). 2. Changes/additions to the procurement timeline (by way of track changes). 3. A list of at least 10 suppliers who have the requisite experience and capacity (and would be likely to bid) to run either all the facilities or some combination of facilities (which could become future procurement LOTS) with some high level commentary on each suggested supplier and their particular strengths and weaknesses and likelihood of bidding for the whole/particular components of the procurement. 4. At least 3 examples of relevant work previously undertaken which demonstrates experience of assisting with procurement activities similar to this one. The examples should include a full set of documents produced that were sent out to bidders in the relevant procurement exercises (covering background information, specifications, PQQ’s, ITT’s, contracts etc.) and where possible covering all items in the project product and task breakdown which mentions the obtaining of “Guidance”.\*\*   Research and additional familiarisation time  *\*\* A suitable NDA will be provided to protect your interests and ensure that the documents are only used for the purpose of this project as described* Sub Total | 1  1  2  2  2  8 |  |  |
| P 2 | Meeting | Following receipt of the A1 products, the Authority will arrange a commencement meeting. Prior to the meeting the Authority will send the following to the consultants:   1. Updated project Product and Task Breakdown and Timeline. 2. Updated indication of support required from the consultants. Subject to this update, the support required of the consultants is as outlined in this document. 3. Meeting Agenda | 1. Attendance at a half day meeting session.  * The meeting to serve as an introduction between the consultants and authority officers (who will be producing the bulk of the procurement documents). * Agree methods of working, timescales, reporting and communication formats.   Preparation time  Sub Total | 0.5  1  1.5 |  |  |
| P 3 | Advice on production  &  Review of procurement documents | The consultants are expected to guide the production of and review resultant procurement documents (Products in Annex 1).  Guidance =   * Providing exemplar document, template, or samples (if not already provided in A1). * Answering any questions or providing clarification/exemplifications on above. * Providing scope of required documentation in some instances as below by way of a short note with illustration by reference to examples   Review =   * Review document for adequacy in relation to required procurement documentation, identify gaps and suggest additions by way of track changes * Review document for ease of interpretation by potential bidders, clarity, and effectiveness, identifying gaps and suggesting amendments/additions.   Provision of guidance as required and Review of procurement documents. | |  |  |  |
|  | 1. Intellectual Property (and Branding). 2. Facilities Information – here in addition to any sample documents provided (A 1) the consultants are expected to produce guidance on the depth and extent (scope) of required procurement documentation in particular with regard to Condition Surveys. 3. Population and Demographic Information. 4. Staffing Structure. 5. Customer Information. 6. Service Plans and Monitoring Indices. 7. Guidance only on TUPE, Pensions, and Financial Information (depth and extent (scope). 8. Market sounding exercise documentation. 9. Guidance and Review of PQQ/ITT (including scoring matrix) 10. ITT – Initial Solution – Detailed Solution and Selection   Note: We expect minimal involvement by consultants in some of the above (following receipt of A1 documents) and expect the consultants to utilise time saved on the other deliverables within A 3.  Sub Total | 0.5  2  0.5  0.5  1  1  0.5  1  1  2  10 |  |  |
| P 4 | Market sounding | Having reviewed documents to be sent to identified suppliers (including OJEU Notice of pre-procurement engagement) as part of A3, the documents themselves being based on exemplars sent in A 1, the Consultants will be expected to lead the market sounding exercise and summarise the findings in relation to the further development of the procurement.  Authority Officers (at Authority cost) will assist with all administrative tasks associated with this activity including booking suitable accommodation, sending invitations, liaising with suppliers etc. | 1. Organise, attend, present (as required), and generally support market sounding event (expected to be a 3 hour workshop session). 2. Follow up queries (as required). 3. Produce short paper on implications of supplier views in relation to the structure and scope of the procurement in following tentative areas:  * Suitability of, advantages and interest in ‘lease only’ offering as a discrete LOT in the procurement (for some facilities); * Interest in ‘all facilities’ vs ‘LOTS based’ procurement and if LOTS what is the market preference and consultant recommendation; * Strength of interest in the procurement (likelihood of submitting a bid) by different suppliers and likely financial outcomes; * Views on risk in relation to ‘full repairing’ vs ‘internal repairing’   Sub Total | 2  1  3  6 |  |  |
| P 5 | Dialogue | Having assisted with documentation for the ITT (A 3), the consultants are expected to support the Authority in its dialogue with selected suppliers, selecting suppliers for detailed solutions, assessing detailed solutions and selecting winning suppliers. | 1. Attendance at meetings with suppliers who submit initial solutions (anticipated to be up to 2 meetings each with up to 5 suppliers each lasting up to 2 hours) arranged over 2 days over 2 weeks 2. Producing a note summarising each suppliers proposal together with an assessment of the advantages/disadvantages of each supplier/proposal in relation to Authority requirements and recommending at least 3 suppliers for invitation for detailed solutions. 3. Assisting Authority with selection of successful suppliers.   Note: The numbers of suppliers for initial solutions and detailed solutions may change dependent on previous decisions relating to a possible separate LOT for leases and possible division of remaining facilities into 2 or more LOTS. A LOT for leases may not require any meetings. The Authority estimates 1.5 days to cover meetings with each supplier and writing a note on each supplier proposal.  Sub Total | 4  5  2  11 |  |  |
| P 6 | Optional | The Authority would like the option of being able to call on Consultants for up to 5 additional days over the course of the project. | The likely products of any such call up are likely to be:   * Further Guidance/advice on aspects of the Procurement * Further assistance with liaison with potential suppliers * Submission of a shadow bid     Sub Total | 5  2  7 |  |  |
| Overall Totals for Price component | | | TOTALS | 43.5 |  |  |

**PREPARED BY: Name: Signature Date:**

**POSITION:**

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| **LVRPA Leisure Services Contract Procurement – Quotation Document 2 (Quality) – Consultancy Name:** | | |
| Ref | Requirement | Consultant Response |
| Q 1  Depth of knowledge and experience of similar leisure services procurement. The maximum number of marks available for each component are provided in brackets next to it  Provide a list of at least 3 Leisure Services Procurement exercises you have assisted with and for each provide details of:   * Leisure services involved (101) * Your exact role (202) * Duration of exercise (103) * Total size of procurement (financial and staffs involved) (104) * Achievements for client (savings/investment opportunities/income generated) (205)   Evidence sought/assessment criteria:  1: Variety of services involved  2: Variety of roles involved including assisting through provision of guidance and review, producing shadow bids, involvement in competitive dialogue  3: Length of procurement process/ involvement. Will co-relate with 1 & 2  4: Experience of large procurement exercises. Co-relate to 1,2 and 3  5: Successful involvement/value added | | Please expand on the available space to provide your response as required |
| **LVRPA Leisure Services Contract Procurement – Quotation Document 2 (Quality) – Consultancy Name:** | | |
| Q 2 | Depth of knowledge and experience of key leisure service suppliers. The maximum number of marks available for each component are provided in brackets next to it  Provide a list of key leisure service suppliers/operators you have knowledge of and for each specify the nature of your knowledge   * Involvement through procurement exercise especially if Dialogue process (151) * Involvement through direct work with the operator (102) * Other involvement (e.g. staff worked for operator / knowledge gained through research exercise etc.) (53)   Evidence sought/assessment criteria:  1: Experience in relation to this procurement  2: Extent of specific understanding of operators  3: Extent of general understanding of operators. | Please expand on the available space to provide your response as required |

**PREPARED BY: Name: Signature Date:**

**POSITION:**