

Report to the Portfolio Holder Advisory Group on Leisure Management



**Epping Forest
District Council**

Report reference: LMC-004-2015/16
Date of meeting: 14 January 2016

Portfolio: Leisure & Community Services.

Subject: Evaluation of Pre-Qualification Questionnaire for 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 Pre-Qualification Questionnaire received; and**
- (2) That the number of contractors to proceed to the next stage of the procurement process be agreed.**

Report:

1. At the last meeting of the Portfolio Holder Advisory Group, Robin Thompson of RTP, the Council's external advisor, presented the draft Business Case and Procurement Strategy. In summary, it was recommended to Cabinet who subsequently agreed, that the new contract would be let utilising a Competitive Dialogue approach, which would consist of three stages.

(i) Firstly, a Pre-Qualification, whereby a shortlist would be drawn up of a maximum of five bidders and an OJEU (Official Journal of the European Union) notice issued.

(ii) The second stage would be the invitation to Submit Detailed Solutions (ISDS), which should include the key Method Statements from the bidders for the delivery of the service. At the end of this stage, the shortlist would be reduced to a maximum of three bidders. At this point, the Council would need to decide which of the Business Case options to progress with.

(iii) The third stage is the Final Tender stage where the bidders will submit their best and final offer. There will be further dialogue and clarification with the final bidders, and the outcome will be the selection of the preferred and reserve bidder.

2. Finally, Phase III of the process is the Contract Mobilisation and handover. A three month period will be allocated for this. It is hoped to formally award the new contract in June 2016, with a predicted start date of September 2016.

3. The Pre-Qualification process has been undertaken and has resulted in the submission of five Pre-Qualification Questionnaires. These have been evaluated by the Officer Project Team and RTP.

4. Robin Thompson will present the results of the evaluation to Members in private session, due to the commercial sensitivity of some of the information provided. A separate report containing this detail and an update on the procurement timetable is to follow under separate dispatch.