

Report to the Portfolio Holder Advisory Group on Leisure Management



**Epping Forest
District Council**

Report reference: LMC-004-2016/17
Date of meeting: 10 November 2016

Portfolio: Leisure & Community Services.

**Subject: Evaluation of the Invitation to Submit Final Tenders (ISFT) for the
Leisure Management Contract Procurement.**

Responsible Officer: Derek Macnab (01992 564050)

Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) That Members consider the results of the evaluation of the Invitation to Submit Final Tenders (ISFT) received; and**
- (2) That Members recommend to Cabinet that Bidder B be awarded preferred bidder status and that Bidder C be designated reserve bidder.**

Report:

1. At the last meeting of the group, Robin Thompson from RTP Consulting gave a presentation on the evaluation of the Invitation to Submit Detailed Solutions (ISDS) submissions. It was subsequently decided to allow three of the four submissions to go forward to the next stage which was the Invitation to submit Final Solutions (ISFT).
2. This stage is where the bidders submit their best and final offer. All three bidders submitted tenders and, following further dialogue and clarification, one was selected as the preferred and one the reserve bidder. Robin Thompson will present the results of the ISFT evaluation to Members in private session, due to the commercial sensitivity of some of the information provided.
3. The recommendation to award the contract will go to Cabinet on 1 December 2016 and then to the Council on 15 December 2016.
4. The next stage will be the contract mobilisation and handover. A three month period has been allocated for this with the new contract starting on 1 April 2017.