Crewe Public Events Medical Support Tender

**Clarification queries received and responses given**

1. *Is there anything specific that I need to know about this process change after supplying to Crewe TC for a number of years now*

A. We currently have to get three quotes from three separate providers for each event to demonstrate that we have chosen a provided based on the best value, quality and cost. By going through the procurement process once to contract a preferred provided for the next three years we will be reducing our admin time obtaining and reviewing quotes for each event.

2. *For your Tier 3 Music Events do you have a clear indication of the Build Time, The Event Time and the Strip Out Time?*

 *I ask this question as the Build & Strip Out times will require a very different level of cover to the actual event and this would reflect a massive difference in hourly costs.*

1. Please quote for a 4 hour build and a 3 hour break for tier 3 events. The event itself will be around 6 hours.

3. *We are still assessing the opportunity, but a have an initial query regarding the submission method for this tender due to the following conflicting instructions:*

* *Page 2 of document 1 Tender Invitation it is stated “Your completed tender must be returned via the nominated e-tendering system and be received no later than 12:00pm on Friday 9th February”.*
* *However, on page 6 it states “Tender submissions should be in hard copy/paper form accompanied by a digital copy on a data/memory stick or device”.*
1. *Please submit your tender via hard copy/paper form accompanied by a digital copy on a data/memory stick or device.*

4. *Please could the Council confirm that the submission shall be via an e-tendering system and which one? This would be much more preferrable for both information security and environmental reasons:*

* *Info Security – Suppliers will not risk commercially sensitive data being compromised/lost; the Council will not risk plugging in data/memory sticks of unknown origin into their systems – a real risk given Contracts Finder is a free-to-view forum.*
* *Environmental – In line with the Council’s Environmental and Sustainability Policy and our own it would be much more preferrable for submissions to be electronic to reduce our collective environmental impact.*
1. Tendering submission will be via hard copy/paper form accompanied by a digital copy on a data/memory stick or device.

5. *Could you kindly provide details of the events requiring cover and the medical requirements and I’ll get back to you asap*

A: the information is available in the tender pack, however it has been copied below for ease of reference:

|  |  |  |
| --- | --- | --- |
| Tier of Event  | Approx How many events a year in this tier in 2024 - 2027 | Event and Date/Times |
| **Tier 1 events (below 500 attendees expected)** | 21 (total 63) | Operation Spring, Summer and AutumnCrewe Town Centre Date TBC 11:00am – 15:00pm |
| **Tier 2 events (500 - 2000 attendees expected)** | 8 (total 24) | Operation Summer x 6 Queens Park Crewe Date TBC9:00am – 17:00pm Heritage Fair Crewe Heritage Centre Saturday 14th September11:00am – 15:00pm Tree of Light Service Crewe Cemetery Friday 6th December16:30pm – 19:30pm  |
| **Tier 3 events (2001 - 5000 attendees expected)** | 5 (total 15) | Remembrance SundayCrewe Town Centre Sunday 10th November 10:00am – 13:00pmMusic Events x 4Dates and times TBC Approx. 7 hours including build and break   |
| **Tier 4 events (5001 – 10,000 expected)** | 1 (total 3) | Crewe Christmas Light switch on Saturday 30th November Crewe Town CentreEvent Build 7:00am – 14:00pmEvent 14:00pm – 19:00pm Event Break 19:00pm – 22:00pm  |

6. *For sustainability, would the Council please consider accepting submissions via email as an acceptable alternative?*

A. Unfortunately at this time due to our Financial Regulations we are unable to accept only digital submissions. We hope that the financial regulations will be amended in the coming year, but at this time they define that paper submissions are required.

7. *Is the £25k figure given in the Contract Notice an annual figure, or the overall contract value?*

A. Annual

8. In reference to the direct above question, is this figure a maximum financial envelope or an estimate?

A. Estimate

9. To allow us to confirm capacity and factor in dates to our planning calendar for the region, does the Council have any more confirmed dates for events as yet please?

A. No but the majority will be available by the time the contract is awarded

10. Does the council have a breakdown of their required expected cover levels for each event, or are we expected to suggest/recommend cover levels solely based on the Purple Guide tiers?

A. The tender document provides the anticipated number of events plus consideration of the anticipated attendance (tiers are indicated). It is for the tendering organisation to propose their approach, likely based on Purple guide and best practice recommendations.