

# GB-Shrewsbury: DONV 008 - Shropshire Playing Pitch Strategy

## Competitive Contract Notice

1. Title: GB-Shrewsbury: DONV 008 - Shropshire Playing Pitch Strategy
2. Awarding Authority:  
Shropshire Council  
Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND, United Kingdom  
Tel. +44 1743252992, Email: [procurement@shropshire.gov.uk](mailto:procurement@shropshire.gov.uk), URL: [www.shropshire.gov.uk](http://www.shropshire.gov.uk)  
Contact: [REDACTED] - Procurement Manager, Attn: Procurement Team
3. Contract Type: Services  
Sub Type: Other services.
4. Description: Technical planning services. Shropshire Council wishes to appoint a Contractor to undertake a Playing Pitch Strategy for Shropshire.

The Playing Pitch Strategy will form part of the evidence base for the Local Plan Review. It will provide a strategic framework to ensure that the provision of outdoor playing pitches meets the needs of residents (both existing and future) and visitors to the Shropshire Council area. It will also support those organisations, including the Council, involved in the provision of outdoor sports facilities in the county. The Strategy will be produced in accordance with Sport England guidance and provide robust and objective justification for future playing pitch provision throughout Shropshire.

The Playing Pitch Strategy contract will commence on 13th May 2019 and the work will need to be completed by August 2020 to comply with the Local Plan Review preparation timetable.

5. CPV Codes:  
71356400 - Technical planning services.

6. NUTS Codes :  
UKG22 - Shropshire CC

7. Main Site or Location of Works, Main Place of Delivery or Main Place of Performance: Shropshire CC,
8. Reference Attributed by the Awarding Authority: DONV 008
9. Estimated Value of Requirement: Category I: 50K to 100K  
Currency: GBP
10. Deadline for Expression of Interest: 01/05/2019 12:00:00
11. Address to which they must be sent:  
Shropshire Council  
Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND, United Kingdom  
Tel. +44 1743252992, Email: [procurement@shropshire.gov.uk](mailto:procurement@shropshire.gov.uk), URL: [www.shropshire.gov.uk](http://www.shropshire.gov.uk)  
Contact: [REDACTED] - Procurement Manager, Attn: Procurement Team

12. Other Information:  
Other Information: The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.  
For more information about this opportunity, please visit the Delta eSourcing portal at:  
<https://www.delta-esourcing.com/tenders/UK-GB-Shrewsbury:-DONV-008---Shropshire-Playing-Pitch-Strategy/3FBQ2B6S79>

To respond to this opportunity, please click here:  
<https://www.delta-esourcing.com/respond/3FBQ2B6S79>  
TKR-2019415-PRO-14799579  
Suitable for VCO: Yes  
Procedure Type: OPEN  
Period of Work Start date: 13/05/2019  
Period of Work End date: 31/08/2020  
Is this a Framework Agreement?: no

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**Commissioning Development & Procurement  
Finance Governance & Assurance**

Shirehall, Abbey Foregate  
Shrewsbury, SY2 6ND



**Tel:** (01743) 252993

Please ask for: [REDACTED]

Email: [procurement@shropshire.gov.uk](mailto:procurement@shropshire.gov.uk)

Dear Bidder

**DONV 008 – SHROPSHIRE PLAYING PITCHES STRATEGY  
SHROPSHIRE COUNCIL**

You have been invited to tender for the above requirement. With this letter please find copies of the following documents:

1. Instructions to Tenderers
2. Tender Response Document
3. Shropshire Playing Pitch Strategy Brief
4. General Terms & Conditions

Tenders should be made on the enclosed Tender Response Document. Your Tender must be completed, signed and returned along with a signed copy of the instructions for tendering through our Delta Tenderbox. Please pay particular attention to the points below concerning the returning of tenders.

Returning of Tenders

- The deadline for returning tenders is **noon on 1<sup>st</sup> May 2019** any tenders received after this time will not be accepted
- Tenders are to be submitted through Delta, our electronic tender portal
  - **Please ensure that you allow yourself at least two hours when responding prior to the closing date and time**, especially if you have been asked to upload documents. If you are uploading multiple documents you will have to individually load one document at a time or you can opt to zip all documents in an application like WinZip. Failure to submit by the time and date or by the method requested will not be accepted.
  - **Once you upload documentation ensure you follow through to stage three and click the 'response submit' button. Failure to do so, will mean the documents won't be viewable by the Council.**

Tenders **cannot** be accepted if:

- Tenders are received by post, facsimile or email
- Tenders are received after **12 noon on the given deadline**

## Freedom of Information

Under the provisions of the Freedom of Information Act 2000 from 1 January 2005, the public (included in this are private companies, journalists, etc.) have a general right of access to information held by public authorities. Information about your organisation, which Shropshire Council may receive from you may be subject to disclosure, in response to a request, unless one of the various statutory exemptions applies.

Therefore if you provide any information to Shropshire Council in the expectation that it will be held in confidence, you must make it clear in your documentation as to the information to which you consider a duty of confidentiality applies. The use of blanket protective markings such as “commercial in confidence” will no longer be appropriate and a clear indication as to what material is to be considered confidential and why should be given.

## Other Details

Please note that if supplementary questions are raised by any tenderer prior to the closing of tenders and Shropshire Council decides that the answers help to explain or clarify the information given in the Tender Documents, then both the questions and the answers will be circulated to all enterprises invited to submit a tender. Please raise all clarification questions before the deadline of **24<sup>th</sup> April 2019**

Shropshire Council is purchasing on behalf of itself and any wholly owned local authority company or other entity that is deemed to be a contracting authority by virtue of the Council's involvement

Please also note that Shropshire Council is committed to achieving Social Value outcomes through maximising the social, economic and/or environmental impact of all its procurement activity. Specific requirements for this contract are set out within the Tender Response Document and in addition for your further information the council's Social Value Framework guidance can be found at [www.shropshire.gov.uk/doing-business-with-shropshire-council](http://www.shropshire.gov.uk/doing-business-with-shropshire-council).

If you have any queries relating to this invitation to tender, please contact us through the Delta e-tendering portal.

Yours faithfully

  
Commissioning Development and Procurement Manager  
Commissioning Development and Procurement  
Finance Governance & Assurance  
Shropshire Council



# **INSTRUCTIONS FOR TENDERING**

**DONV 008 – SHROPSHIRE  
PLAYING PITCH STRATEGY**

## Shropshire Council Instructions for tendering

### **Contract Description:**

Shropshire Council wishes to appoint a Contractor to undertake a Playing Pitch Strategy for Shropshire.

The Playing Pitch Strategy will form part of the evidence base for the Local Plan Review. It will provide a strategic framework to ensure that the provision of outdoor playing pitches meets the needs of residents (both existing and future) and visitors to the Shropshire Council area. It will also support those organisations, including the Council, involved in the provision of outdoor sports facilities in the county. The Strategy will be produced in accordance with Sport England guidance) and provide robust and objective justification for future playing pitch provision throughout Shropshire.

The Playing Pitch Strategy will need to be completed by August 2020 to comply with the LPR preparation timetable.

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## **1.0 Invitation to Tender**

- 1.1** You are invited to tender for the provision of a Shropshire Playing Pitch Strategy as detailed in the Tender Response Document. The contract will commence on the 13<sup>th</sup> May 2019 and be completed by 31<sup>st</sup> August 2020.
- 1.2** Tenders are to be submitted in accordance with the General Terms and Conditions of Shropshire Council and the instructions outlined within this document.
- 1.3** Tenders must be submitted in accordance with the following instructions. Tenders not complying in any particular way may be rejected by Shropshire Council (the Council) whose decision in the matter shall be final. Persons proposing to submit a Tender are advised to read the Invitation to Tender documentation carefully to ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their Tender is accepted.
- 1.4** The Invitation to Tender documents must be treated as private and confidential. Tenderers should not disclose the fact that they have been invited to tender or release details of the Invitation to tender document other than on an “in confidence” basis to those who have a legitimate need to know or who they need to consult for the purpose of preparing the tender as further detailed in these Instructions for Tendering.
- 1.5** Tenderers shall not at any time release information concerning the invitation to tender and/or the tender documents for publication in the press or on radio, television, screen or any other medium without the prior consent of the Council.
- 1.6** The fact that a Tenderer has been invited to submit a tender does not necessarily mean that it has satisfied the Council regarding any matters raised in the pre-tender questionnaire submitted. The Council makes no representations regarding the Tenderer's financial stability, technical competence or ability in any way to carry out the required services. The right to return to any matter raised in any pre-tender questionnaire submitted as part of the formal tender evaluation is hereby reserved by the Council.
- 1.7** The Invitation to Tender is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a tenderer to submit a tender or enter into a Contract or any other contractual agreement.
- 1.8** Shropshire Council is purchasing on behalf of itself and any wholly owned local authority company or other entity that is deemed to be a contracting authority by virtue of the Council's involvement.

## **2.0 Terms and Conditions**

- 2.1** Every Tender received by the Council shall be deemed to have been made subject to the General Terms and Conditions and these Instructions for Tendering unless the Council shall previously have expressly agreed in writing to the contrary.
- 2.2** The Tenderer is advised that in the event of their Tender being accepted by the



Council, they will be required to undertake the required services.

### **3.0 Preparation of Tenders**

#### **3.1 Completing the Tender Response Document**

**3.1.1** Tenders should be submitted using the 'Tender Response Document' following the instructions given at the front of the document. The Tenderer's attention is specifically drawn to the date and time for receipt of Tenders and that no submission received after the closing time will be considered.

**3.1.2** All documents requiring a signature must be signed;

- a) Where the Tenderer is an individual, by that individual;
- b) Where the Tenderer is a partnership, by two duly authorised partners;
- c) Where the Tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.

**3.1.3** The Invitation to Tender Documents are and shall remain the property and copyright of the Council

#### **3.2 Tender Preparation and Costs**

**3.2.1** It shall be the responsibility of Tenderers to obtain for themselves at their own expense all information necessary for the preparation of their Tender. No claim arising out of want of knowledge will be accepted. Any information supplied by the Council (whether in the Tender Documentation or otherwise) is supplied only for general guidance in the preparation of tenders.

**3.2.2** Any Tenderer considering making the decision to enter into a contractual relationship with the Council must make an independent assessment of the Tender opportunity after making such investigation and taking such professional advice as it deems necessary.

**3.2.3** Tenderers will be deemed for all purposes connected with their Tender submission where appropriate to have visited and inspected the Council, its assets, all the locations in respect of the delivery of the services/supplies/works and to have satisfied themselves sufficiently as to the nature, extent and character of the services supplies/works sought, and the human resources, materials, software, equipment, machinery, and other liabilities and other matters which will be required to perform the contract.

**3.2.4** The Council will not be liable for any costs incurred by Tenderers in the preparation or presentation of their tenders.

**3.2.5** Tenderers are required to complete all pricing schedules in the Invitation to tender documents. The terms "Nil" and "included" are not to be used but a zero or figures must be inserted against each item. Unit rates and prices must be quoted in pounds sterling and whole new pence.

**3.2.6** It shall be the Tenderer's responsibility to ensure that all calculations and prices in

the Tender documentation are correct at the time of submission.

- 3.2.7** The Tenderer is deemed to have made him/herself acquainted with the Council's requirements and tender accordingly. Should the Tenderer be in any doubt regarding the true meaning and intent of any element of the specification he is invited to have these fully resolved before submitting his Tender. No extras will be allowed for any loss or expense involved through any misunderstanding arising from his/her failure to comply with this requirement.
- 3.2.8** Any Tender error or discrepancy identified by the Council shall be drawn to the attention of the Tenderer who will be given the opportunity to correct, confirm or withdraw the Tender.
- 3.2.9** The Tender Documents must be treated as private and confidential. Tenderers should not disclose the fact that they have been invited to tender or release details of the Tender document other than on an In Confidence basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing the Tender.

### **3.3 Parent Company Guarantee**

It is a condition of contract that if the tendering company is a subsidiary then its Ultimate Group/Holding Company must guarantee the performance of this contract and provide a letter to that effect signed by a duly authorised signatory of the Ultimate Group/Holding Company if requested to do so by the Council. Where the direct parent company cannot provide an adequate guarantee in the opinion of the Council, the Council will look to another group or associate company, with adequate assets, to be the guarantor. In cases where the contract is with a Joint Venture Company (JVC) or a Special Purpose Vehicle (SPV) company, which may have two or more parent companies and which may not be adequately capitalised or have sufficient financial strength on its own to support the risk and obligations it has under the contract, 'joint and several' guarantees / indemnities from the parent companies of the JVC or SPV may be sought.

### **3.4 Warranty**

The Tenderer warrants that all the information given in their Tender and if applicable their Request to Participate Questionnaire is true and accurate. The information provided will be deemed to form part of any contract formed under this contract.

The Tenderer warrants that none of their current Directors have been involved in liquidation or receivership or have any criminal convictions

### **4.0 Tender Submission**

- 4.1** Tenders must be submitted strictly in accordance with the letter of instruction accompanying this Invitation to Tender. Tenders must be submitted by the deadline of **noon, 1<sup>st</sup> May 2019**
- 4.2** No unauthorised alteration or addition should be made to the Specification and Tender Response Document, or to any other component of the Tender document. If any such alteration is made, or if these instructions are not fully complied with,

the Tender may be rejected.

- 4.3 Qualified tenders may be submitted, but the Council reserves the right not to accept any such tender. The Council's decision on whether or not a Tender is acceptable will be final.
- 4.4 Tenderers should note that their Tender must remain open and valid and capable of acceptance for a period of at least 90 days.
- 4.5 Tenderers should note that Tenders and supporting documents must be written in English and that any subsequent contract, which may or may not be entered into, its formation, interpretation and performance, shall be subject to and in accordance with the laws of England and subject to the jurisdiction of the Courts of England and Wales.
- 4.6 Where Tender submissions are incomplete the Council reserves the right not to accept them.

## **5.0 Variant Bids**

- 5.1 The Council is interested in alternative solutions which would provide and develop opportunities for savings in service costs, service improvement or other financial benefits. In particular, the Council wishes to encourage solutions which also deliver benefits and added value to the local economy, residents and the business community.
- 5.2 Tenderers may submit, at their discretion, a Tender offering a different approach to the project as a "Variant Bid". However, to permit comparability, at least one bid must be submitted strictly in accordance with the Invitation to Tender Documents( the "Compliant Tender") . Any Tender variant proposed must clearly state how it varies from the requirements of the Compliant Tender Documents, and be explicit in demonstrating the benefits that will accrue to the Council from adopting this approach. Tenderers will be required to identify which submission, in their view, demonstrates best value to the Council.
- 5.3 Variant Bids must contain sufficient financial and operational detail to allow any Variant Bid to be compared with the standard Tender, permitting its considerations in written form.

## **6.0 Tender Evaluation**

- 6.1 The Tenderers may be called for interview to seek clarification of their tender or additional or supplemental information in relation to their tender. The presentations will not carry any weighting to the final score achieved by Tenderers, but will be used to clarify and moderate issues raised in the Tenderer's submissions. Any areas of discrepancy between submissions and information gained from the presentations will be reviewed and scores previously awarded will be amended if necessary.
- 6.2 If the Council suspects that there has been an error in the pricing of a Tender, the Council reserves the right to seek such clarification, as it considers necessary from the Tenderer in question.

**7.0      Clarifications**

- 7.1**      Tenderers are responsible for clarifying any aspects of the tendering process and/or the Invitation to Tender documents in the manner described below.
- 7.2**      If you are unsure of any section and require further clarification, please contact via our Delta Tenderbox.
- 7.3**      Where appropriate, the Authorised Officer named above may direct the Tenderer to other officers to deal with the matter.
- 7.4**      All queries should be raised as soon as possible (in writing), in any event not later than 24<sup>h</sup> April 2019.
- 7.5**      All information or responses that clarify or enhance the tendering process will be supplied to all Tenderers on a uniform basis (unless expressly stated otherwise). These responses shall have the full force of this Instruction and where appropriate the Conditions of Contract. If a Tenderer wishes the Council to treat a question as confidential this must be expressly stated. The Council will consider such requests and will seek to act fairly between the Tenderers, whilst meeting its public law and procurement duties in making its decision.
- 7.6**      Except as directed in writing by the Authorised Officer, and confirmed in writing to a Tenderer, no agent or officer or elected Member (Councillor) of the Council has any express or implied authority to make any representation or give any explanation to Tenderers as to the meaning of any of the Tender Documents, or as to anything to be done or not to be done by a Tenderer or to give any warranties additional to those (if any) contained in the ITT or as to any other matter or thing so as to bind the Council in any way howsoever.

## **8.0 Continuation of the Procurement Process**

**8.1** The Council shall not be committed to any course of action as a result of:

- i) issuing this Invitation to Tender;
- ii) communicating with a Tenderer, a Tenderer's representative or agent in respect of this procurement exercise;
- iii) any other communication between the Council (whether directly or through its agents or representatives) and any other party.

**8.2** The Council reserves the right at its absolute discretion to amend, add to or withdraw all, or any part of this Invitation to Tender at any time during the tendering stage of this procurement exercise.

**8.3** At any time before the deadline for receipt of tender returns the Council may modify the Invitation to Tender by amendment. Any such amendment shall be numbered and dated and issued by the Council to all participating tenderers. In order to give prospective Tenderers reasonable time in which to take the amendment into account in preparing its Tender return, the Council may in its sole discretion, extend the deadline for submission of the tender returns. The Council reserves the right to amend, withdraw, terminate or suspend all or any part of this procurement process at any time at its sole discretion.

## **9.0 Confidentiality**

**9.1** All information supplied by the Council in connection with or in these Tender Documents shall be regarded as confidential to the Council unless the information is already within the public domain or subject to the provisions of the Freedom of Information Act 2000.

**9.2** The Contract documents and publications are and shall remain the property of the Council and must be returned upon demand.

**9.3** Tenderers shall ensure that each and every sub-contractor, consortium member and/or professional advisor to whom it discloses these papers complies with the terms and conditions of this ITT.

**9.4** The contents of this Invitation to Tender are being made available by the Council on condition that:

**9.4.1** Tenderers shall at all times treat the contents of the Invitation to tender and any related documents as confidential, save in so far as they are already in the public domain and Tenderers shall not, subject to the provisions relating to professional advisors, sub-contractors or other persons detailed below, disclose, copy, reproduce, distribute or pass any of the contents of the Invitation to tender to any other person at any time or allow any of these things to happen;

**9.4.2** Tenderers shall not use any of the information contained in this Invitation to tender for any purpose other than for the purposes of submitting (or deciding whether to submit) the tender; and

- 9.4.3** Tenderers shall not undertake any publicity activity within any section of the media.
- 9.5** Tenderers may disclose, distribute or pass this Invitation to tender to their professional advisors, sub-contractors or to another person provided that:
- 9.5.1** this is done for the sole purpose of enabling an Invitation to tender to be submitted and the person receiving the Information undertakes in writing to keep the Invitation to Tender confidential on the same terms as if that person were the Tenderer; or
- 9.5.2** the Tenderer obtains the prior written consent of the Council in relation to such disclosure, distribution or passing of the Invitation to Tender; or
- 9.5.3** the disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the procurement or to any Contract(s) which may arise from it; or
- 9.5.4** the Tenderer is legally required to make such a disclosure.
- 9.6** The Council may disclose detailed information relating to the Invitation to Tender to its officers, employees, agents, professional advisors or Governmental organisations and the Council may make any of the Contracts and procurement documents available for private inspection by its officers, employees, agents, professional advisors, contracting authorities or Governmental organisations.

**9.7 Transparency of Expenditure**

Further to its obligations regarding transparency of expenditure, the Council may be required to publish information regarding tenders, contracts and expenditure to the general public, which could include the text of any such documentation, except for any information which is exempt from disclosure in accordance with the provisions of the Freedom of Information Act to be determined at the absolute discretion of the Council.

**10.0 Freedom of Information**

- 10.1** Please note that from 1 January 2005 under the provisions of the Freedom of Information Act 2000, the public (included in this are private companies, journalists, etc.) have a general right of access to information held by public authorities. One of the consequences of those new statutory responsibilities is that information about your organisation, which Shropshire Council may receive from you during this tendering process may be subject to disclosure, in response to a request, unless one of the various statutory exemptions applies.
- 10.2** In certain circumstances, and in accordance with the Code of Practice issued under section 45 of the Act, Shropshire Council may consider it appropriate to ask you for your views as to the release of any information before we make a decision as to how to respond to a request. In dealing with requests for information under the Act, Shropshire Council has to comply with a strict timetable and it would therefore expect a timely response to any such consultation within five working days.

- 10.3** If, at any stage of this tendering process, you provide any information to Shropshire Council in the expectation that it will be held in confidence, then you must make it clear in your documentation as to the information to which you consider a duty of confidentiality applies. The use of blanket protective markings such as “commercial in confidence” will no longer be appropriate and a clear indication as to what material is to be considered confidential and why should be given.
- 10.4** Shropshire Council will not be able to accept that trivial information or information which by its very nature cannot be regarded as confidential should be subject to any obligation of confidence.
- 10.5** In certain circumstances where information has not been provided in confidence, Shropshire Council may still wish to consult with you as to the application of any other exemption such as that relating to disclosure that will prejudice the commercial interests of any party. However the decision as to what information will be disclosed will be reserved to Shropshire Council.

For guidance on this issue see: <http://www.ico.gov.uk>

## **11.0 Disqualification**

- 11.1** The Council reserves the right to reject or disqualify a Tenderer's Tender submission where:
- 11.1.1** The tenderer fails to comply fully with the requirements of this Invitation to tender or is in breach of clause 15 of the Council's General Terms and Conditions relating to Bribery and Corruption or is guilty of a serious or intentional or reckless misrepresentation in supplying any information required; or
- 11.1.2** The tenderer is guilty of serious or intentional or reckless misrepresentation in relation to its tender return and/or the procurement process.
- 11.1.3** The tenderer directly or indirectly canvasses any member, official or agent of the Council concerning the award of the contract or who directly or indirectly obtains or attempts to obtain information from any such person concerning any other Tender or proposed Tender for the services. The Canvassing Certificate must be completed and returned as instructed.
- 11.1.4** The Tenderer :
- a) Fixes or adjusts the amount of his Tender by or in accordance with any agreement or arrangements with any other person; or
  - b) Communicates to any person other than the Council the amount or approximate amount of his proposed Tender (except where such disclosure is made in confidence in order to obtain quotations necessary for preparation of the Tender for insurance purposes); or
  - c) Enters into an agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any Tender to be submitted; or

- d) Offers or agrees to pay or give or does pay or gives any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any Tender or proposed Tender for the services any act or omission.

**11.2** Any disqualification will be without prejudice to any other civil remedies available to the Council and without prejudice to any criminal liability which such conduct by a Tenderer may attract. The Non-Collusive Tendering Certificate must be completed and returned as instructed.

**11.3** The Council reserves the right to disqualify an Applicant from further participating in this procurement process where there is a change in the control or financial stability of the Tenderer at any point in the process up to award of a contract and such change of control or financial stability has a materially adverse effect on the Tenderer's financial viability or ability to otherwise meet the requirements of the procurement process.

## **12.0 E-Procurement**

As part of its procurement strategy Shropshire Council is committed to the use of technology that can improve the efficiency of procurement. Successful Tenderers may be required to send or receive documents electronically. This may include purchase orders, acknowledgements, invoices, payment advices, or other procurement documentation. These will normally be in the Council's standard formats, but may be varied under some circumstances so as not to disadvantage small and medium suppliers.

## **13.0 Award of Contract**

### **13.1 Award Criteria**

The Award Criteria has been set out within the Tender Response Document accompanying this invitation to tender. The Council is not bound to accept the lowest or any Tender.

### **13.2 Award Notice**

The Council will publish the name and addresses of the successful Tenderers in the Official Journal of the European Union (OJEU) where appropriate. The Contracting Authority reserves the right to pass all information regarding the outcome of the Tendering process to the Office of Fair Trading to assist in the discharge of its duties. Additionally, the Council will adhere to the requirements of the Freedom of Information Act 2000 and Tenderers should note this statutory obligation.

### **13.3 Transparency of Expenditure**

Further to its obligations regarding transparency of expenditure, the Council may also be required to publish information regarding tenders, contracts and expenditure to the general public, which could include the text of any such documentation, except for any information which is exempt from disclosure in



accordance with the provisions of the Freedom of Information Act to be determined at the absolute discretion of the Council.

#### **14.0 Value of Contract**

Shropshire Council cannot give any guarantee in relation to the value of this contract

#### **15.0 Acceptance**

**15.1** Tenders must be submitted strictly in accordance with the terms of the Council's Invitation to Tender documentation and acceptance of the tender shall be conditional on compliance with this Tender Condition.

**15.2** The Tender documentation including, the General and Special Terms and Conditions of Contract, the Tender Response document, these Instructions to Tender, together with the formal written acceptance by the Council will form a binding agreement between the Contractor and the Council.

**15.3** The Tenderer shall be prepared to commence the provision of the supply and services on the start date of the contract being **13<sup>th</sup> May 2019**.

#### **16.0 Payment Terms**

**Tenderers should particularly note** that the principles governing public procurement require that, as far as is reasonably possible, payments for Goods, Works or Services are made after the provision. Therefore any indication of a pricing strategy within a Tender which provides for substantial payments at the outset of the Contract will be examined carefully to decide whether or not a Tender in such form can be accepted. If in the opinion of the Council such substantial payments appear excessive in relation to the requirements of the Contract the Council reserves, without prejudice to any other right to reject any Tender it may have, the right to require the Tenderer to spread such proportion of the costs as are considered excessive over the duration of the Contract.

#### **17.0 Liability of Council**

**17.1** The Council does not bind himself to accept the lowest or any tender.

**17.2** The Council does not accept any responsibility for any pre-tender representations made by or on its behalf or for any other assumptions that Tenderers may have drawn or will draw from any pre-tender discussions.

**17.3** The Council shall not be liable to pay for any preparatory work or other work undertaken by the Tenderer for the purposes of, in connection with or incidental to this Invitation to Tender, or submission of its Tender response or any other communication between the Council and any other party as a consequence of the issue of this Invitation to Tender.

**17.4** The Council shall not be liable for any costs or expenses incurred by any Tenderer in connection with the preparation of a Tender return for this procurement exercise,

its participation in this procurement whether this procurement is completed, abandoned or suspended.

- 17.5** Whilst the Tender Documents have been prepared in good faith, they do not purport to be comprehensive nor to have been formally verified. Neither the Council nor any of its staff, agents, elected Members, or advisers accepts any liability or responsibility for the adequacy, accuracy or completeness of any information given, nor do they make any representation or given any warranty, express or implied, with respect to the Tender Documents or any matter on which either of these is based (including, without limitation, any financial details contained within the Specification and Contract Documentation). Any liability is hereby expressly disclaimed save in the event of fraud, or in the event of specific warranties provided within the Contract Documentation.

- 18.0** The Contractor agrees that where requested in writing during the term of any Agreement for the supply Goods Works or Services it will ensure that an appropriately authorised representative of the Contractor shall attend a Committee meeting of the Council upon being invited to do so by the Council

**19.0 Declaration**

We, as acknowledged by the signature of our authorised representative, accept these Instructions to Tender as creating a contract between ourselves and the Council. We hereby acknowledge that any departure from the Instructions to Tender may cause financial loss to the Council.

# PLAYING PITCH STRATEGY TENDER BRIEF

## Introduction

### 1. Why the strategy is being developed

Shropshire Council wishes to appoint a Contractor to undertake a Playing Pitch Strategy for Shropshire.

The Playing Pitch Strategy will form part of the evidence base for the Local Plan Review. It will provide a strategic framework to ensure that the provision of outdoor playing pitches meets the needs of residents (both existing and future) and visitors to the Shropshire Council area. It will also support those organisations, including the Council, involved in the provision of outdoor sports facilities in the county. The Strategy will be produced in accordance with Sport England guidance) and provide robust and objective justification for future playing pitch provision throughout Shropshire.

The Playing Pitch Strategy will need to be completed by August 2020 to comply with the LPR preparation timetable.

### 2. The Local Plan context

The Shropshire Local Plan currently comprises the Core Strategy (adopted 2011) and the Site Allocations and Management of Development (SAMDev) Plan (adopted 2015), together with the adopted Neighbourhood Plans for Much Wenlock and Shifnal. These documents set out proposals for the use of land and policies to guide future development in order to help to deliver sustainable growth in Shropshire for the period up to 2026.

Shropshire Council is currently undertaking a Local Plan Review (LPR). This will:

- allow for the consideration of updated information on development needs within the county
- reflect changes to national policy and local strategies
- extend the Plan period to 2036;
- provide a plan which will help to support growth and maintain local control over planning decisions during the period to 2036.

Maintaining an up to date Local Plan will support local growth by generating certainty for investment in local development and infrastructure through a policy framework that establishes an up to date and objective assessment of development needs and supports sustainable development in Shropshire during the period to 2036.

The Playing Pitch Strategy (PPS) will be an evidence base document for the LPR. The PPS will ensure that existing facilities are the most appropriate in terms of quantity, quality and location and consider how best to meet the additional needs generated by the planned housing and economic growth. Infrastructure priorities for the LPR are identified through the Local Plan Implementation Plan and its associated Place Plans. The Place Plans support the Implementation Plan by listing all the priorities, needs and aspirations on a place by place basis for Shropshire's communities.

There are currently 18 Place Plans, one for each of the market towns in the county:

- Albrighton
- Bishop's Castle
- Bridgnorth
- Broseley
- Church Stretton
- Cleobury Mortimer
- Craven Arms
- Ellesmere
- Highley
- Ludlow
- Market Drayton
- Minsterley and Pontesbury
- Much Wenlock
- Oswestry
- Shifnal
- Shrewsbury
- Wem
- Whitchurch

### **3. The extent of the study area**

The study area is the Shropshire Council administrative area. This excludes Telford and Wrekin which is a separate unitary authority.

Sub- areas will be Place Plan areas or amalgamation of Place Plan Areas. These will be considered and identified at the end of stages B and C ([see 4 below](#)), so that suitable local proposals and priorities can be identified within the resultant strategy. Initial suggestions for amalgamations are:

- Oswestry and Ellesmere
- Market Drayton, Whitchurch and Wem
- Shrewsbury, Minsterley and Pontesbury
- Much Wenlock, Shifnal, Albrighton and Broseley
- Ludlow, Church Stretton, Craven Arms and Bishop's Castle
- Bridgnorth, Highley and Cleobury Mortimer

As an important part of the PPS will be to identify future need for pitch provision based on population growth and areas of growth, it is a logical progression to reflect these sub areas in the PPS. However, it may be necessary to consider further additional sub-areas as the project progresses.

There may also be a number of sports teams from outside the study area which use pitches in Shropshire and sports teams from Shropshire which use facilities outside the county. This cross-boundary movement should be taken into consideration when producing the Strategy through consultation with neighbouring authorities. As a guide, neighbouring local authorities include:

- Telford and Wrekin
- Cheshire East
- Cheshire West
- Newcastle Under Lyme
- Stafford

- South Staffordshire
- Wyre Forest
- Malvern Hills
- Herefordshire
- Wrexham
- Powys

#### **4. Sports to include**

The following are the key pitch sports in Shropshire and should be included in the PPS:

- Cricket
- Football
- Rugby Union
- Hockey
- Bowls
- Tennis
- Netball

#### **5. The approach to developing the strategy.**

The Strategy will be prepared in accordance with Sport England's methodology set out in their Playing Pitch Strategy Guidance at <https://www.sportengland.org/facilities-planning/planning-for-sport/planning-tools-and-guidance/playing-pitch-strategy-guidance/>

This sets out a 5-stage approach:

##### **Stage A: Prepare and tailor the approach**

- Step 1: Prepare and tailor the approach
  - i.) Clarify why the PPS is being developed
  - ii.) Set up the management arrangements: establish a Steering Group and a Project Team.
  - iii.) Tailor the approach to the study area

##### **Stage B: Gather supply and demand information and views**

- Step 2: Gather supply and demand information and views
- Step 3: Gather demand information and views

##### **Stage C: Assess the supply and demand information and views**

- Step 4: Understand the situation at individual sites
- Step 5 (part): Develop the current picture of provision
- Step 5 (part): Develop the future picture of provision
- Step 6: Identify the key findings and issues

##### **Stage D: Develop the strategy**

- Step 7: Develop the recommendations and action plan
- Step 8: Write and adopt the strategy.

##### **Stage E: Deliver the strategy and keep it robust and up to date**

- Step 9: Apply and deliver the strategy
- Step 10: Keep the strategy robust and up to date.

## Vision and Objectives

### 6. The vision for the strategy

The PPS seeks to support the Council and its partners in the creation of:

*'An accessible, high quality and sustainable network of sports pitches and other outdoor sports facilities which supports increased sports participation by all residents, at all levels of play, from grassroots to elite'.*

### 7. The key objectives

To achieve this vision, the PPS will deliver the following objectives;

- Ensure that all valuable facilities are protected for the long-term benefit of sport
- Promote a sustainable approach to the provision of playing pitches and management of sports clubs
- Ensure that there are enough facilities in the right place to meet current and projected future demand
- Ensure that all clubs have access to facilities of appropriate quality to meet current needs and longer-term aspirations.

## Management and Delivery

### 8. Managing the development of the strategy

Shropshire Council's Planning Policy team are the client.

The contract will be overseen by a Steering Group with day to day management by a Project Team. A point of contact within the Council will be provided for the contractor to liaise with during the operation of the contract.

The Steering Group are responsible for the vision and direction of the Playing Pitch Strategy and for supporting, checking and challenging the work of the Project Team.

#### Steering Group Membership

Name	Role
<b>Shropshire Council:</b>	
Sean McCarthy	Sports Development and Armed Forces Covenant Officer Chair of Steering Group
Clare Fildes	Interim Head of Culture and Heritage
Councillor Lezley Picton	Portfolio Holder for Culture, Leisure, Waste and Communications
Peter Davis	Leisure Facilities Manager
Phil Wilson	Service Manager Business Support - Learning & Skills
Joy Tetsill	Senior Planning Policy Officer
<b>External stakeholders:</b>	
Stuart Morgans	Sport England
Ged McDougall	England & Wales Cricket Board
Steve Reece	Shropshire Cricket Board
Keely Brown	Football Foundation
Mick Murphy	Shropshire Football Association
Tom Bartram	Rugby Football Union

Jamie Pover	England Hockey
Pauline Wilson	Crown Green Bowls
Christopher Donkin	LTA
Charlotte Maylon	England Netball
Ruth Hughes	Shropshire Netball Development Officer

The responsibilities of the Steering Group include:

- Setting a strategic framework.
- Defining the scope of the study, preparing and signing off project management documents e.g. the project plan and project brief.
- Establishing the context and tailoring the approach.
- Setting club survey response targets.
- Establishing the approach to collecting quality data and agreeing quality ratings.
- Identifying who should be consulted to gather the supply and demand information
- Directing the supply and demand assessment.
- Defining the scenarios that need to be tested
- Directing any consultancy support
- Where unforeseen problems occur deciding how to progress the PPS
- Checking and challenging key findings, issues, solutions, recommendations and actions
- Reviewing a draft of the PPS

The Steering Group will meet at the following stages of the project:

- Initial Scoping Meeting
- Project initiation sign off
- Information gathering update
- Presentation of initial findings
- Strategy development and action plan
- Strategy sign off & implementation
- Annually thereafter to review PPS implementation progress

The Project Team comprises

Name	Role
Joy Tetsill	Shropshire Council Senior Planning Policy Officer
Sean McCarthy	Shropshire Council Sports Development and Armed Forces Covenant Officer <b>Point of contact</b>
Stuart Morgans	Sport England Planning Manager

## 9. Key tasks

The contractor will agree a methodology for the PPS based on the following tasks:

- An assessment of existing pitch supply and demand by sport and site.
- An assessment of existing pitch quality and capacity by sport and site.
- An assessment of the use of artificial grass pitches for match play and price sensitivity analysis to inform future developments.
- An assessment of the current maintenance regimes for pitch sports and any financial implications effecting for future maintenance.

- An assessment of lapsed and disused sites.
- An assessment of future pitch supply and demand by sport and site
- A range of “what if” scenarios.
- Detailed action plans by sport, site and sub area.
- A review of the current management model for pitch sports considering Shropshire Council policies e.g. community asset transfer.
- Sport development recommendations.
- A procedure for regularly monitoring and updating the baseline data, action plan and strategy.

## 10. Key outcomes

The Shropshire PPS will deliver the following:

- A carefully quantified and clearly presented assessment of the current supply of playing pitches and ancillary facilities for the key sports in the Shropshire.
- A carefully quantified and clearly presented assessment of the current demand for playing pitches and ancillary facilities for the key sports in the Shropshire.
- A carefully quantified and clearly presented assessment of the future demand for playing pitches and ancillary facilities for the key sports in Shropshire
- A clear and justified series of recommendations and associated action plans to ensure the protection and improvement of existing sports pitches and ancillary facilities.
- A clear and justified series of recommendations and associated action plans for the provision of new pitches and facilities.
- A clear and justified series of recommendations and associated action plans for the disposal of pitches and facilities surplus to requirements.

In meeting these outcomes, the PPS will:

- Set out recommendations to improve community access to educational and non-local authority pitches
- Provide an understanding on the nature of ownership of existing provision
- Classify pitches and associated facilities. The following categories are suggested.
  - Category A: New pitches and/or facilities are needed (new construction)
  - Category B: Pitches and/or facilities of strategic importance to be retained and maintained
  - Category C: Pitches and/or facilities of strategic importance to be improved
  - Category D: pitches and/or facilities of local importance to be retained and maintained
  - Category E: Pitches and/or facilities to be considered for alternative uses
- Identify areas of search for new playing pitch provision associated with the sport and locality of the area of need.
- Review the current supply of Artificial Grass Pitches (AGPs) for all relevant sports and provide clear recommendations on where new AGPs should be delivered.
- Review the quantity and quality of changing room and ancillary support facilities on pitch sites and make recommendations to ensure they are fit for purpose



- Establish and review ownership of playing pitches of strategic significance (category B and C sites) and consider the potential for transfer of ownership and/or management to user groups/community organisations.
- Identify lapsed/disused sites and assess what their future role should be: e.g. allocate for medium-long term future use; improve and bring back into use short term; dispose of for another use.
- Establish a process for the regular updating and monitoring of the PPS

## 11. Format of the PPS

The format of the finished PPS may change throughout the course of preparation but initially the following structure will apply:

- A single data collection document within which the supply, demand and assessment information is collated. This should be presented in a format which allows for the information to be interrogated and kept up to date. The data should be GIS compliant in a format agreed with the client.
- An assessment report which identifies the key findings and issues from the supply and demand data.
- A strategy document with clear sport, area and site-specific recommendations and prioritised action plan.
- An agreed written procedure to ensure an annual monitoring and review of the PPS in a format to be agreed with the client
- In addition, the Steering Group may wish GIS overlays to be provided.

## 12. Timescale

Stage	Start	Finish
<b>Stage A:</b> Preparing the brief and tender documents	March 2019	May 2019
<b>Stage A:</b> Procurement	Invitations to tender 15 <sup>th</sup> April Tenders returned by 1 <sup>st</sup> May Contract award w/c 7 <sup>th</sup> May	Inception meeting: 13 <sup>th</sup> May 2019
<b>Stage B:</b> Gather supply and demand information and views	<u>Summer Sports</u> May 2019  <u>Winter Sports</u> October 2019	<u>Summer Sports</u> Sept 2019  <u>Winter Sports</u> March 2020
<b>Stage C:</b> Assess the supply and demand information and views	<u>Summer Sports</u> October 2019  <u>Winter Sports</u> April 2020	<u>Summer Sports</u> December 2019  <u>Winter Sports</u> June 2020
<b>Stage D:</b> Develop the strategy	July 2020	August 2020
<b>Stage E:</b> Deliver the strategy and keep it robust and up to date	August 2020	Ongoing via a Delivery and Implementation Group

### **13. What makes the study area different?**

#### **Cricket**

Shropshire is an important authority for the Shropshire Cricket Board (SCB) with a number of well-established Clubs.

The England and Wales Cricket Board (ECB) have established a new strategy called 'Inspiring Generations' for the whole game for the period of 2020 to 2024.

ECB will be working with SCB and a number of other local delivery partners to deliver the purpose to "connect communities and improve lives by inspiring people to discover and share their passion for cricket". With a 2024 ambition of "A generation inspired to say that 'CRICKET IS A GAME FOR ME'".

Under the 'GROW & NUTURE THE CORE' strand of the Inspiring Generations strategy the following key areas will be a priority that the Shropshire Playing Pitch Strategy will inform and support:

- Introduce a new Community Investment Fund
- Invest in club facilities
- Drive governance reform across the whole game

Under the 'MAKE CRICKET ACCESSIBLE' strand of the Inspiring Generations strategy the following key areas will be a priority that the Shropshire Playing Pitch Strategy will inform and support:

- Install non-traditional playing facilities in urban areas

Under the 'ENGAGE CHILDREN & YOUNG PEOPLE' strand of the Inspiring Generations strategy the following key areas will be a priority that the Shropshire Playing Pitch Strategy will inform and support:

- Double cricket participation in primary schools
- Develop our safeguarding to promote safe spaces for children and young people

Under the 'TRANSFORM WOMEN'S & GIRLS' CRICKET' strand of the Inspiring Generations strategy the following key areas will be a priority that the Shropshire Playing Pitch Strategy will inform and support:

- Grow the base through participation and facilities investment
- Deliver a girls' secondary school programme

Under the 'SUPPORT OUR COMMUNITIES' strand of the Inspiring Generations strategy the following key areas will be a priority that the Shropshire Playing Pitch Strategy will inform and support:

- Double the number of volunteers in the game
- Increase participation in disability cricket

# Football

## The FA: National Game Strategy (2018-2021)

The FA launched its new National Game Strategy in July 2018 which aims to inspire a life-long journey in football for all. To achieve this, the strategy will focus on five key aspects of the game:

- A high quality introduction to football
- Developing clubs and leagues
- Embrace all formats of football and engage all participants
- Recruit, develop and support the workforce
- Develop sustainable facilities

Through these five pillars, The FA's objectives are to:

- Increase the number of male affiliated and recreational players by 10%.
- Double the number of female affiliated and recreational players via a growth of 75%.
- Increase the number of disability affiliated and recreational players by 30%.
- Ensure affiliated Futsal is available across the country in order to increase the number of Futsal affiliated and recreational players.

## The FA National Football Facilities Strategy (2018-28)

The Football Association's (FA) National Football Facilities Strategy (NFFS) provides a strategic framework that sets out key priorities and targets for the national game over a ten-year period. The Strategy is presently in draft and is due for publication in 2019.

The Strategy sets out shared aims and objectives it aims to deliver on in conjunction with The Premier League, Sport England and the Government, to be delivered with support of the Football Foundation.

These stakeholders have clearly identified the aspirations for football to contribute directly to nationally important social and health priorities. Alongside this, the strategy is clear that traditional, affiliated football remains an important priority and a core component of the game, whilst recognising and supporting the more informal environments used for the community and recreational game.

Its vision is: "Within 10 years we aim to deliver great football facilities, wherever they are needed"

The NFFS investment priorities can be broadly grouped into six areas, recognising the need to grow the game, support existing players and better understand the different football environments:

- Improve 20,000 Natural Turf pitches, with a focus on addressing drop off due to a poor playing experience;
- Deliver 1,000 3G AGP 'equivalents' (mix of full size and small sided provision, including MUGAs - small sided facilities are likely to have a key role in smaller / rural communities and encouraging multi-sport offers), enhancing the quality of playing experience and supporting a sustainable approach to grass roots provision;

- Deliver 1,000 changing pavilions/clubhouses, linked to multi-pitch or hub sites, supporting growth (particularly in women and girls football), sustainability and providing a facility infrastructure to underpin investment in coaching, officials and football development;
- Support access to flexible indoor spaces, including equipment and court markings, to support growth in futsal, walking football and to support the education and skills outcomes, exploiting opportunities for football to positively impact on personal and social outcomes for young people in particular;
- Refurbish existing stock to maintain current provision, recognising the need to address historic under-investment and issues with refurbishment of existing facilities;
- Support testing of technology and innovation, building on customer insight to deliver hubs for innovation, testing and development of the game.

### Local Football Facility Plans

To support in delivery of the NFFS, The FA has commissioned a national project. Over the next two years to 2020, a Local Football Facility Plan (LFFP) will be produced for every local authority across England. Each plan will be unique to its area as well as being diverse in its representation, including currently underrepresented communities. Identifying strategic priorities for football facilities across the formal, recreational and informal game, LFFPs will establish a ten-year vision for football facilities that aims to transform the playing pitch stock in a sustainable way. They will identify key projects to be delivered and act as an investment portfolio for projects that require funding.

It is important to recognise that a LFFP is an investment portfolio of priority projects for potential investment - it is not a detailed supply and demand analysis of all pitch provision in a local area. Therefore, it cannot be used as a replacement for a Playing Pitch Strategy (PPS) and it will not be accepted as an evidence base for site change of use or disposal.

A LFFP will; however, build on available/existing local evidence and strategic plans and may adopt relevant actions from a PPS and/or complement these with additional investment priorities.

## Rugby Union

The Rugby Football Union (RFU) is the national governing body for grassroots and elite rugby union in England. The RFU's National Facilities Strategy 2013-17 provides a framework for the sustainable development of facilities for rugby union in England, at a national, regional and local level.

The RFU is currently working to deliver an updated Facility Investment Plan to supplement the RFU Strategic Plan (2017-21) which will focus on Pitch Capacity (Artificial, Natural and Floodlights) and Clubhouses & Changing Rooms.

The RFU offer will be coordinated regionally through Area Facilities Manager with whom contact should be made initially. Where appropriate, AFMs will delegate responsibility and involvement of certain aspects to local Rugby Development Officers (RDO) or Constituent Body (CB) volunteer facility co-ordinators.

- Support clubs to protect themselves against risks to sustainability in facilities and finance
- Players – make the game as safe and enjoyable as possible through its facilities
- Improve player transition from age grade to adult  
15-a-side rugby; sustainable pitches and clubhouses
- Expand places to play through AGPs
- Engage new communities in Rugby
- Create a community 7s offering
- Tell rugby's story to inspire more people to play and support the game
- Maximise Rugby Development values, ensuring sustainable long-term engagement
- Putting sustainable success at the heart of the professional game

#### KEY PERFORMANCE INDICATORS

10% increase in the number of active male 15 a side teams (600)

20% increase in the number of 15 a side matches (10,000)

10% increase in the number of active players (26,000)

20,000 more female players

800 more female teams

8000 more matches

## Hockey

Our vision is for England to be a 'Nation Where Hockey Matters'.

We know that delivering success on the international stage stimulates the nation's pride in their hockey team and, with the right events in place, we will attract interest from spectators, sponsors and broadcasters alike. The visibility that comes from our success and our occasions will inspire young people and adults to follow in the footsteps of their heroes and, if the right opportunities are there to meet their needs, they will play hockey and enjoy wonderful experiences.

Underpinning all this is the infrastructure which makes our sport function. We know the importance of our volunteers, coaches, officials, clubs and facilities. The more inspirational our people can be, the more progressive we can be and the more befitting our facilities can be, the more we will achieve for our sport. England Hockey will enable this to happen and we are passionate about our role within the sport. We will lead, support, counsel, focus and motivate the Hockey Nation and work tirelessly towards our vision.

As a governing body, we want to have a recognisable presence to participants of the game, be that through club or association website or their communications, or through the work of the many outstanding coaches in our game, so that players understand that their club is part of a wider team working together to a common goal.

Our core objectives are as follows:

1. Grow our Participation
2. Deliver International Success
3. Increase our Visibility
4. Enhance our Infrastructure
5. For England Hockey to be proud and respected custodians of the sport

#### Club Participation

Our club market is well structured, and clubs are required to affiliate to England Hockey to play in community leagues. As a result only relatively, few occasional teams lie outside our affiliation structure. Schools and Universities are the other two areas where significant hockey is played.

Hockey is clearly benefiting from a double Olympic legacy. After Great Britain's women won bronze in front of a home crowd in London in 2012 the numbers of young girls playing the sport doubled and a historic gold in Rio 2016 saw more than 10,000 players promptly joining clubs. These triumphs have inspired the nation to get active and play hockey. Thanks to the outstanding work of the network of clubs across the country, England Hockey has seen unprecedented growth at both ends of the age range. There has been an 80% increase in the number of boys and girls in clubs, as well as a 54% increase in players over the age of 46.

Hockey clubs have reaped the rewards of the improved profile of the sport, focussing on a link with schools to provide excellent opportunities for young players. Programmes such as Quick sticks – a small-sided version of hockey for 7-11 year olds – in Primary Schools have been hugely successful in allowing new players to take part in the sport from an early age. The growth in the sport since the eve of London 2012 has been seen across the country, examples being a 110% increase in under 16s club participation in London, and a 111% growth in the North West in the same age bracket.

#### England Hockey Facilities Strategy

Vision: For every hockey club in England to have appropriate and sustainable facilities that provide excellent experiences for players.

Mission: More, Better, Happier Players with access to appropriate and sustainable facilities

The 3 main objectives of the facilities strategy are:

#### **1. PROTECT: To conserve the existing hockey provision**

There are currently over 800 pitches that are used by hockey clubs (club, school, universities) across the country. It is important to retain the current provision where appropriate to ensure that hockey is maintained across the country.

## **2. IMPROVE: To improve the existing facilities stock (physically and administratively)**

The current facilities stock is ageing and there needs to be strategic investment into refurbishing the pitches and ancillary facilities. England Hockey works to provide more support for clubs to obtain better agreements with facilities providers & education around owning an asset.

## **3. DEVELOP: To strategically build new hockey facilities where there is an identified need and ability to deliver and maintain. This might include consolidating hockey provision in a local area where appropriate.**

England Hockey has identified key areas across the country where there is a lack of suitable hockey provision and there is a need for additional pitches, suitable for hockey. There is an identified demand for multi pitches in the right places to consolidate hockey and allow clubs to have all of their provision catered for at one site.

## **Bowls**

Shropshire is an important county of the British Crown Green Bowling Association (BCGBA) and provides teams at the national competition level: Men's Seniors & Veterans, Ladies Seniors & Veterans and Juniors. There are a number of national competitions & festivals but there is no international level for Crown Green Bowls.

Shropshire is a large rural county with some market towns and historically bowls greens have been attached to public houses, village greens, parks & social clubs of large firms as well as some privately owned clubs. This pattern largely continues, and the individual clubs and their members are responsible for the maintenance and improvement of facilities and are usually paying a rent of some kind for this.

The county has 132 (incl Telford & Wrekin) individual clubs, mostly with one but some with two greens, spread throughout the county. The Shropshire Crown Green Bowling Association (SCGBA) supports 18 leagues across the county. These are generally locally orientated e.g. Whitchurch League, Market Drayton League but many clubs play in a variety of leagues depending on their geographical location

Clubs range from c30 members upwards. Membership is often, but not exclusively, linked to the number of greens held, teams run & skill level of those teams

BCGBA & SCGBA support clubs in increasing participation in the sport & in sustaining & improving green provision and facilities. They are committed to

**Protecting** – the existing greens across the county in order to maintain & increase participation in the sport

**Improving** – the numbers of the current stock of greens & their facilities

**Educating** – by supporting the increase of qualified coaches in order to improve participation & raise standards

## Netball

An audit of netball facilities used by affiliated netball Clubs and by the NGB for recreational and performance programmes can be made available for the purposes of assessing supply of netball facilities in Shropshire.

England Netball Officers are also able to facilitate consultation with local netball Clubs, Leagues and County Associations in order to assess demand for facilities. Contacts cannot be directly shared with Consultants due to Data Protection Laws.

## Tennis

The LTA's new 5 year vision "Tennis Opened up" will take effect from January 2019.

Following extensive research and collaboration with a wide range of partners, and stakeholders the insight informing the strategy points to many challenges for tennis. There is a perception that tennis is costly, difficult to access, and difficult to play, with too many people thinking that tennis starts and finishes with Wimbledon. As with many traditional sports that are struggling to compete with people's time and attention, there is a concern that tennis is losing its relevance.

In order to address these challenges, the stated mission of the strategy is to grow tennis by making it more relevant, accessible, welcoming and enjoyable. There are 3 key objectives:

1. Increasing the number of fans engaging with tennis.
2. Grow participation by increasing the number of adults and juniors playing tennis.
3. Enabling new players to break into the world top 100.

Key elements connected to growing participation include:

- Widening the appeal of tennis through inclusion of flexible formats of the game
- Improving the customer journey by making it easier to find a court, book it, and find somebody to play with
- Develop more relevant and enjoyable competitions at grass roots level for all abilities and ages
- Support community facilities & schools to provide more opportunities to play
- Help clubs grow & retain members
- Create more opportunities for children to play at school
- Facilitate partnerships to further increase rate of participation in parks
- Support venues to provide a welcoming and enjoyable experience
- Increase awareness of affordability.

### Capital Investment

The LTA will relaunch the TBTT programme in 2019 after period of consultation aimed at improving the scheme and increasing the speed at which key strategic projects are delivered. The scheme will evolve to focus primarily investing in the two following initiatives;

- Increasing the number of Large scale (minimum of 4 courts) community indoor centers
- Outdoor community facilities that are easy to book and access. The criteria and investment approach is currently being finalised



There will be a targeted approach to the above initiatives and locations will be selected on a nationally applied criteria, which will focus on filling strategically identified gaps in indoor provision and ensuring that high quality accessible all year round facilities are available in areas with high levels of tennis demand. It is expected that the LTA will make grant and loan funds available to support both initiatives.

The LTA will also have a capital loans programme which is open to applications from any registered venue within England, Scotland and Wales. The programme is designed to support clubs to transform their facilities and compete with alternative activities through our new loan scheme.

#### **14. How the population participates**

- There remains a need to protect, enhance and provide good quality playing pitches to support current and future demand, and to deliver Shropshire's priorities. There is a general requirement to improve pitch quality, especially for grass playing pitches as well as improve the quality of changing provision located alongside pitches. Both poor pitch quality and poor quality changing room provision have a detrimental effect on participation in sport and therefore, this is a key issue to address.
- The demand for mini and junior sport is concentrated with the traditional participation trends at the weekend on Saturday and Sunday. However, the increase in central venue leagues and sport taking place on 3G pitches needs to be taken into consideration.
- There is a large proportion of small/single pitch sites, creating issues around maintenance, coordination and access.
- There is a decline in the demand for affiliated senior football on grass pitches. This is underpinned by a shift in participation away from the traditional weekend times to more flexible and casual forms of the game midweek and evenings, and also an increase in utilisation of artificial 3G pitches in the borough.
- AGPs are being used to capacity. Local demand is expressed for further access to 3G pitches to satisfy demand for football training and a growing demand to accommodate competitive and recreational activities.
- ATPs are being used to capacity. Local demand in certain parts of the County is expressed for further access to Sand Based and Sand Dressed pitches to satisfy demand for training and competitive Hockey. The demand for pitches is typically on a Saturday afternoon.
- There is still demand for senior Rugby at the typical time of Saturday afternoons. Primarily for adult males. MJs is Sunday mornings and girls & ladies Sunday afternoons. All teams from U13s upwards including social teams and touch rugby teams train mid-week primarily under floodlights on match pitches.

#### **15. Available information and previous related documents**

Initial baseline data to provide a starting point can be obtained from the following sources:

1. Sport England Active Places Power PPS Report  
<https://www.activeplacespower.com/>
2. Shropshire PPS (<http://energizestw.org.uk/wp-content/uploads/2014/08/Shropshire-FINAL-PPS-COMPLETE-REPORT-COMPRESSED-20.12.10.pdf>)
3. Grounds maintenance records
4. Pitch bookings (Council, education and private)
5. League Secretaries
6. FA – AGP mapping, Data on Demand
7. ECB – affiliation data, County Board Facility Development Plans

8. RFU – RFU Game Management System Data, Schools Report, University Reports, and 9. Technical Reports from any pitches undertaken within the last 24 months.
10. RFL – Demand data and contacts
11. Hockey – Facility Audit Data and contacts.
12. Grown Green Bowls – Mapping, contacts and clubs audit
14. Tennis - Christopher Donkin – Mapping, contacts and club audit

## 16. Support secured

The following NGBs and Sport England have offered support as detailed below. They will be able to share relevant strategies and documents to support to production of the PPS. They will all be available to meet face to face or via telephone and or email.

- Football
- Rugby
- Hockey
- Rugby
- Netball
- Bowls
- Tennis

Note that a full statement of support available from Sport England and the main NGBs is [included as part of Sport England PPS guidance, appendices 1-6.](#)

## 17. Gathering the supply and demand information

1. Pitch Quality Assessments (PQA) are to be undertaken during the season of that sport as specified in the sport specific appendices (2-6) of the Sport England guidance. An indicative figure from Sport England's portal (Active Places Power) is 745 pitches.
  - a. Given the number of pitches the PQAs will be resource intensive and a team of assessors will be required using a consistent approach
  - b. Standard daily consultancy rates should not be used to undertake this area of the PPS and a low-cost rate will be required. Contractors will be expected to put forward a scheme to achieve this element of the PPS and this will be reviewed as a separate element within the quote.
2. Team/Pitch Supply Data: Contractors should obtain the raw data expressed in the offers of support direct from the Steering Group. A pre-populated master data collection spreadsheet will be provided containing the NGBs' data.
3. Club/Education Surveys: Contractors should liaise with the Steering Group prior to embarking on club/education surveys to discuss specific issues and any amendments that may be required.
4. End of Stage B: Contractors will be required to provide an update on data collection and liaise with the Steering Group prior to preparing an Assessment Report. This should take the form of submitting the master spreadsheet provided by the Steering Group for checking and challenging.

## 18. Assessing the Supply and Demand

Understand the situation at individual sites: -

1. A comparison between the amount of play a site can accommodate with how much play takes place there
2. Whether there is any spare capacity during the peak period for relevant pitch types
3. The key issues with, and views of, the provision at the site.

Develop the current picture of provision: -

1. The situation across all sites available to the community
2. The situation across only those sites with secured community use
3. The nature and extent of play taking place at sites with unsecured community use
4. The nature and extent of any displaced, unmet and latent demand
5. Key issues raised with the adequacy of provision;
6. The situation at any priority sites.

Develop the future picture of provision: -

1. How population change will affect the demand for provision
2. How participation targets and current/future trends may affect the demand for provision
3. Whether there are any particular sports clubs or sites where demand is likely to increase
4. How any forthcoming changes in supply may affect the adequacy of provision to meet demand.

Identify the key findings and issues: -

1. What are the main characteristics of the current and future supply of, and demand for, provision?
2. Is there enough accessible and secured community use provision to meet current and future demand?
3. Is the provision that is accessible of sufficient quality and appropriately managed?

## **19. Potential scenarios to be considered.**

These will be refined/reviewed in consultation with the Steering Group once the supply and demand data has been assessed.

**S1. The quality of certain sites of potential strategic significance rated as poor are improved.** Where would any quality improvements have the greatest benefit? Would increasing the quality rating and therefore carrying capacity of certain sites help to address overplay on the site/in the sub-area? Maintenance and drainage

### **S2. New pitches are provided on a specific new or existing site**

Along with highlighting any need for additional provision, the PPS should indicate where this could be best located to meet demand for each sub area.

### **S3. A pitch(es) is/are taken out of the supply in an area and replaced with provision elsewhere.**

The assessment may have indicated that some current pitches have limited value for pitch sports. This may be due to them being unattractive to users in their current location and/or are poor quality single pitch sites with no ancillary facilities. It may be that the overall provision could be improved by replacing such a pitch(es) with new equivalent or better provision elsewhere (e.g. within areas where a number of sites are being overplayed).

### **S4. A significant increase in demand will be located in a particular part of the study area;**

The LPR and Neighbourhood Plans propose new housing in approximately 57 settlements plus 3 larger strategic sites.

**S5. 3G pitch scenarios**

How many full size floodlit 3G FTPs may be required to meet demand within Shropshire Council if all teams playing competitive football had access to a full size floodlit 3G FTP to train on once a week?

**S6. Move to a 'hub' orientated approach.**

This includes rationalising single pitch sites in favour of higher quality multi pitch, which are more efficiently maintained and managed. This scenario would also include the practicalities of diversifying funding: more strategic use of s106 / CIL; disposal of a grass pitch to fund AGP provision; and links to the FA Shropshire Local Football Facility Plan. The Shropshire PPS should review the priority projects within the initial (2018) Shropshire Local Football Facility Plan and update the plan as appropriate in liaison with Shropshire FA.

**S7. Increased use of school facilities – community use / access agreements.**

Widen the school / club partnership approach regarding funding / pitch improvements.

**S8. Impact of additional floodlights if none floodlit pitches offer spare capacity for Rugby.**

Will this create further capacity issues, and will there be any planning restrictions?



# Tender Response Document

## DONV 008 – SHROPSHIRE PLAYING PITCH STRATEGY

Name of TENDERING  
ORGANISATION  
(please insert)

**Knight, Kavanagh & Page**

Please also add your company name to the footer of each page of the returned document

## Shropshire Council Tender Response Document

### **Contract Description/Specification:**

Shropshire Council wishes to appoint a Contractor to undertake a Playing Pitch Strategy for Shropshire.

The Playing Pitch Strategy will form part of the evidence base for the Local Plan Review. It will provide a strategic framework to ensure that the provision of outdoor playing pitches meets the needs of residents (both existing and future) and visitors to the Shropshire Council area. It will also support those organisations, including the Council, involved in the provision of outdoor sports facilities in the county. The Strategy will be produced in accordance with Sport England guidance) and provide robust and objective justification for future playing pitch provision throughout Shropshire.

The Playing Pitch Strategy will need to be completed by August 2020 to comply with the LPR preparation timetable.

### **Instructions for the completion of this document**

1. This document must be completed in its entirety with responses being given to all questions. If you are unsure of any section/question and require further clarification, please contact us via our Delta Tenderbox. You are recommended to keep a copy of all tender documents and supporting documents for your own records.
2. Tenderers must also complete and sign the four certificates in Sections A1 to A4. These must be signed;
  - a) Where the tenderer is an individual, by that individual;
  - b) Where the tenderer is a partnership, by two duly authorised partners;
  - c) Where the tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.
3. All questions require specific responses from you relating to the organisation named in Section B Part 1 Question 1.1 (a). All information supplied must be accurate and up to date. The Council reserves the right to refuse to consider your application if the Tender Response Document is not fully completed or is found to be inaccurate.
4. Where copies of certificates and other details are requested **a copy must** accompany your tender response.

### **Contents**

Section	Description	Page
A1	Form of Tender	8
A2	Non-Canvassing Certificate	9
A3	Non-Collusive Tendering Certificate	10
A4	Declaration of Connection with Officers or Elected Members of the Council	11
<b>You must sign all 4 certificates in sections A1 to A4</b>		
B Part 1	Supplier Information– For information only	14
B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion	18
B Part 2 Section 3	Grounds for Discretionary Exclusion	21
Section C	Tender and Pricing Schedule	28

### **Evaluation Criteria**

Tenders will be evaluated on the answers provided in this 'Tender Response Document'. The following criteria is made up of 'pass/fail' (selection criteria) questions and 'weighted marked' (award criteria) questions and shows how each section is to be marked.

#### **Selection Criteria Pass/Fail Questions (Section B)**

This information will be provided for proof of compliance and will be judged on a pass or fail basis. Applicants must comply with these issues to demonstrate their proven competency, financial stability, resources and other arrangements. Questions marked 'For information only' will not be assessed; however they must still be answered in full.

Section / Question No.	Selection Criteria
Section B Part 1	Supplier Information– For information only
Section B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion
Section B Part 2 Section 3 - 8	Grounds for Discretionary Exclusion

In relation to discretionary exclusion grounds (section B part 3):-

Financial viability: Responses will be analysed and evaluated by the Authority's Audit sections and will include checks via an independent agency (currently Equifax).

If the financial analysis of the Applicant (please note financial information provided by consortium members will be evaluated to assess the Applicant consortium as a whole) gives cause for concern as to its ability to deliver the Contract, the Applicant will fail this section.

If the financial analysis of the Applicant does not give any cause for concern as to its ability to deliver the Contract – it shall be deemed to have passed the section.

Please note the Contracting Authority reserves the right to further check the Financial Stability and Capacity of an applicant prior to any award of contract in the manner set out above in order to ensure that they still pass that requirement.

For other Discretionary exclusion grounds: If in the opinion of the Contracting Authority the responses provided casts serious doubt on the Tenderer's ability to perform this contract, they may be excluded.



### **Award Criteria – Weighted Marked Questions**

Tenders will be evaluated on the answers provided in this Tender Response Document and judged against the criteria shown in the table below. The following award criteria is made up of 'Quality' and 'Price' and shows how each criteria is to be weighted against each other.

<b>Section / Question No.</b>	<b>Award Criteria</b>	<b>Max Marks Available</b>
<b>Price 40% (400 marks)</b>		
Section C / Q 1.1	Price – preparation of the PPS (excluding pitch quality assessments)	200 max marks
Section C / Q 1.2	Price – fee proposal for Pitch Quality Assessments	200 max marks
<b>Total for price</b>		<b>400 max marks</b>
<b>Quality 60% (600 marks)</b>		
Section C / Q 2.1	Background information	10 max marks
Section C / Q 2.2	Project Lead / Key personnel	50 max marks
Section C / Q 2.3	Ability to research and prepare documents	20 max marks
Section C / Q 3.1	Project plan	20 max marks
Section C / Q 4.1	Progress meetings	20 max marks
Section C / Q 4.2	Support required from Shropshire Council	20 max marks
Section C / Q 4.3	Support required from third parties	20 max marks
Section C / Q 5.1	Methodology for assessing the current supply of playing pitches and ancillary facilities for the key sports	110 max marks
Section C / Q 5.2	Methodology for assessing the current and future demand for playing pitches and ancillary facilities for the key sports.	110 max marks
Section C / Q 5.3	Methodology for preparing an Assessment Report	110 max marks
Section C / Q 5.4	methodology for preparing the Strategy document	90 max marks
Section C / Q 5.5	Demonstrate how the Playing Pitch Strategy can be used to support the Shropshire Local Plan Review and the Development Management process	20 max marks
<b>Total for quality</b>		<b>600 max marks</b>

### Quality Questions/ Scoring Scheme

Questions within the quality sections shown above will be scored using the following scoring scheme. Each answer from the questions identified below will be given a mark between 0 and 10 with the following meanings:

Assessment	Mark	Interpretation
<b>Excellent</b>	<b>10</b>	<i>Exceeds the requirement. Exceptional demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>9</b>	
<b>Good</b>	<b>8</b>	<i>Satisfies the requirement with minor additional benefits Above average demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>7</b>	
<b>Acceptable</b>	<b>6</b>	<i>Satisfies the requirement. Demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures, with evidence to support the response.</i>
	<b>5</b>	
<b>Minor Reservations</b>	<b>4</b>	<i>Satisfies the requirement with minor reservations Some minor reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with limited evidence to support the response.</i>
	<b>3</b>	
<b>Serious Reservations</b>	<b>2</b>	<i>Satisfies the requirement with major reservations. Considerable reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>
	<b>1</b>	
<b>Unacceptable</b>	<b>0</b>	<i>Does not meet the requirement Does not comply and/or insufficient information provided to demonstrate how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>

The use of odd numbers indicates an answer's allocated mark lies between definitions.

**The tender receiving the highest initial mark for Quality Criteria overall will receive the full 600 marks available for Quality. Other tenders will receive a final mark that reflects the final % difference in the initial marks between those tenders and the tender receiving the highest initial mark for Quality overall.**

### **Price Evaluation and scoring**

Question 1.1 Price will be evaluated using the total fee proposal. The most competitively priced tender will receive the maximum mark for price (Q.1.1) being **200. Less competitive tenders** will receive a % of the maximum mark that represents the difference in cost between that tender and the most competitively priced tender.

Question 1.2 will be evaluated by using the total fee proposal. The most competitively priced tender will receive the maximum mark for price (Q.1.2) being **200. Less competitive tenders** will receive a % of the maximum mark that represents the difference in cost between that tender and the most competitively priced tender.

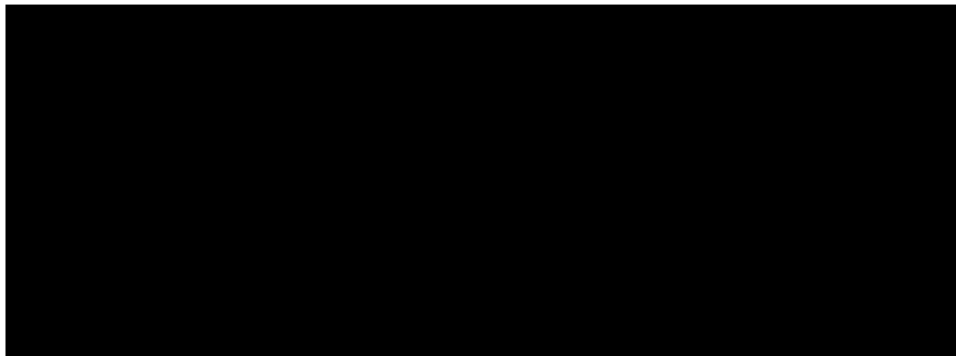
**Section A:**  
**1. Form of Tender**

Form of Tender

**Shropshire Council**

Tender for **DONV 008 – Shropshire Playing Pitch Strategy**

We confirm that this, our tender, represents an offer to Shropshire Council that if accepted in whole, or in part, will create a binding contract for the provision of a Shropshire Playing Pitch Strategy at the prices and terms agreed and subject to the terms of the invitation to tender documentation and the Terms and Conditions, copies of which we have received.

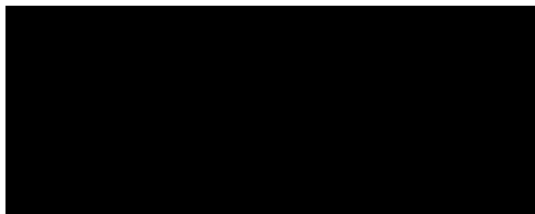


Designation    Managing Director

Company        Knight, Kavanagh & Page

Address        1-2 Frecheville Court  
                     Knowsley Street  
                     Bury  
                     Lancs

Post Code    BL9 0UF



Fax No .....

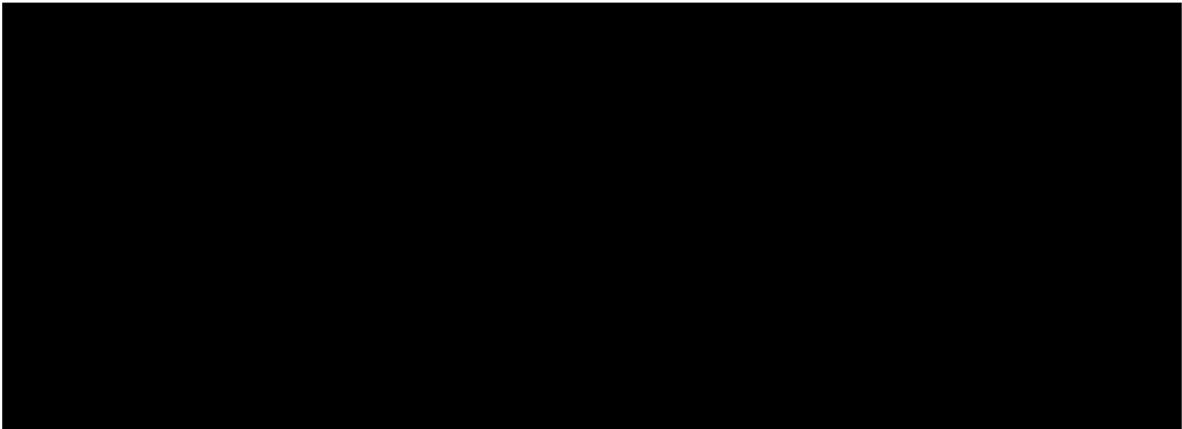
**Section A:**  
**2. Non – Canvassing Certificate**

Non-Canvassing Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

I/We hereby certify that I/We have not canvassed or solicited any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/We will not in the future canvass or solicit any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf will do any such act.



(For and on behalf of: Knight, Kavanagh & Page)

Date: 25 April 2019

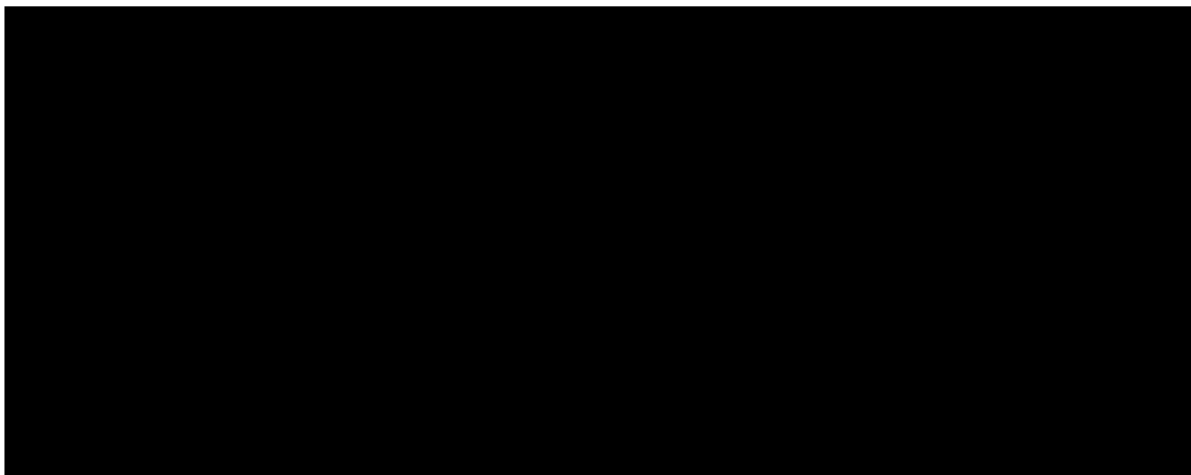
**To: Shropshire Council (hereinafter called “the Council”)**

The essence of selective tendering is that the Council shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle:

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:-

- (a) communicating to a person other than the Council the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance); or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from Tendering or as to the amount of any Tender to be submitted; or
- (c) offering or agreeing to pay or give or paying any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the Services any act or omission.



(For and on behalf of: Knight, Kavanagh & Page)

Date: 25 April 2019

#### 4. Declaration of Connection with Officers or Elected Members of the Council

Are you or any of your staff who will be affected by this invitation to tender related or connected in any way with any Shropshire Council Elected Councillor or Employee?

**No**

If yes, please give details:

Name	Relationship

**Please note:**

*This information is collected to enable the Council to ensure that tenders are assessed without favouritism. Whether or not you have a connection with elected members or employees will have no bearing on the success of your tender, but your tender will not be considered unless this declaration has been completed.*



## **SECTION B**

### **Standard Selection Questionnaire**

#### **Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.**

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion. If there are grounds for exclusion (there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning). For the list of exclusion please see [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/551130/List of Mandatory and Discretionary Exclusions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

#### **Supplier Selection Questions: Part 3**

This document provides instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

#### **Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.



## Notes for completion

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. **Note for Contracting Authorities: The following paragraph is optional for inclusion if a decision has been made to request a self-declaration of the exclusion grounds from sub-contractors. All sub-contractors are required to complete Part 1 and Part 2<sup>1</sup>.**
7. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

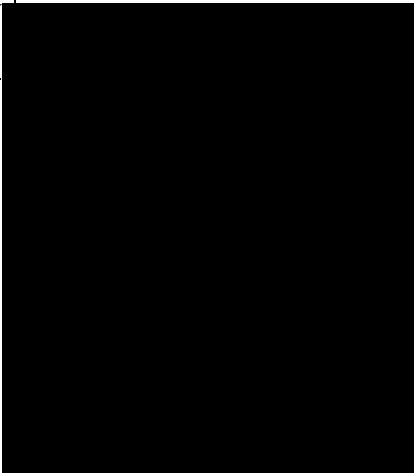
The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

<sup>1</sup> See PCR 2015 regulations 71 (8)-(9)

# Part 1: Potential supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	Knight, Kavanagh & Page
1.1(b) – (i)	Registered office address (if applicable)	1-2 Frecheville Court Knowsley Street Bury BL9 0UF
1.1(b) – (ii)	Registered website address (if applicable)	www.kkp.co.uk
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	Limited company
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
1.1(g)	Head office DUNS number (if applicable)	
1.1(h)	Registered VAT number	
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	

1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1(k)	Trading name(s) that will be used if successful in this procurement.	Knight, Kavanagh & Page
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public Service Mutual	None
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) <sup>2</sup> ?	
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: <sup>3</sup> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. (Please enter N/A if not applicable)	
1.1(o)	Details of immediate parent company: - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)	N/A
1.1(p)	Details of ultimate parent company: - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)	N/A

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

<sup>2</sup> See EU definition of SME - [https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

<sup>3</sup> UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. See PSC guidance.

Please provide the following information about your approach to this procurement:

Section 1	Bidding Model																																																																
Question number	Question	Response																																																															
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3. If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.																																																															
1.2(a) - (ii)	Name of group of economic operators (if applicable)																																																																
1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.																																																																
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>																																																															
1.2(b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.																																																																
	<table border="1"> <tr> <td>Name</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Registered address</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Trading status</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Company registration number</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Head Office DUNS number (if applicable)</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Registered VAT number</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Type of organisation</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>SME (Yes/No)</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>The approximate % of contractual obligations assigned to each sub-contractor</td><td></td><td></td><td></td><td></td><td></td></tr> </table>					Name						Registered address						Trading status						Company registration number						Head Office DUNS number (if applicable)						Registered VAT number						Type of organisation						SME (Yes/No)						The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables						The approximate % of contractual obligations assigned to each sub-contractor					
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## Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question Number	Question	Response
1.3(a)	Contact name	[REDACTED]
1.3(b)	Name of organisation	Knight, Kavanagh & Page
1.3(c)	Role in organisation	Director/Projects & Finance Manager
1.3(d)	Phone number	[REDACTED]
1.3(e)	E-mail address	[REDACTED]
1.3(f)	Postal address	1-2 Frecheville Court, Knowsley Street, Bury BL9 0UF
1.3(g)	Signature (electronic is acceptable)	[REDACTED]
1.3(h)	Date	25 April 2019

## Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<b>Regulations 57(1) and (2)</b> The detailed grounds for mandatory exclusion of an organisation are set out on the webpage (see link on page 11), which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
2.1(b)	If you have answered yes to question 2.1(a), please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	
2.2	If you have answered Yes to any of the points above have measures been taken to	Yes <input type="checkbox"/> No <input type="checkbox"/>



	<ul style="list-style-type: none"> <li>○ to maintain records of personal data processing activities; and</li> <li>○ to regularly test, assess and evaluate the effectiveness of the above measures.</li> </ul>	
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Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

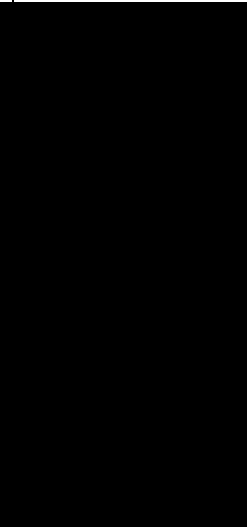


Section 3	Grounds for discretionary exclusion	
Question number	Question	Response
	<p><b>Regulation 57 (8)</b>  The detailed grounds for discretionary exclusion of an organisation are set out on this webpage (see link on page 11), which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p>	
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2

	or other comparable sanctions?	
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3.1(j)	Please answer the following statements	
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(j) –(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(j)-(iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2

3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant	
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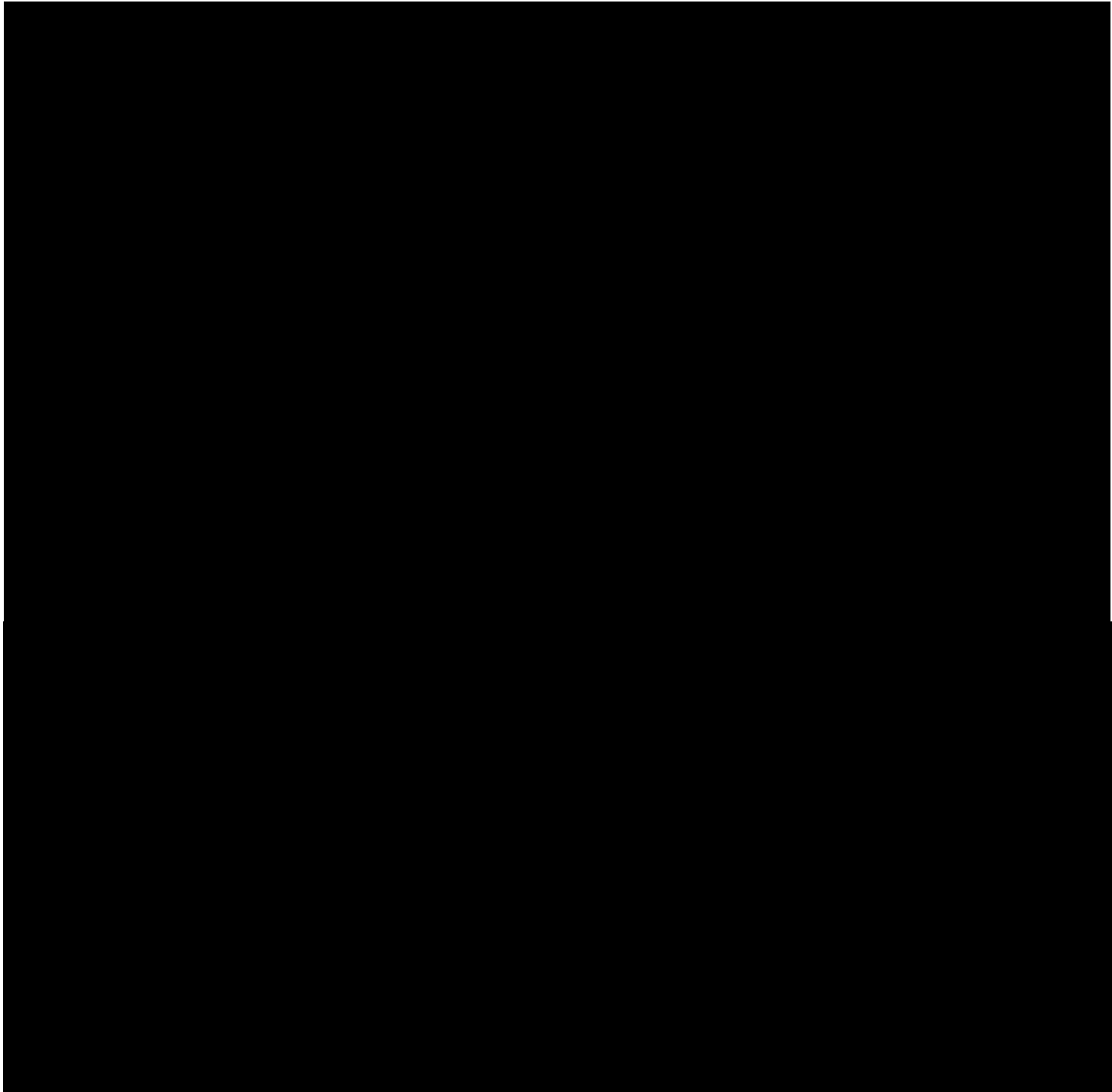
Section 4	Economic and Financial Standing	
Question number	Question	Response
4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide <b>one</b> of the following: answer with Y/N in the relevant box.	
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	
	(c) Alternative means of demonstrating financial status if any	

	of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	
4.2	Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	

Section 5	If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:	
Name of organisation		
Relationship to the Supplier completing these questions		

5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 6	<b>Technical and Professional Ability</b>
6.1	<p><b>Relevant experience and contract examples</b></p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>




6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>
	N/A

6.3	If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.

Section 7	<b>Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015</b>	
	Are you a relevant commercial organisation as defined section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	
	If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	

## 8. Additional Questions

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

Section 8	Additional Questions	
8.1	Insurance	
	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> 	
	<p>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>	

8.2	<b>Skills and Apprentices 4 –</b>	
a.	Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 (see guidance) and can provide evidence if requested?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

<sup>4</sup> Procurement Policy Note 14/15– Supporting Apprenticeships and Skills Through Public Procurement

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/456805/27\\_08\\_15\\_Skills\\_Apprenticeships\\_PPN\\_vfinal.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills_Apprenticeships_PPN_vfinal.pdf)

### 8.3 – Compliance with equality legislation

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.		
1.	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	<p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?</p> <p>If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### 8.4 – Environmental Management

1.	<p>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?</p> <p>If your answer to the this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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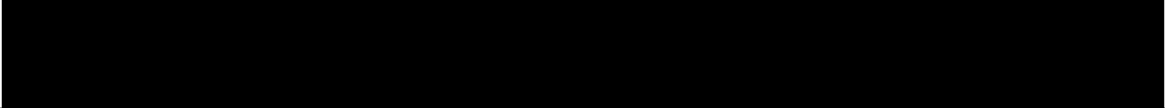
2.	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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## 8.5 – Health & Safety

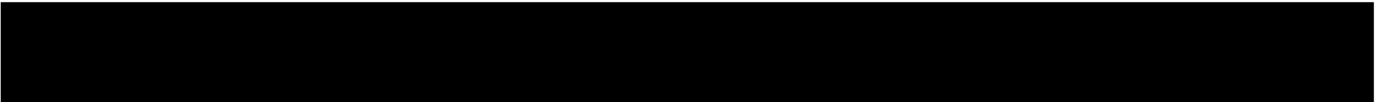

1.	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## SECTION C – TENDER SCHEDULE

1.0	Pricing Schedule	Max marks
1.1	Provide a fee proposal for the preparation of the PPS (excluding Pitch Quality Assessments – see below) with a breakdown of hourly rates for proposed personnel and expenses, including travel and accommodation (by person if likely to differ).	200

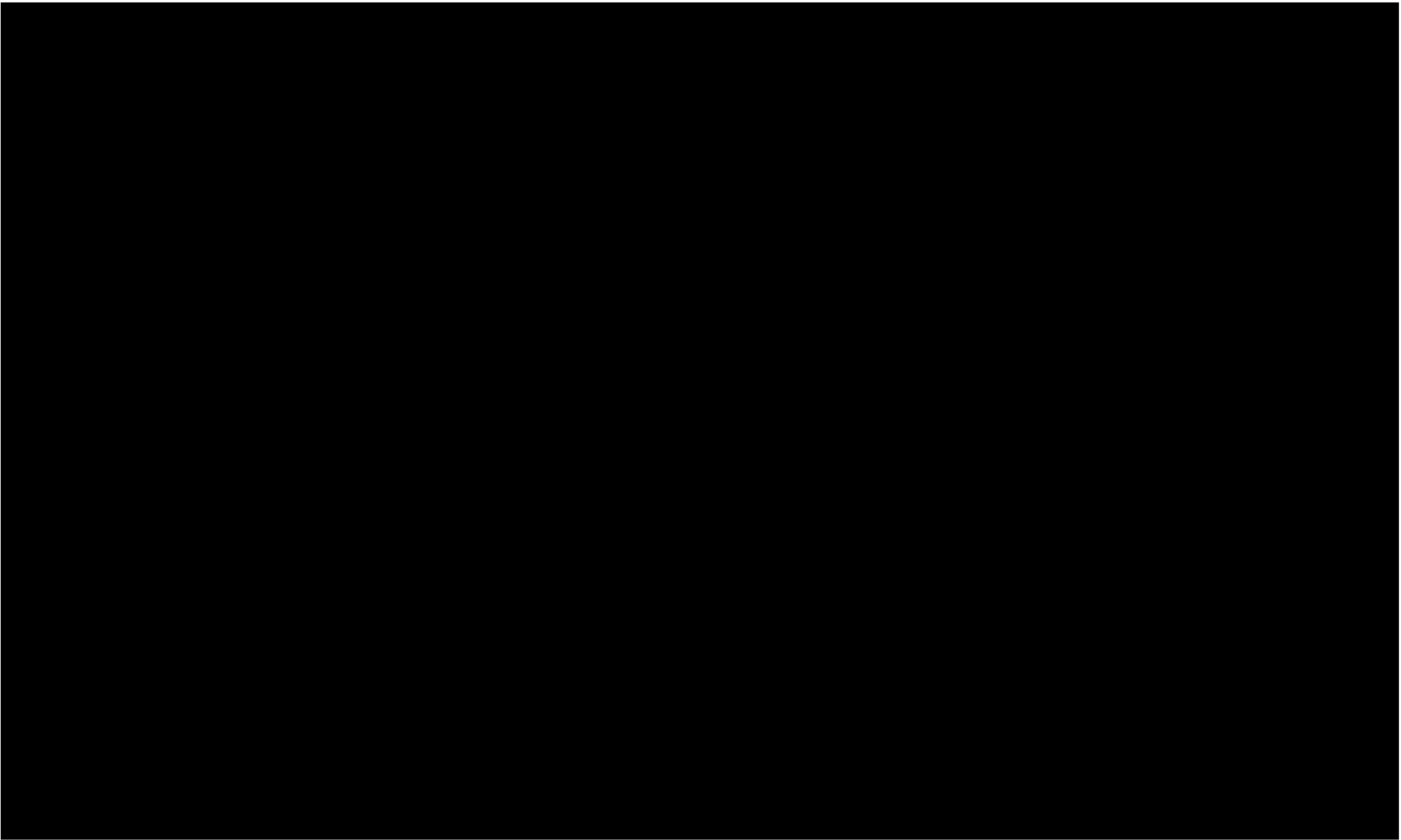


1.2	Provide a scheme and fee proposal for Pitch Quality Assessments with a breakdown of hourly rates for proposed personnel and expenses, including travel and accommodation (by person if likely to differ)	200
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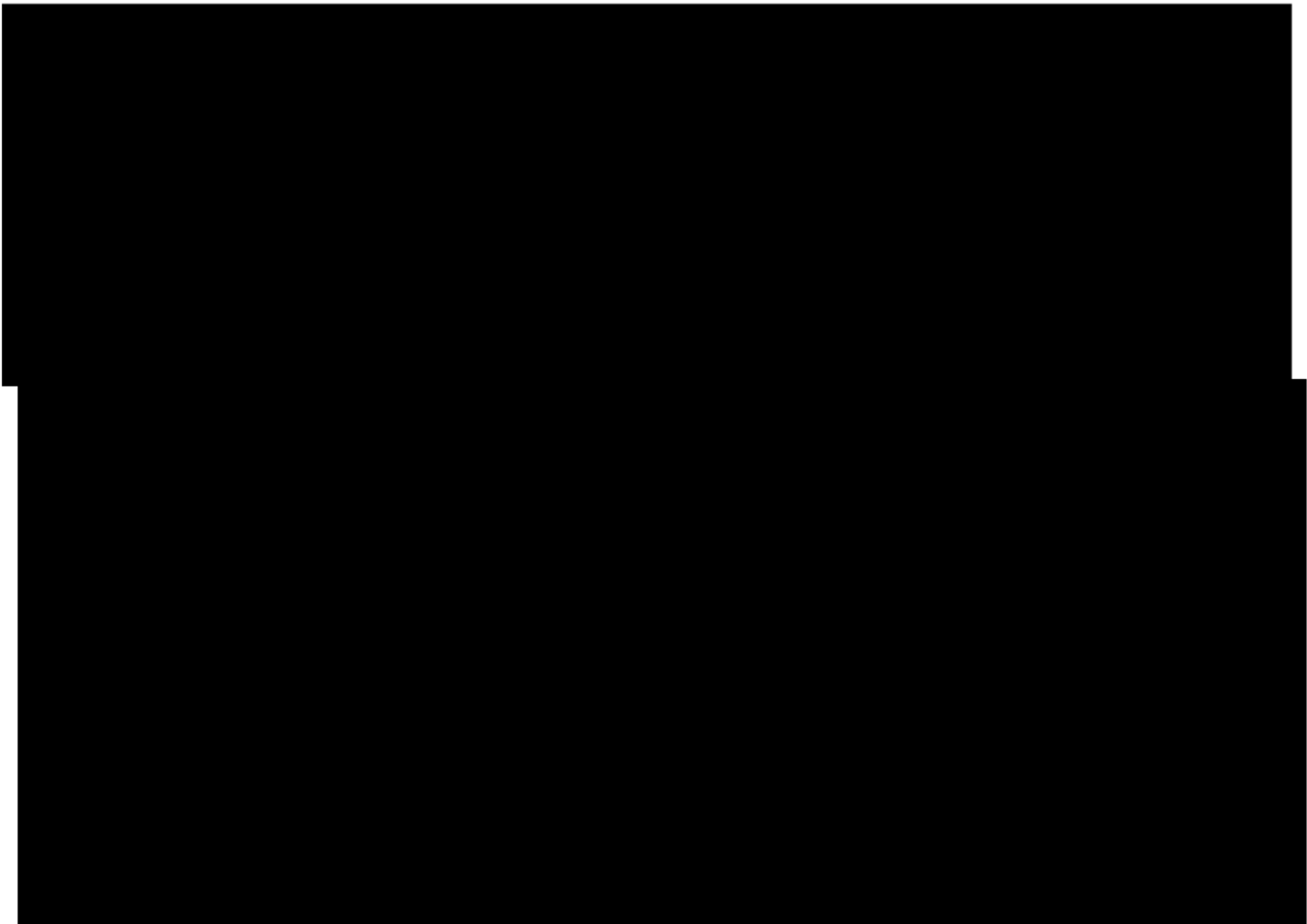




2.0	Quality Schedule	Max marks
2.1	Provide background information on the contractor, including an organisation chart where appropriate to illustrate the support available to the project.	10



2.2	Provide details of the project lead and key personnel to be involved, including the amount of time they will devote to the project.	50
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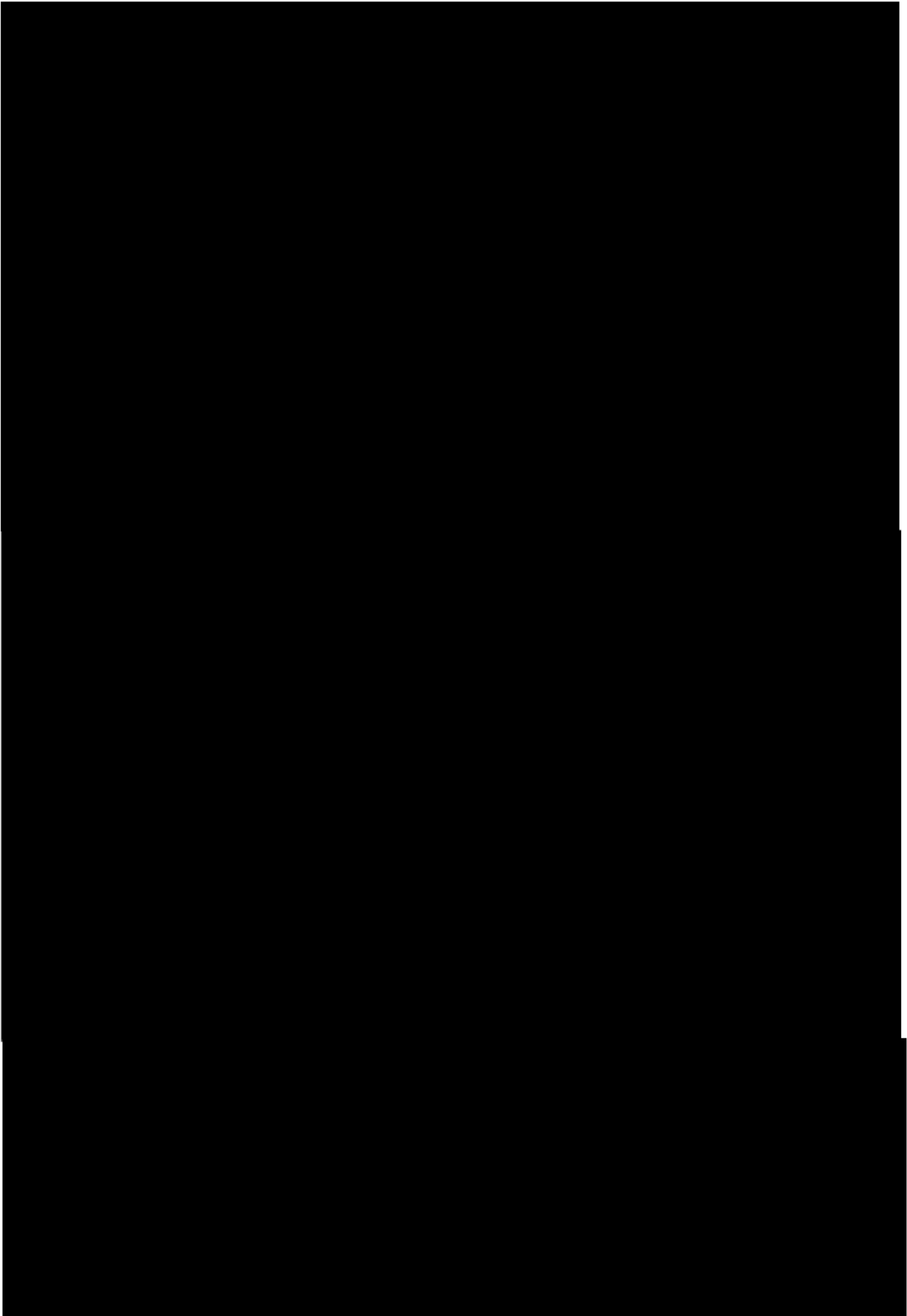
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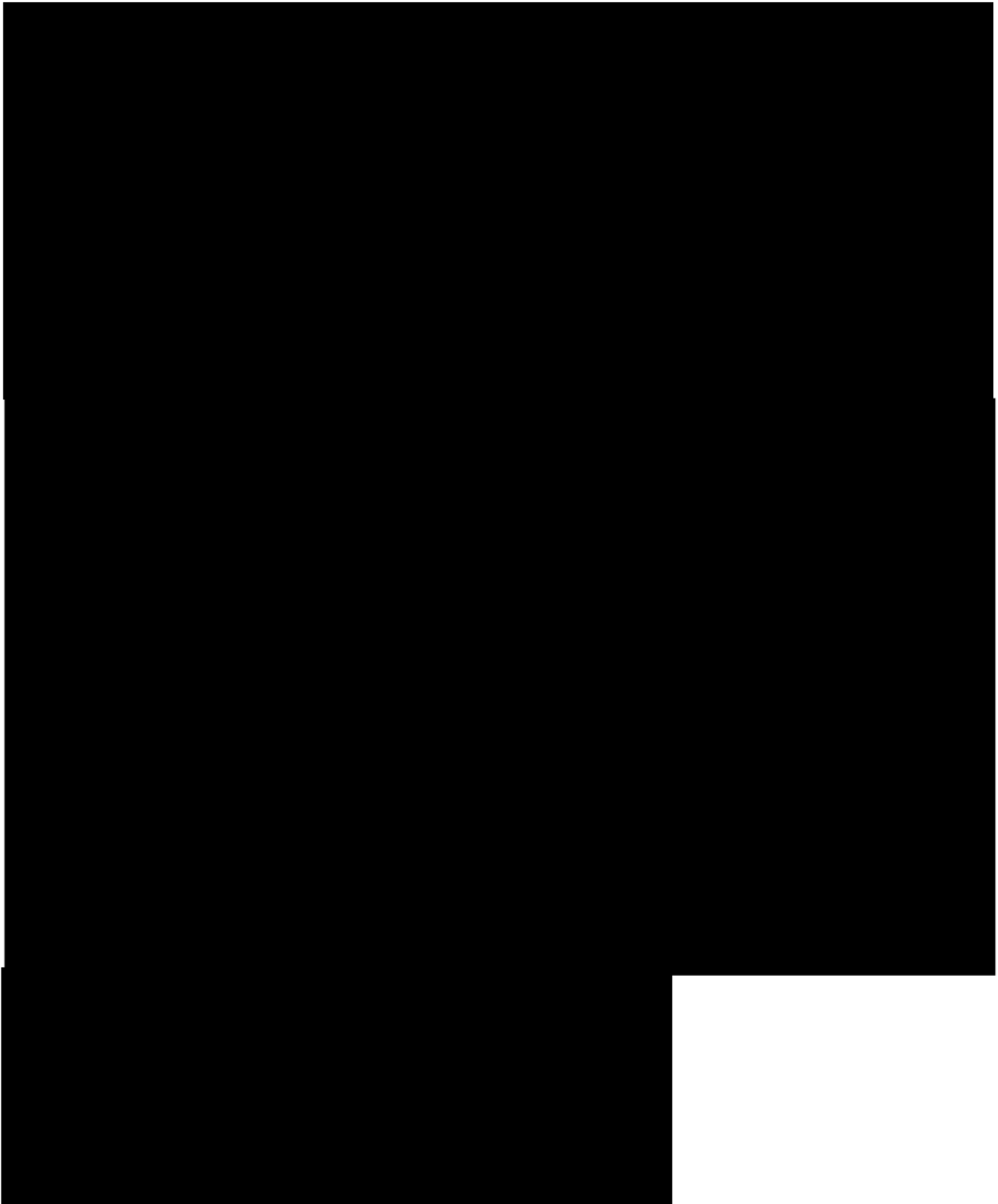
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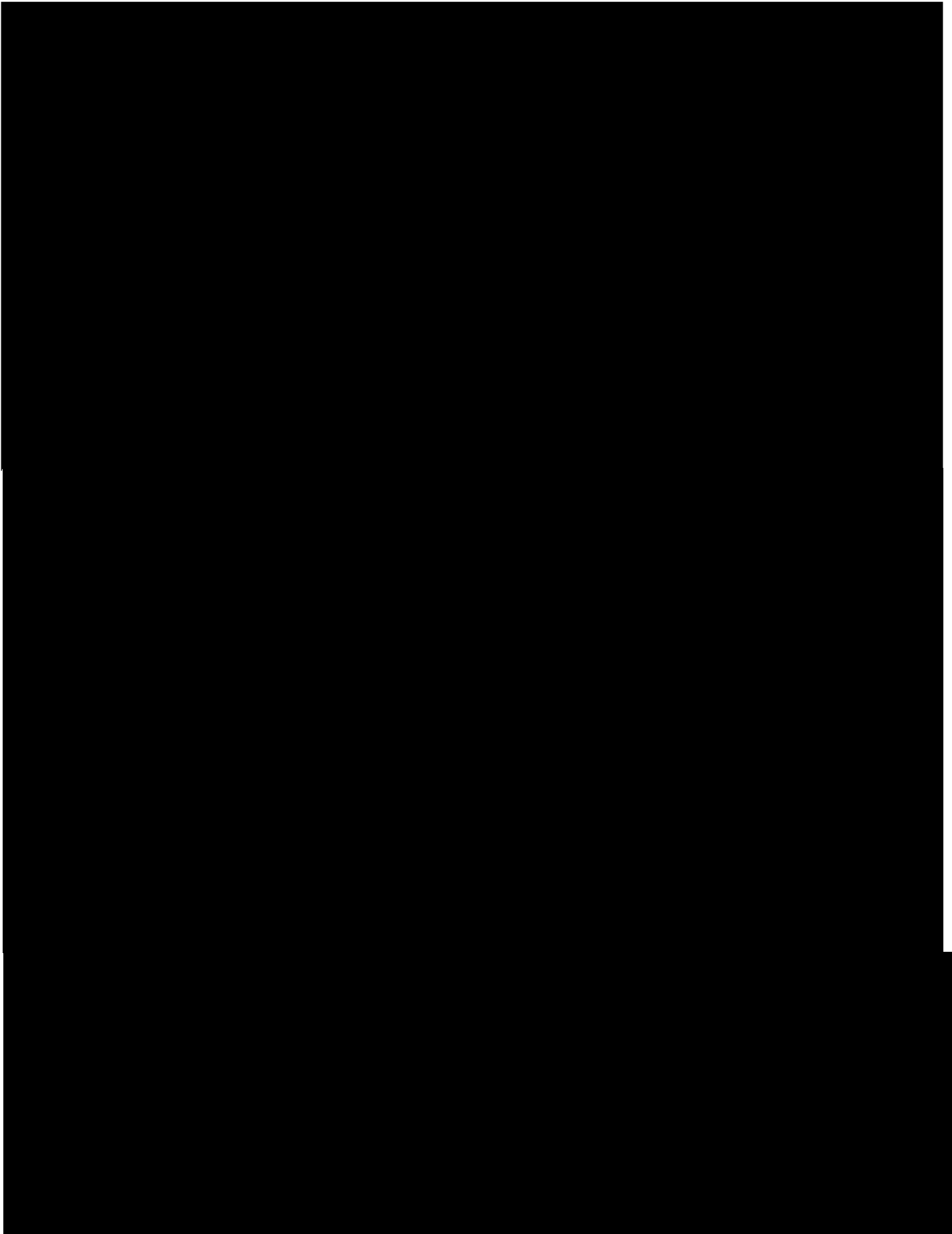
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2.3	Demonstrate an ability to research and prepare documents that meet the objectives and outcomes of the project brief. Identify relevant project experience and appropriate work examples for personnel involved in project. Include a summary of curriculum vitae and provide references.	20
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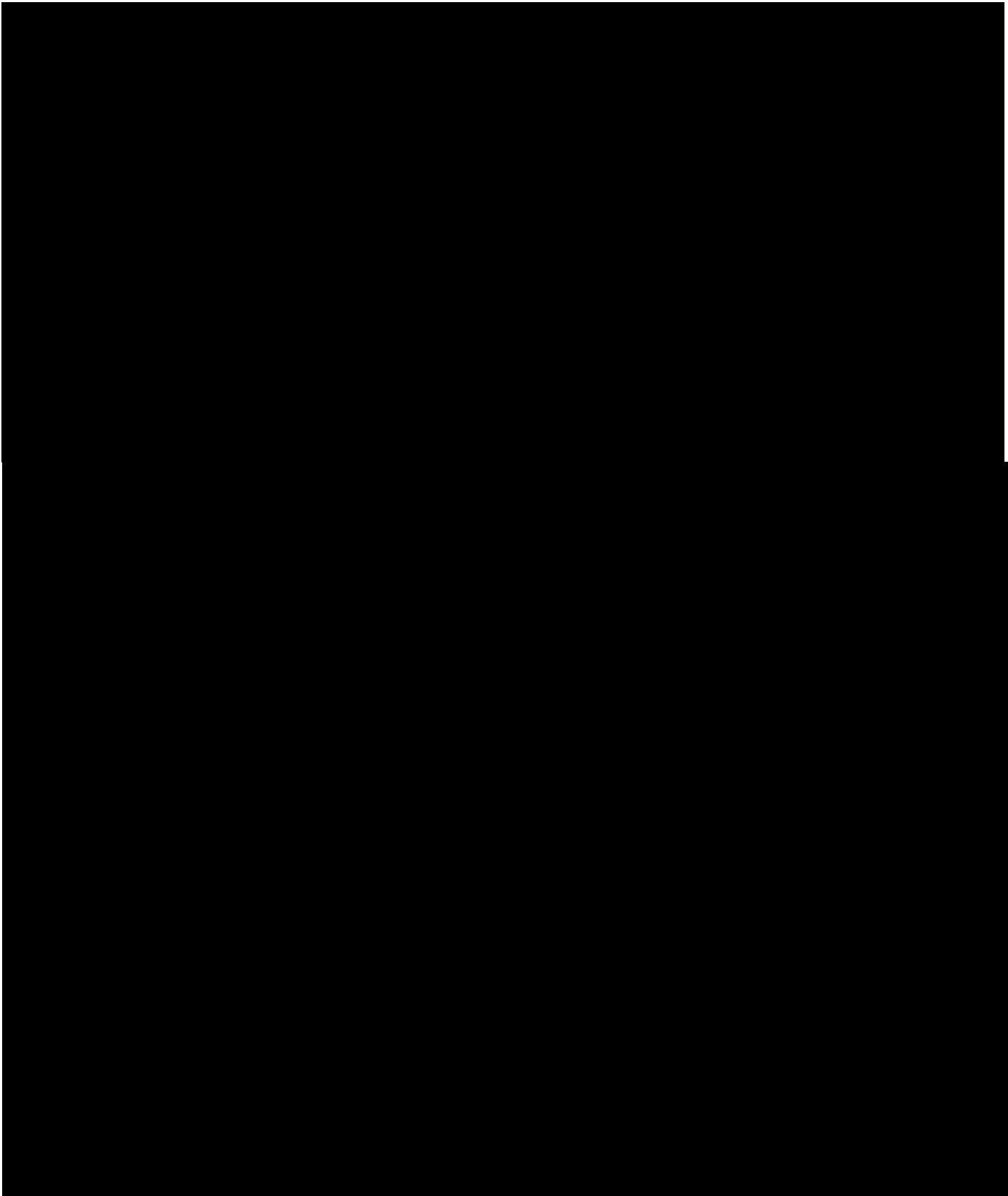




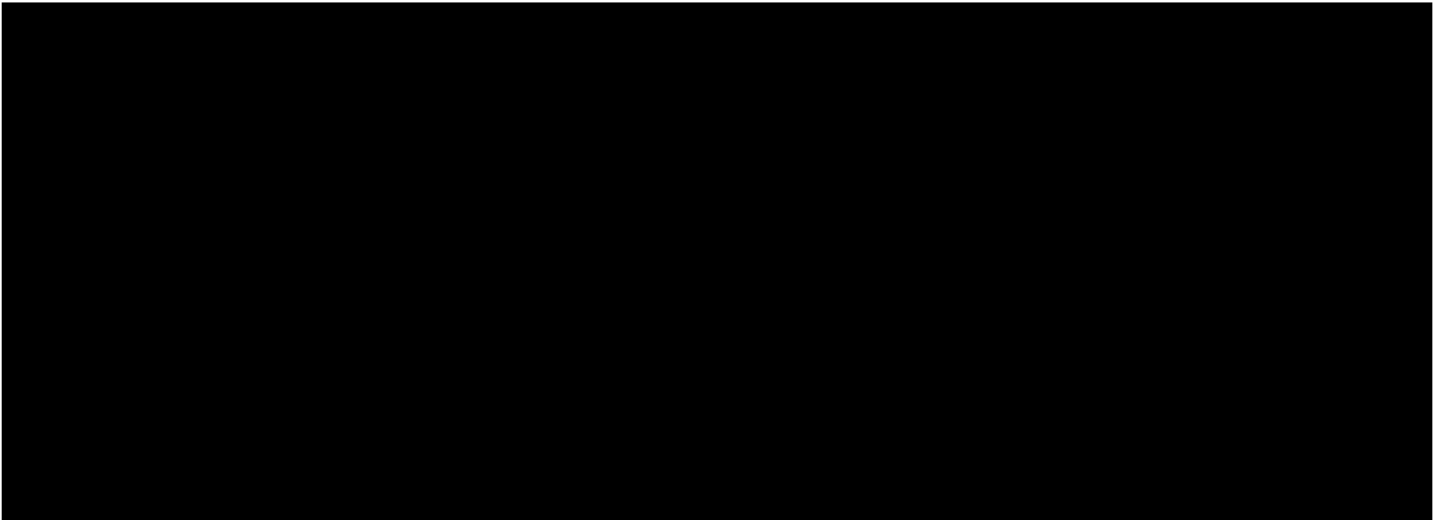




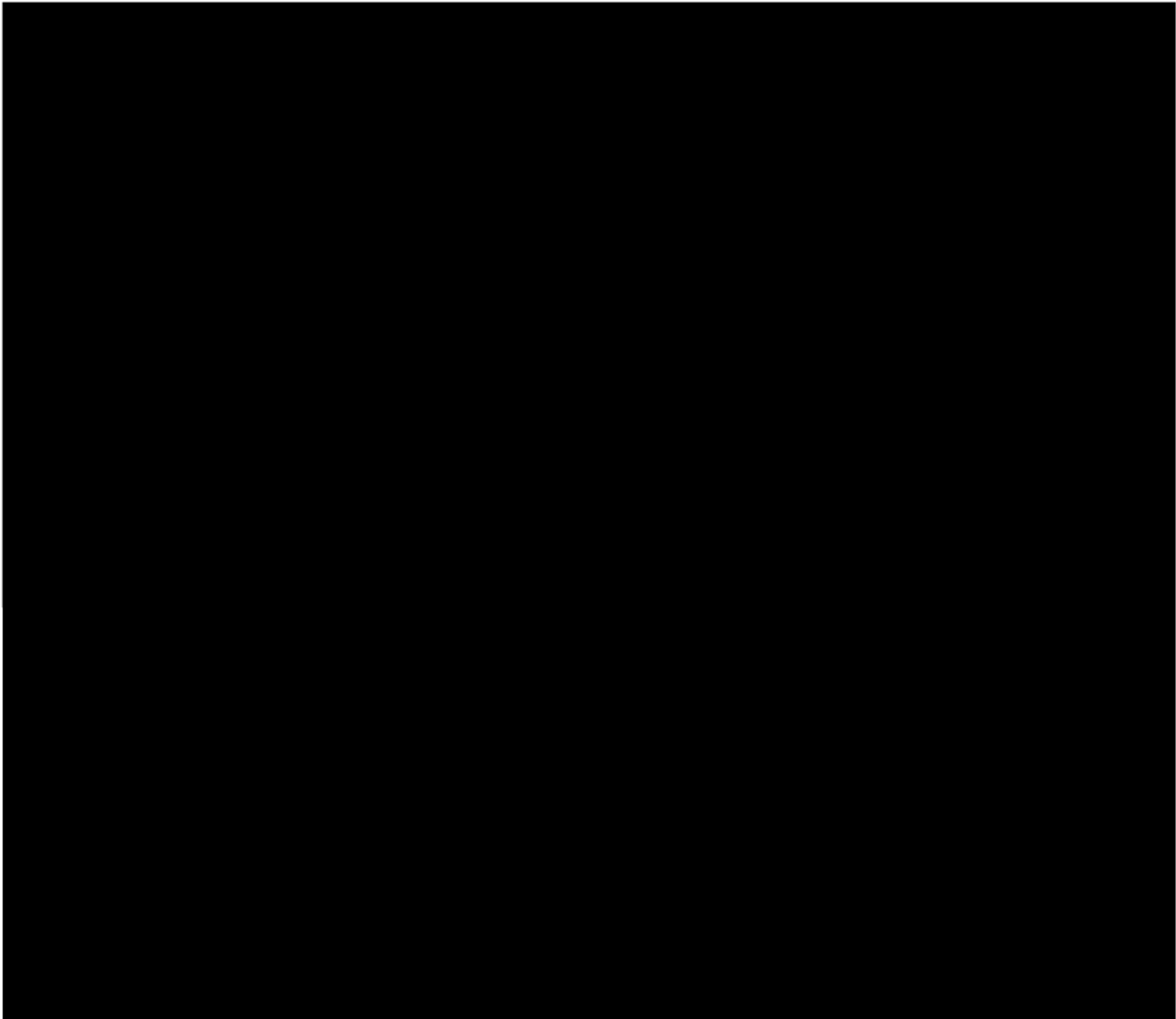
3.1	Provide a project plan with timescales and milestones, including contingency measures	20
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4.1	Provide details of frequency of progress meetings, how these will be structured and progress communicated.	20
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4.2	Provide details of any known information and support required from Shropshire Council to inform the project.	20
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[REDACTED]

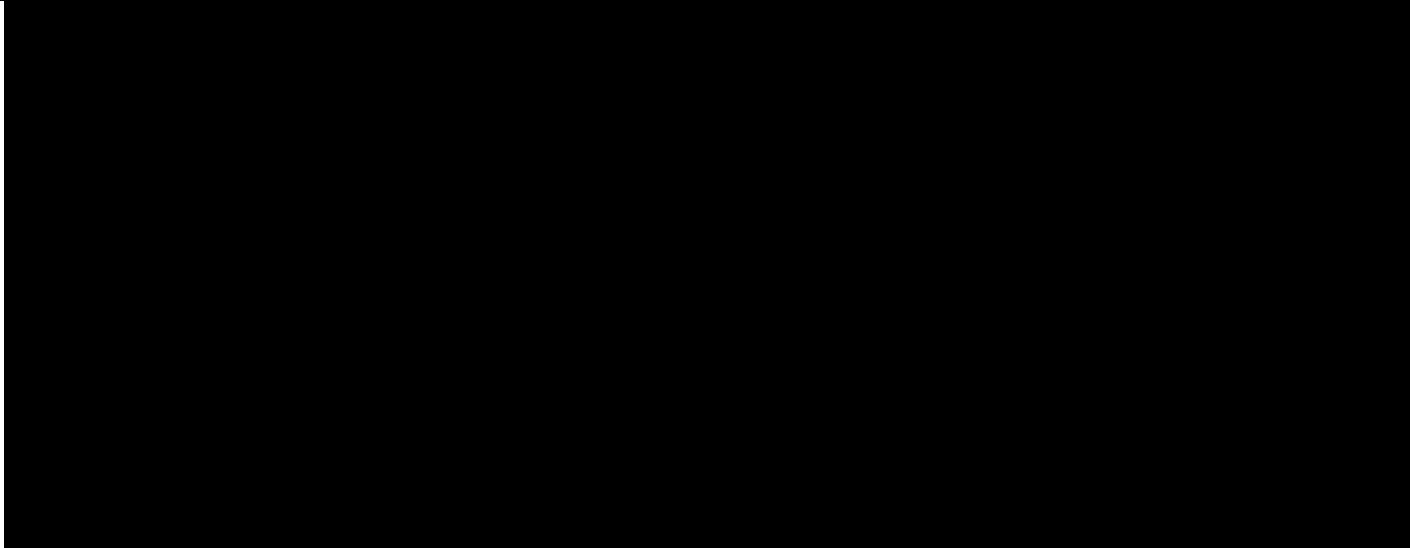
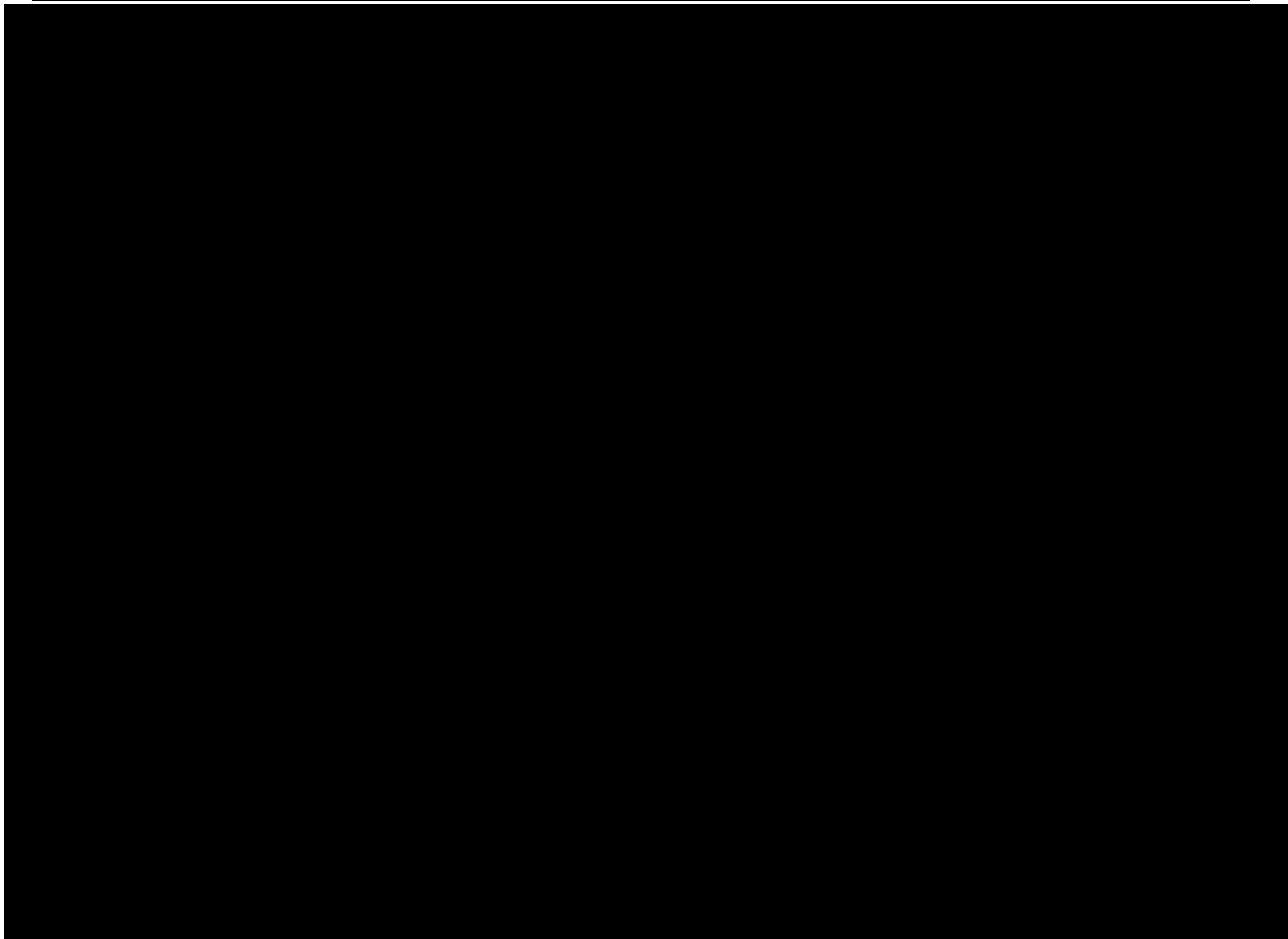
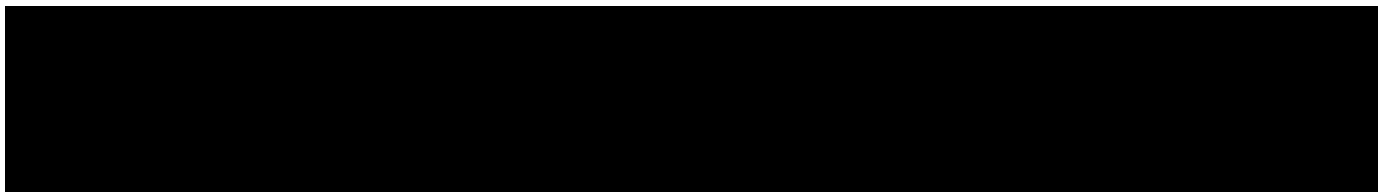
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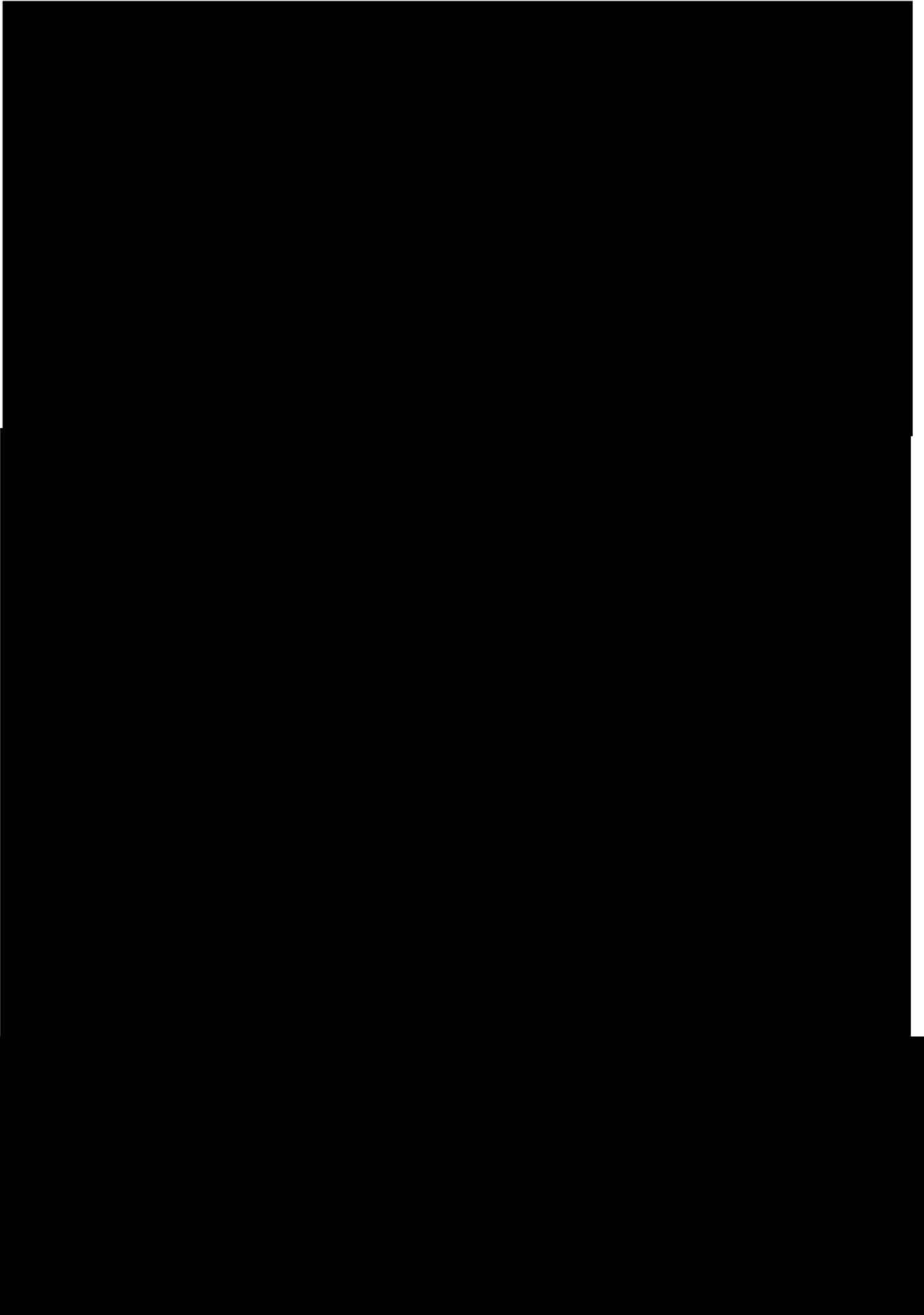
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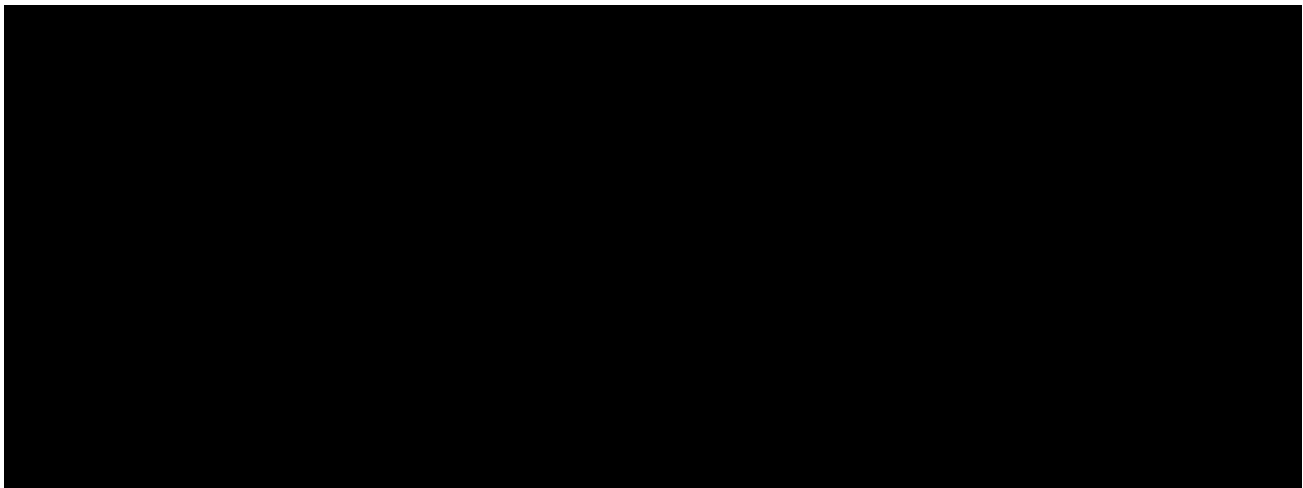
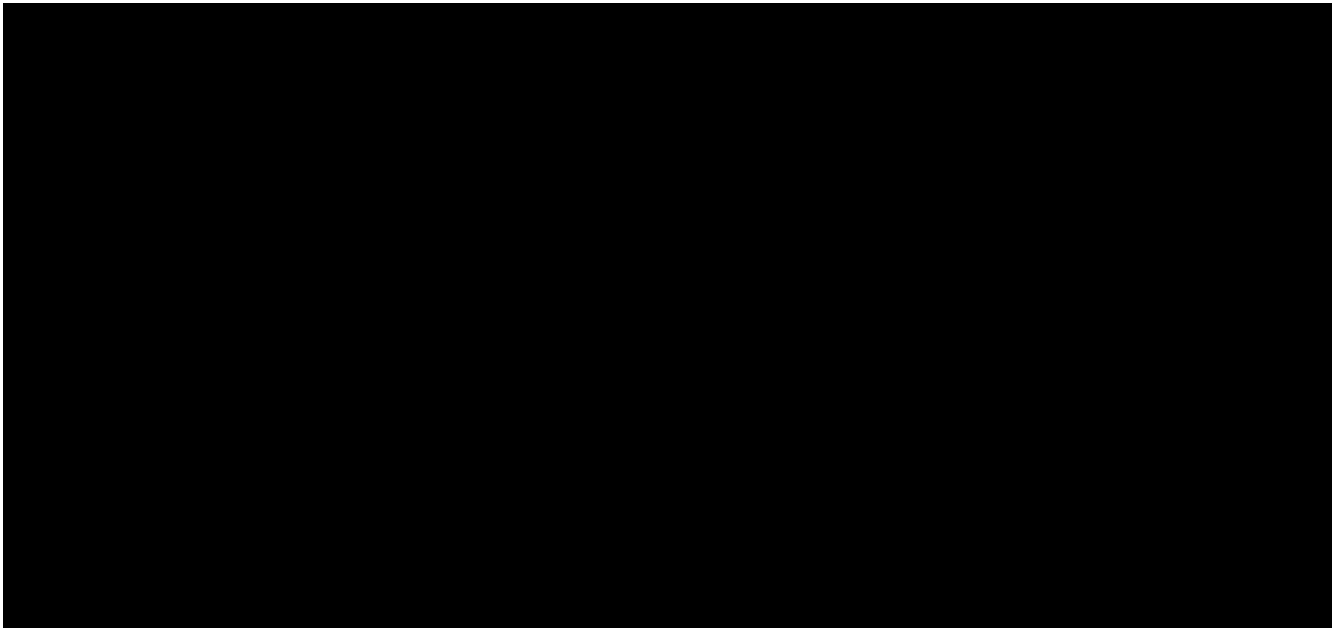
4.3	Provide details of any known information and support required from third parties (such as National Governing Bodies) to inform the project.	20
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[REDACTED]

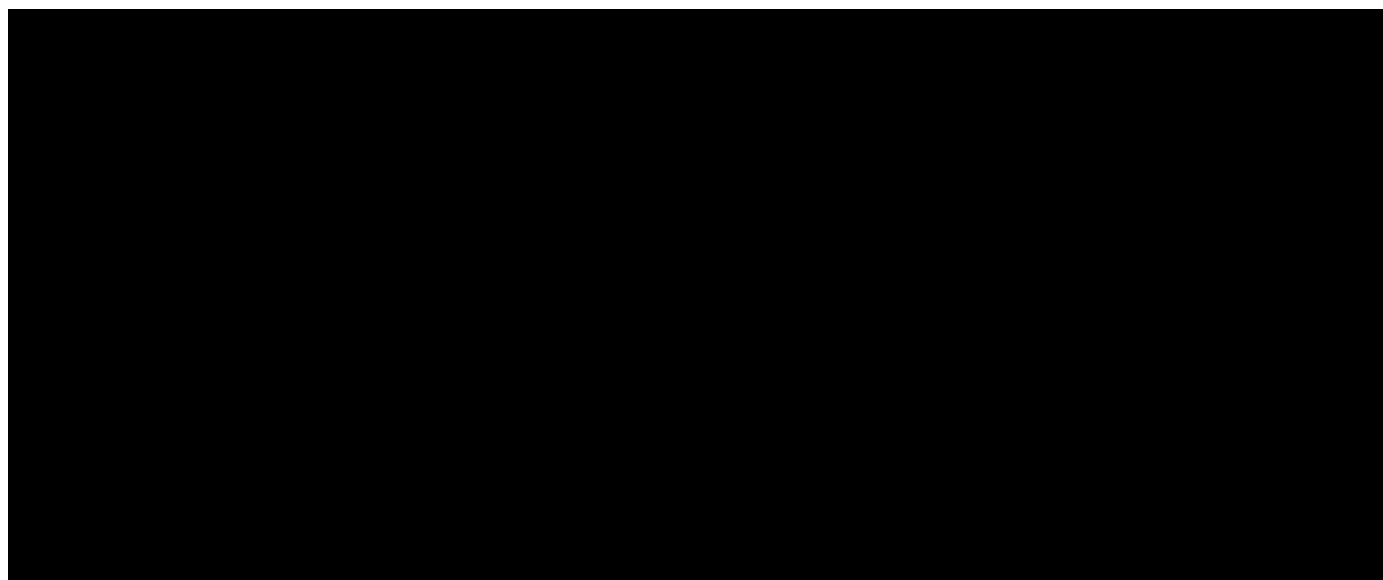
5.1	Specify the methodology for assessing the current supply of playing pitches and ancillary facilities for the key sports. Demonstrate how this will be applied consistently and describe how data may be updated in the future.	110
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5.2	Specify the methodology for assessing the current and future demand for playing pitches and ancillary facilities for the key sports. Demonstrate how this will be applied consistently and describe how the data may be updated in the future	110
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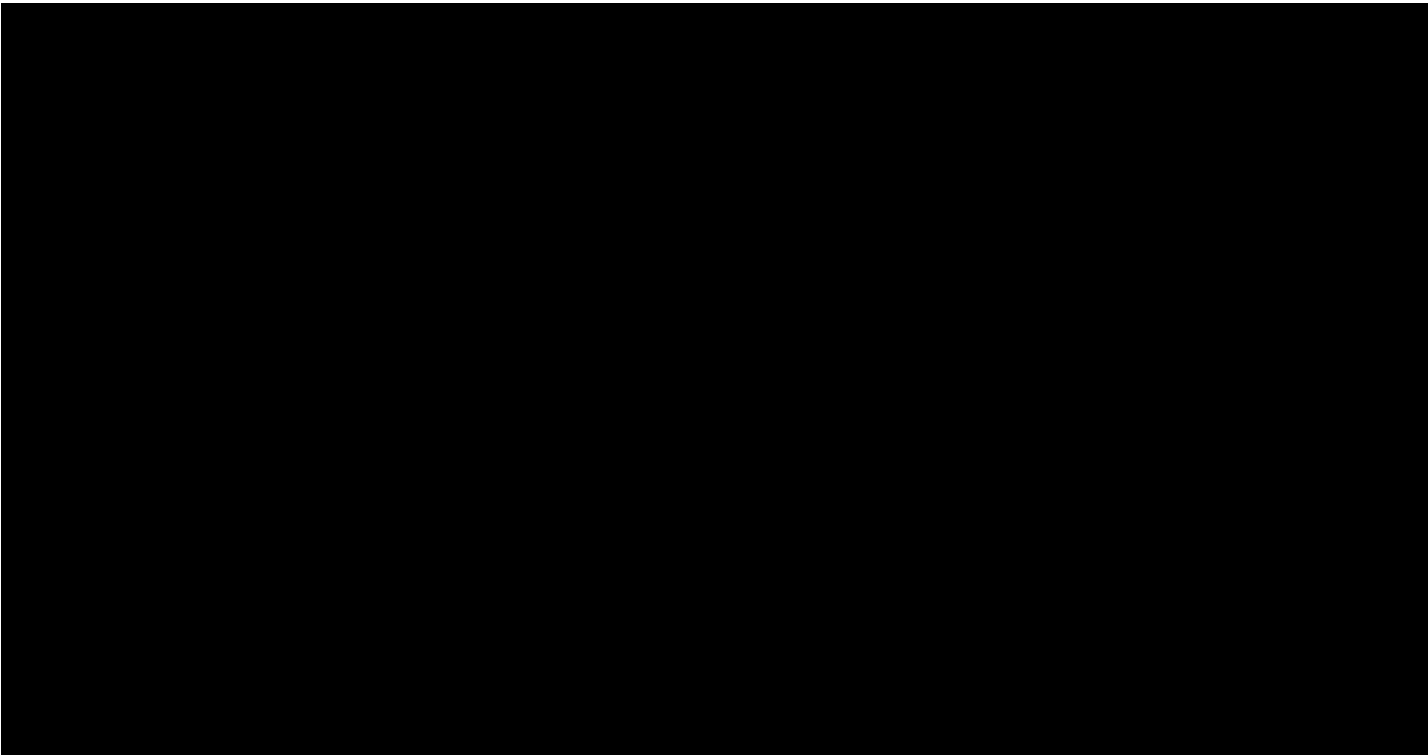
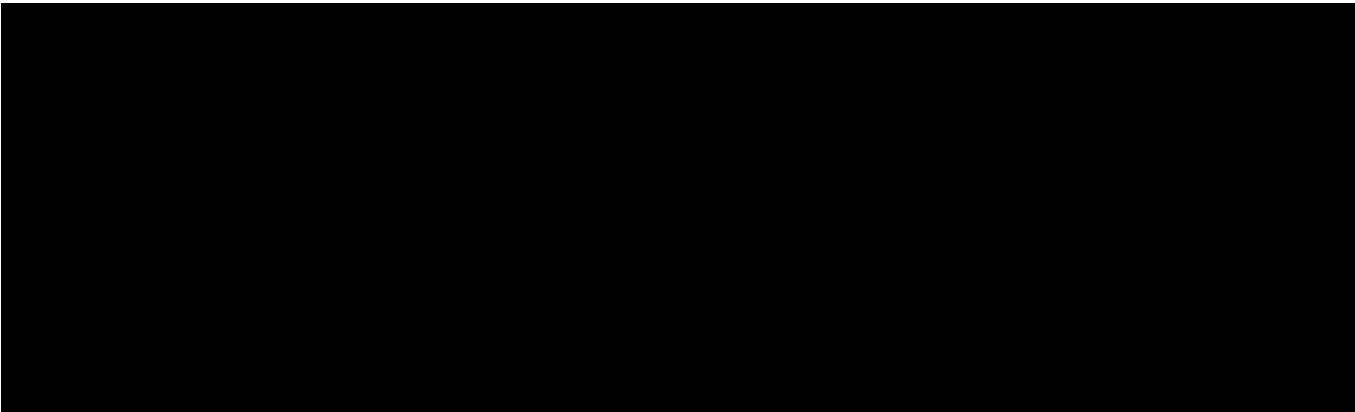


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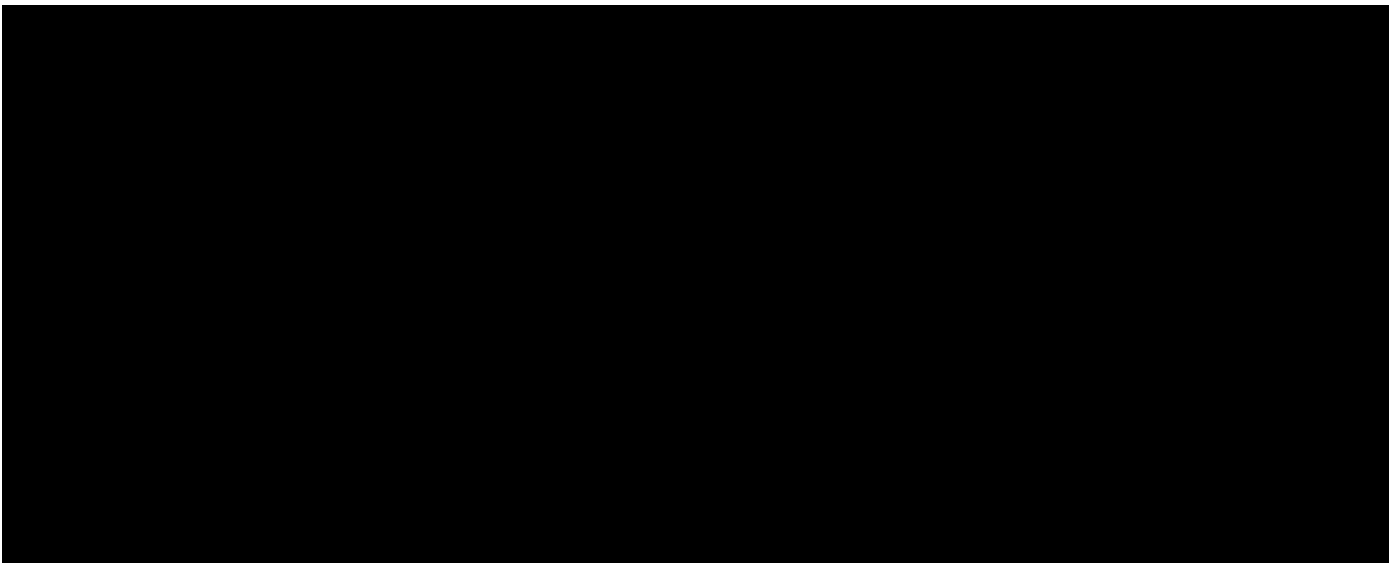
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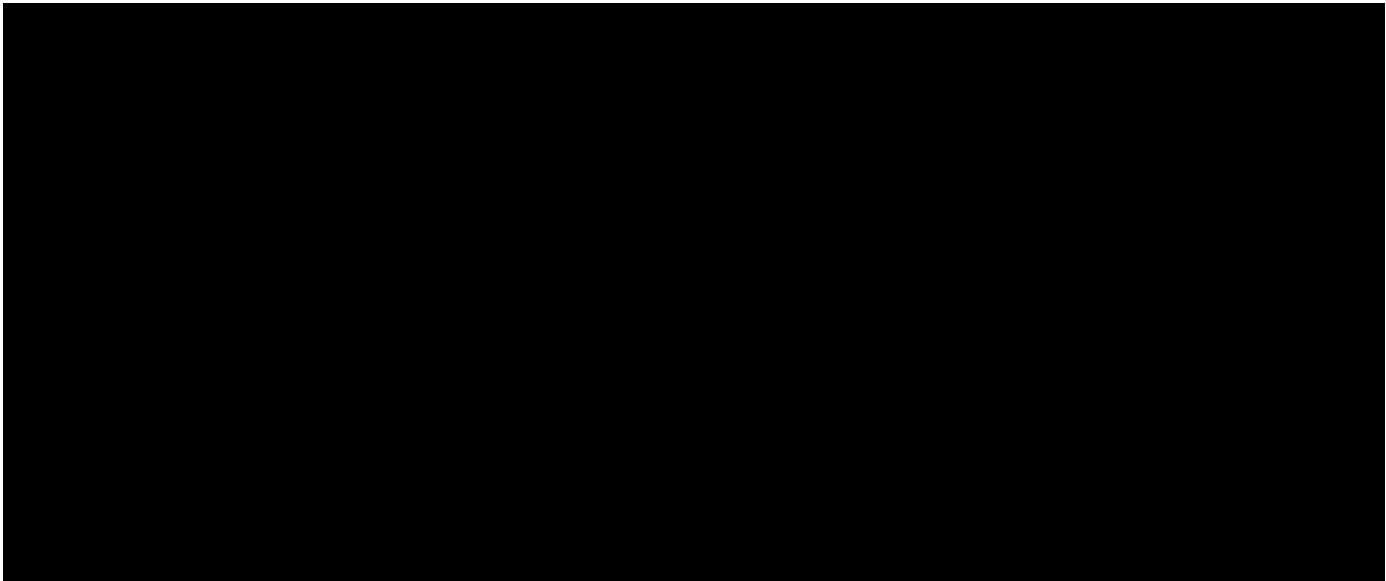
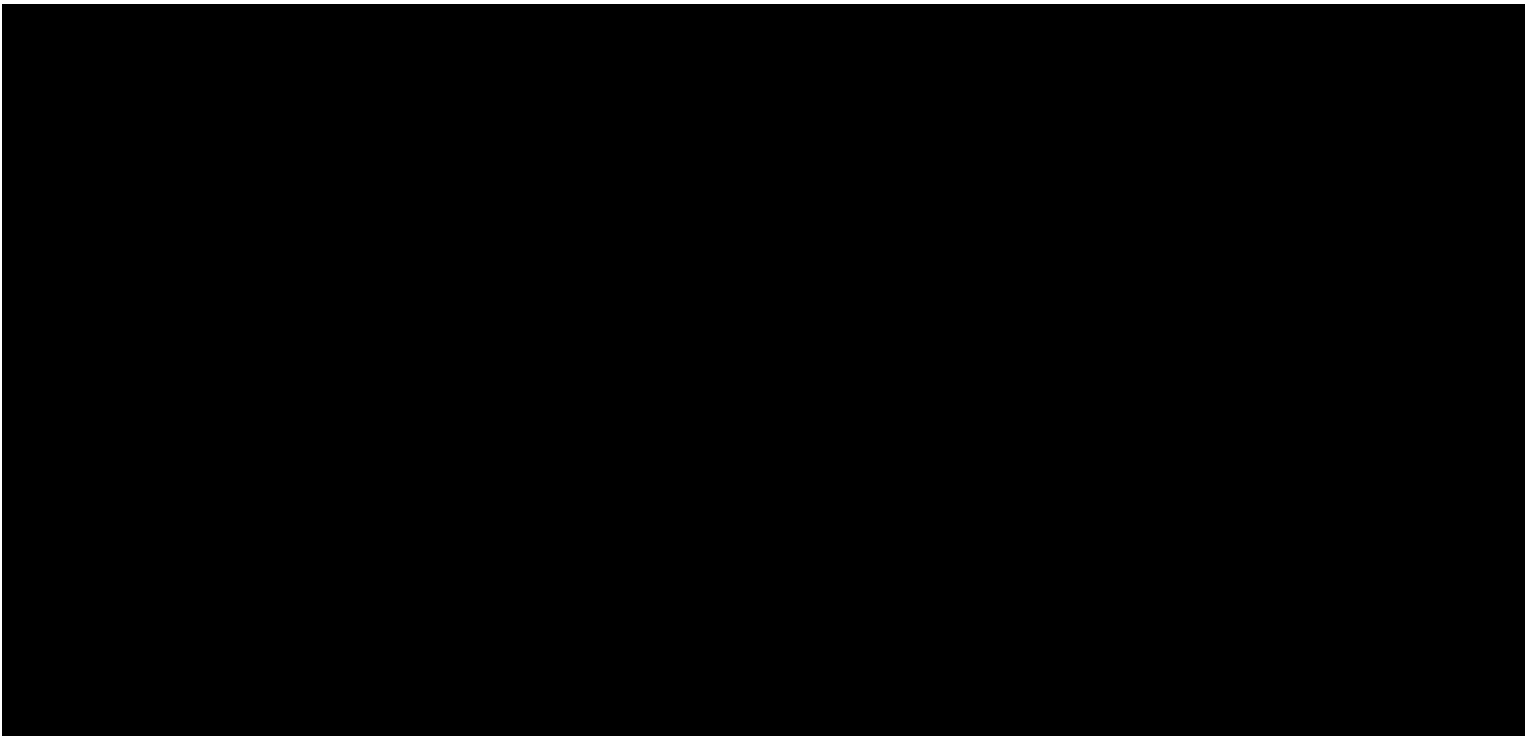
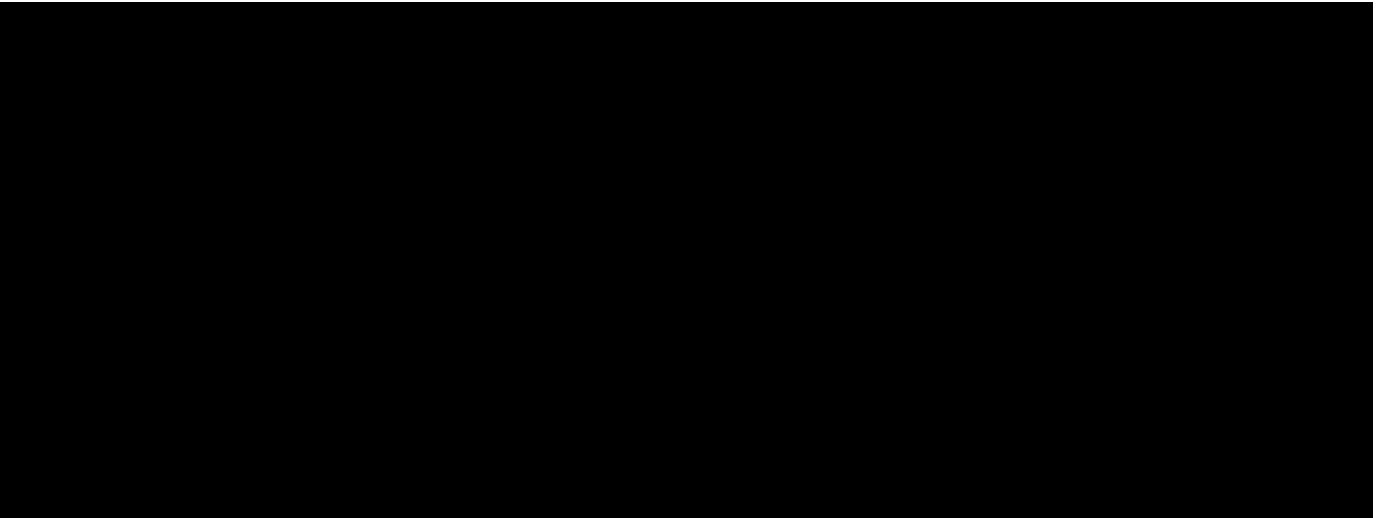
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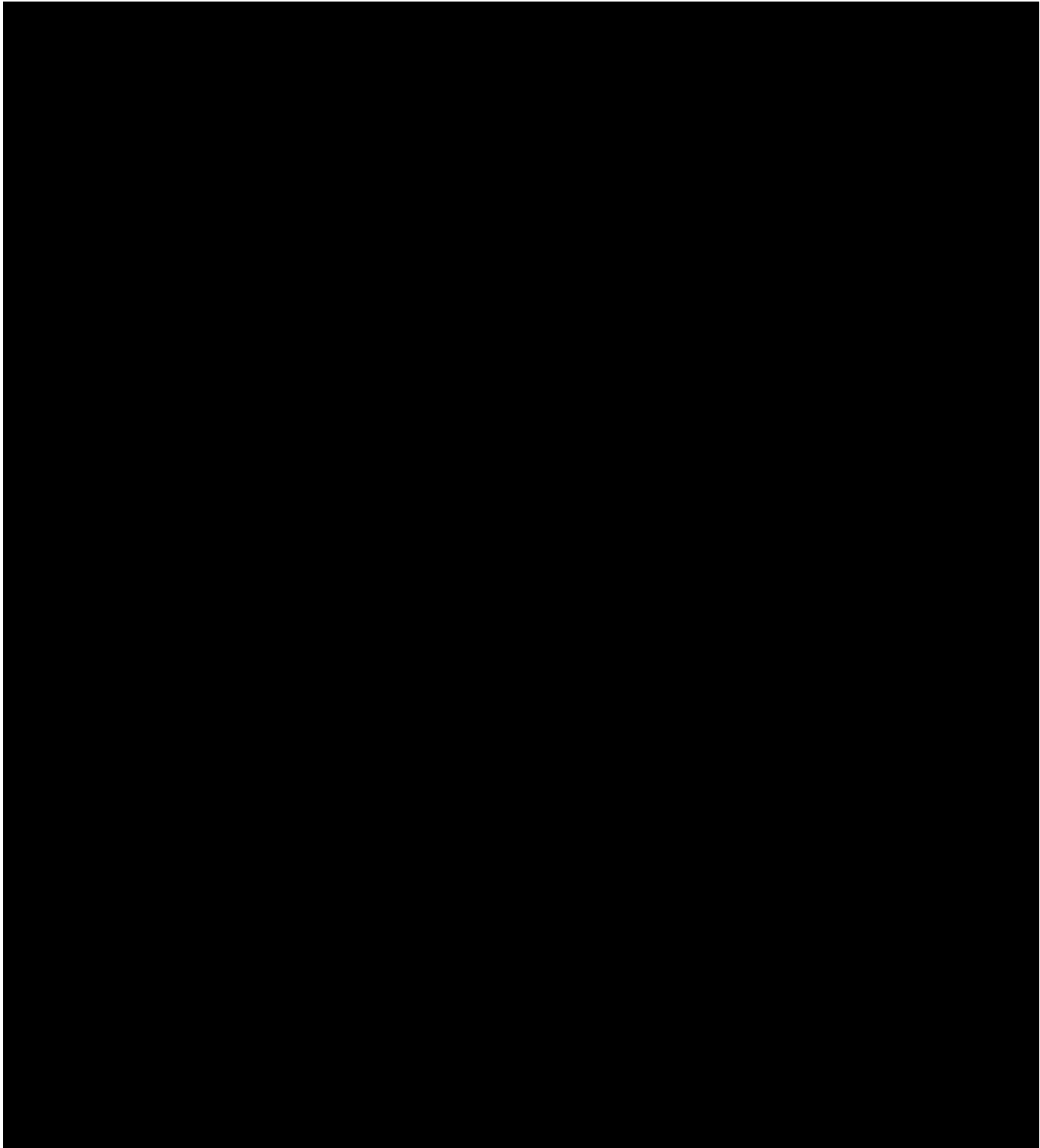


5.3	Specify the methodology for preparing an Assessment Report which identifies the key findings and issues concerning supply and demand.	110
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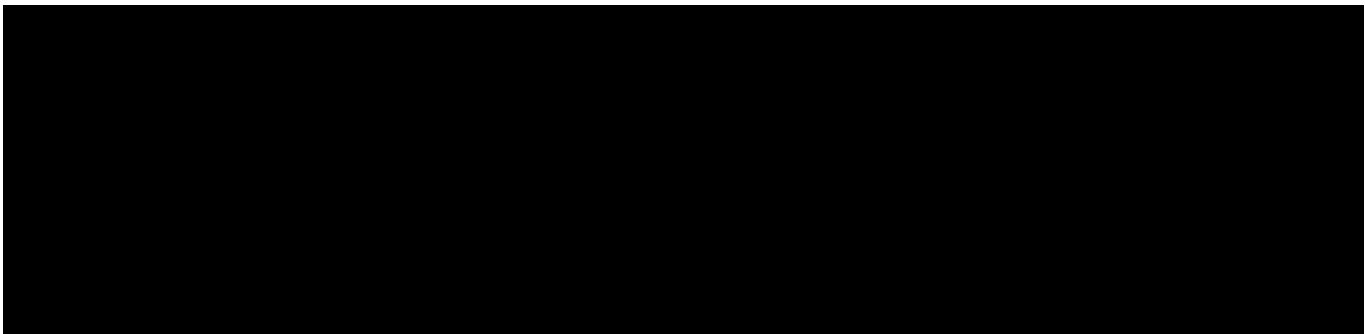


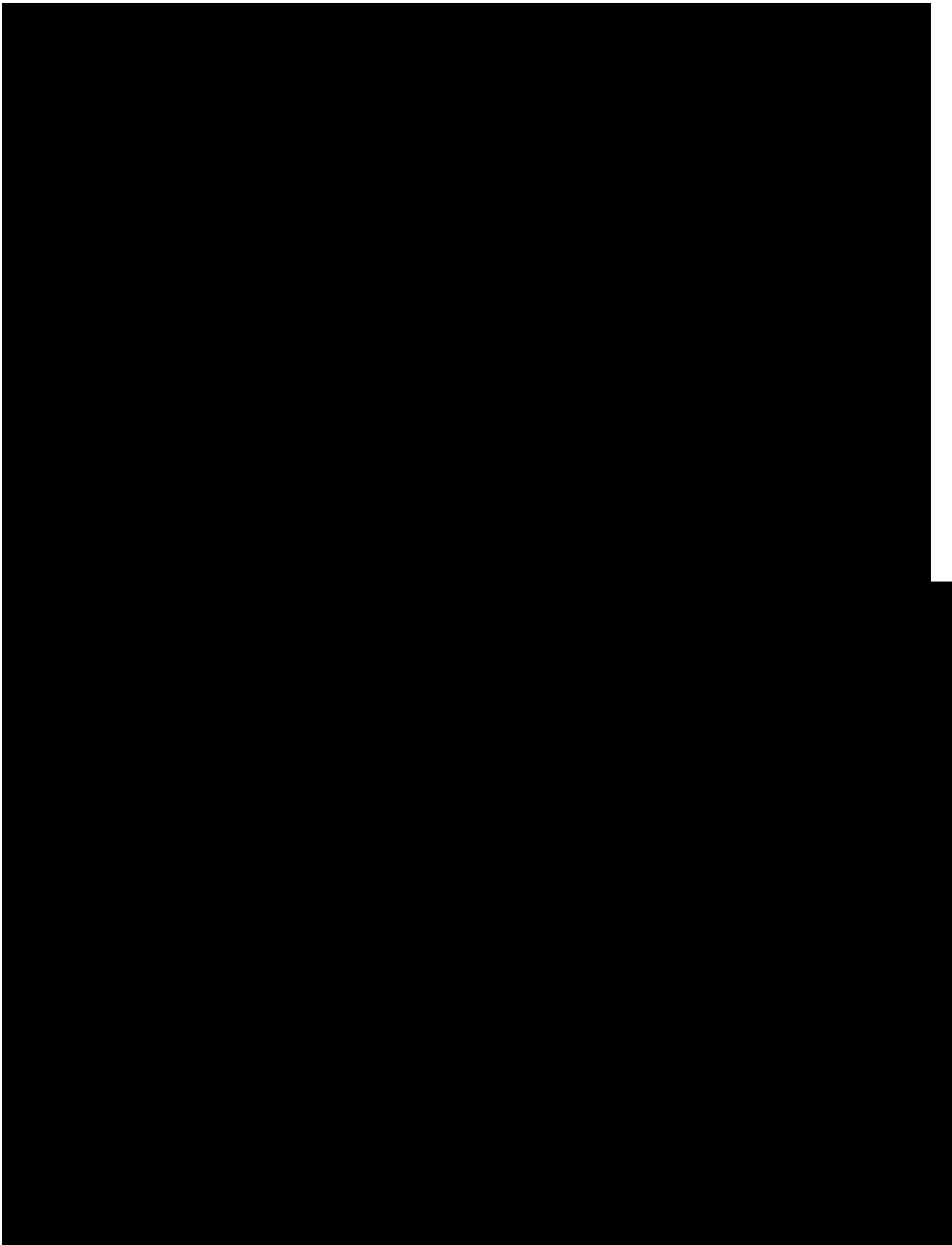


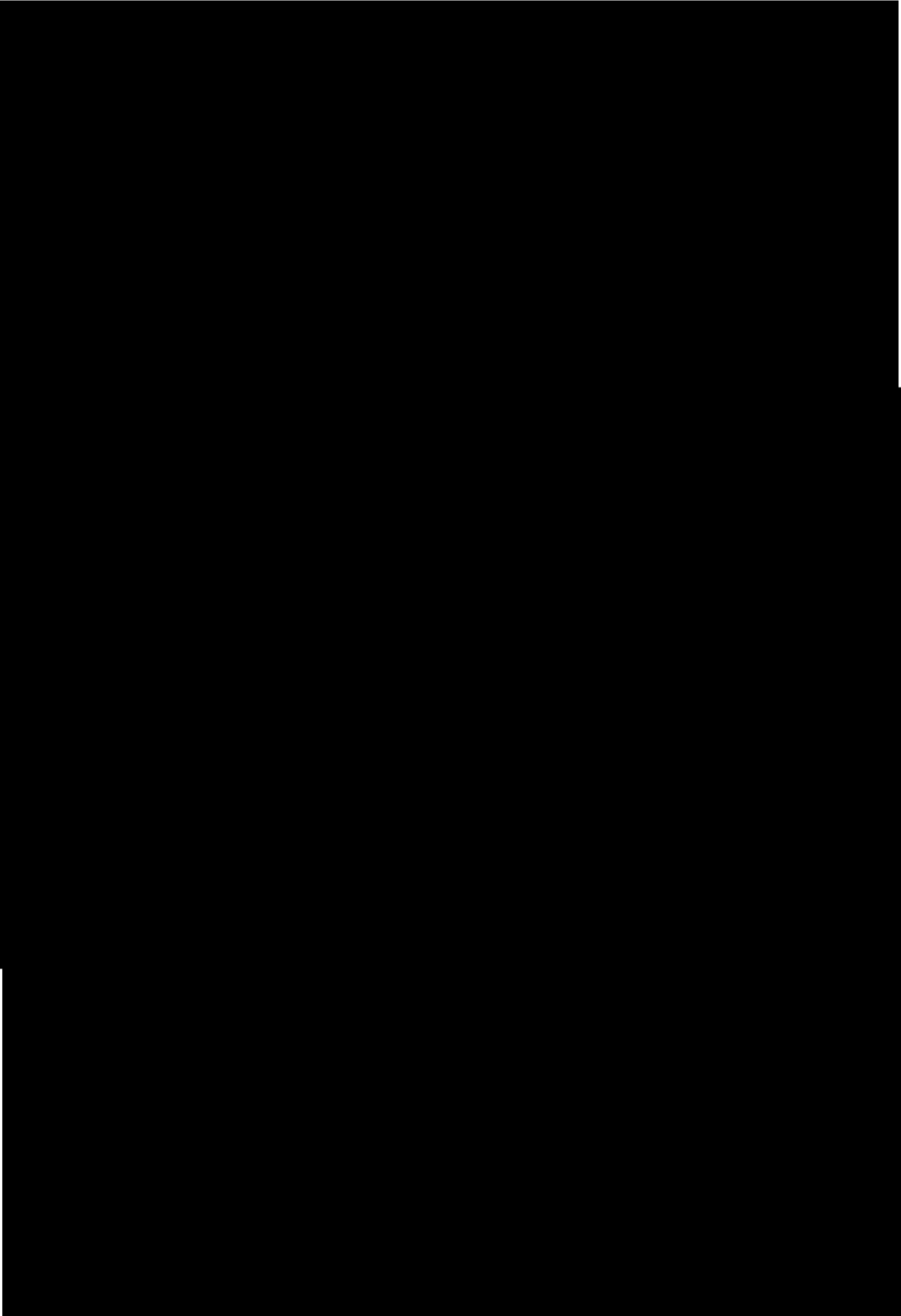




5.4	Specify the methodology for preparing the Strategy document. Show how surplus and deficit provision will be dealt with as well as recommendations for future provision.	90
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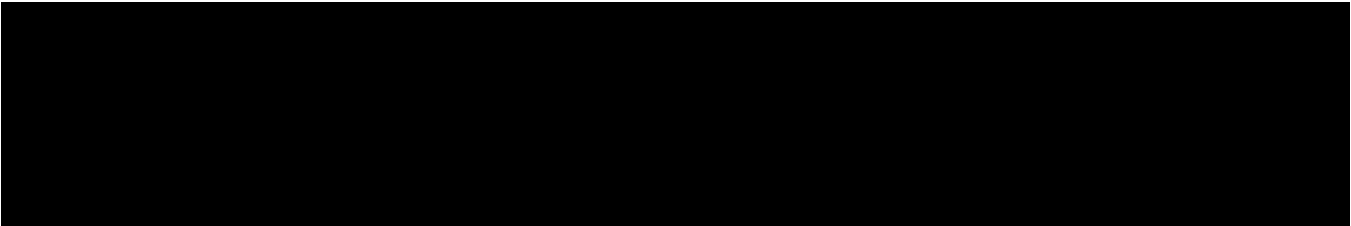
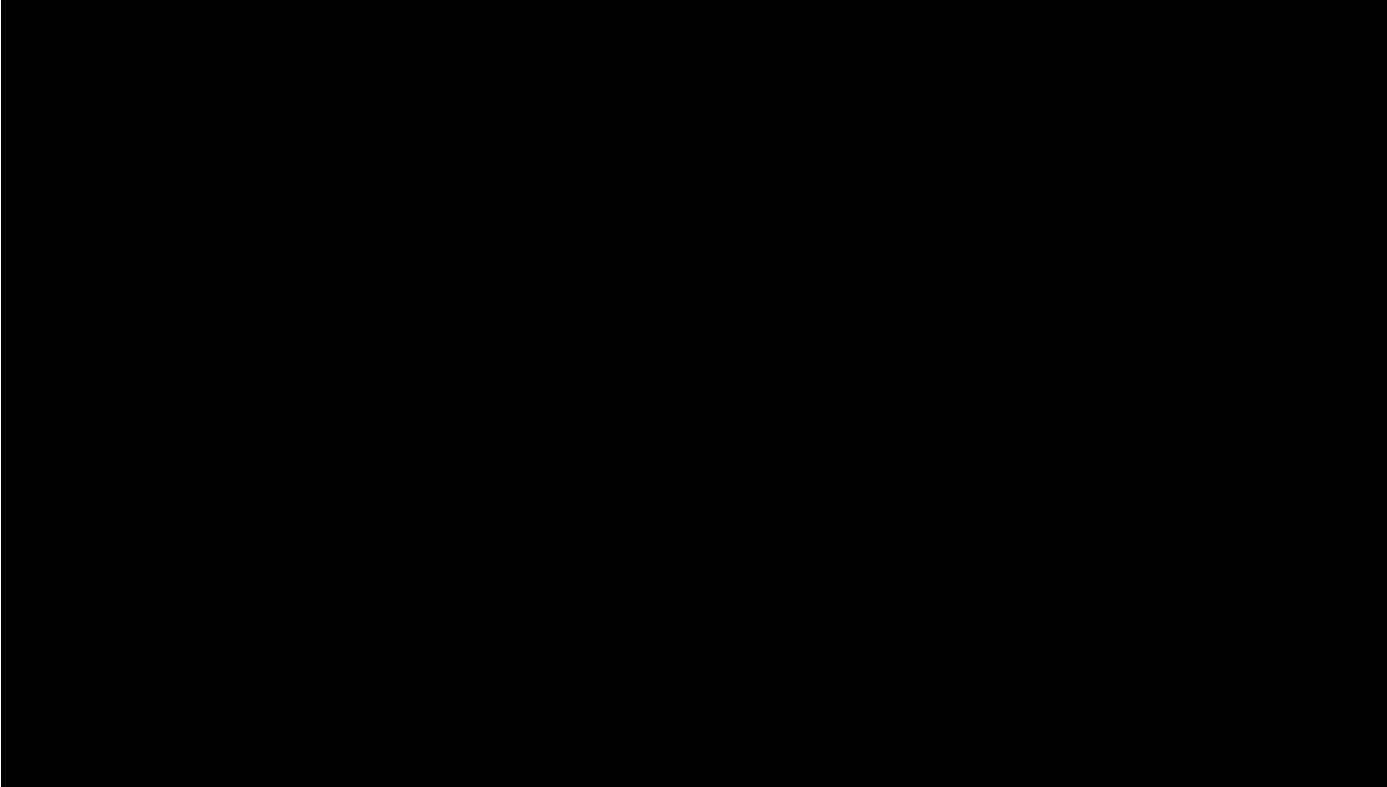







5.5	Demonstrate how the Playing Pitch Strategy can be used to support the Shropshire Local Plan Review and the Development Management process	20
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Shropshire Council  
Shirehall  
Abbey Foregate  
Shrewsbury  
Shropshire SY2 6ND

Date: 8<sup>th</sup> May 2019

Emailed to 

Dear Bidder

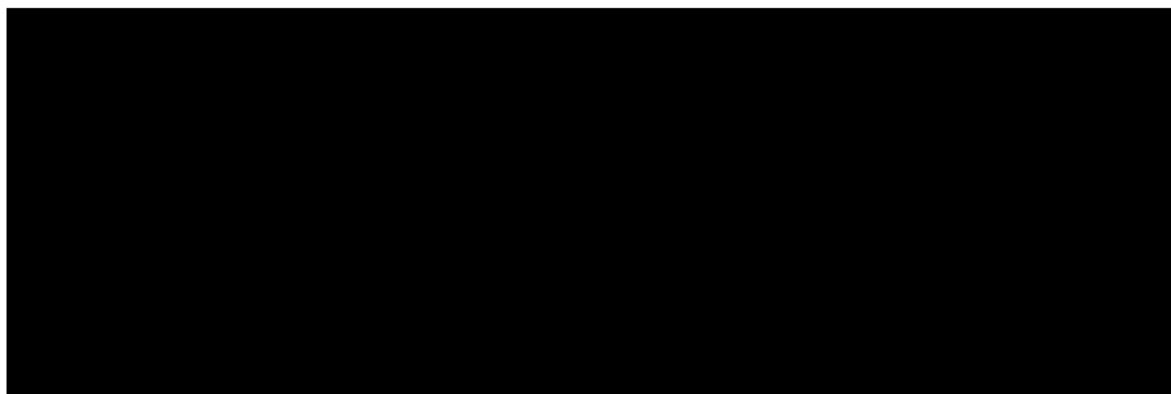
**DONV 008 – SHROPSHIRE PLAYING PITCH STRATEGY**

**SUBJECT TO CONTRACT**


This is an Award Decision Notice. We are pleased to inform you that, following the evaluation process, Shropshire Council proposes to accept your offer to form part of the above contract as set out in your recent tender.

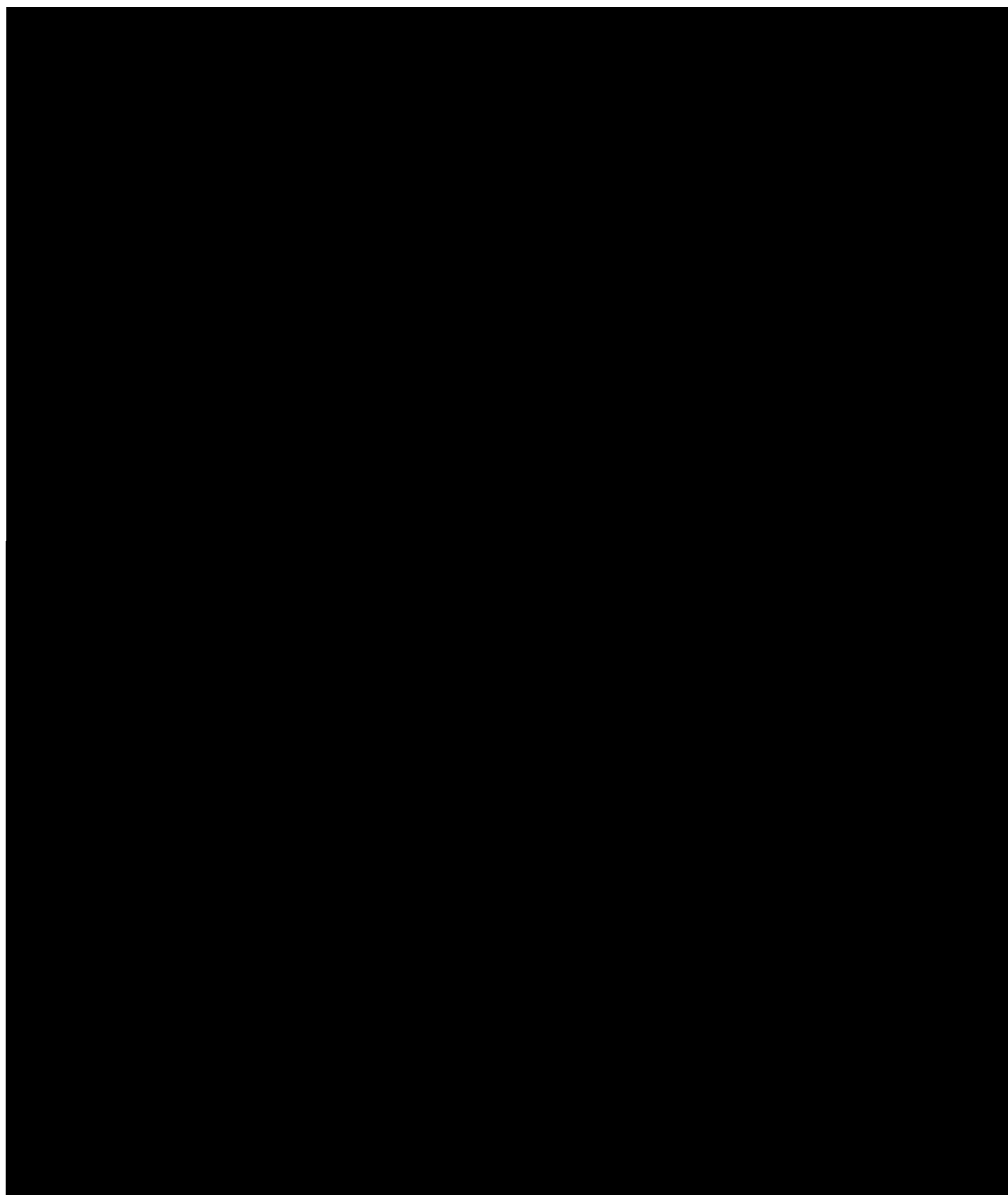
The award criteria for this contract was set out in full in Invitation to Tender with quality accounting for 60% and price for 40% of the total marks.

We can confirm that your tender received the following scores and ranking:-



Please find details of the marks allocated to you for Quality and reasoning behind the Quality marks as follows: -

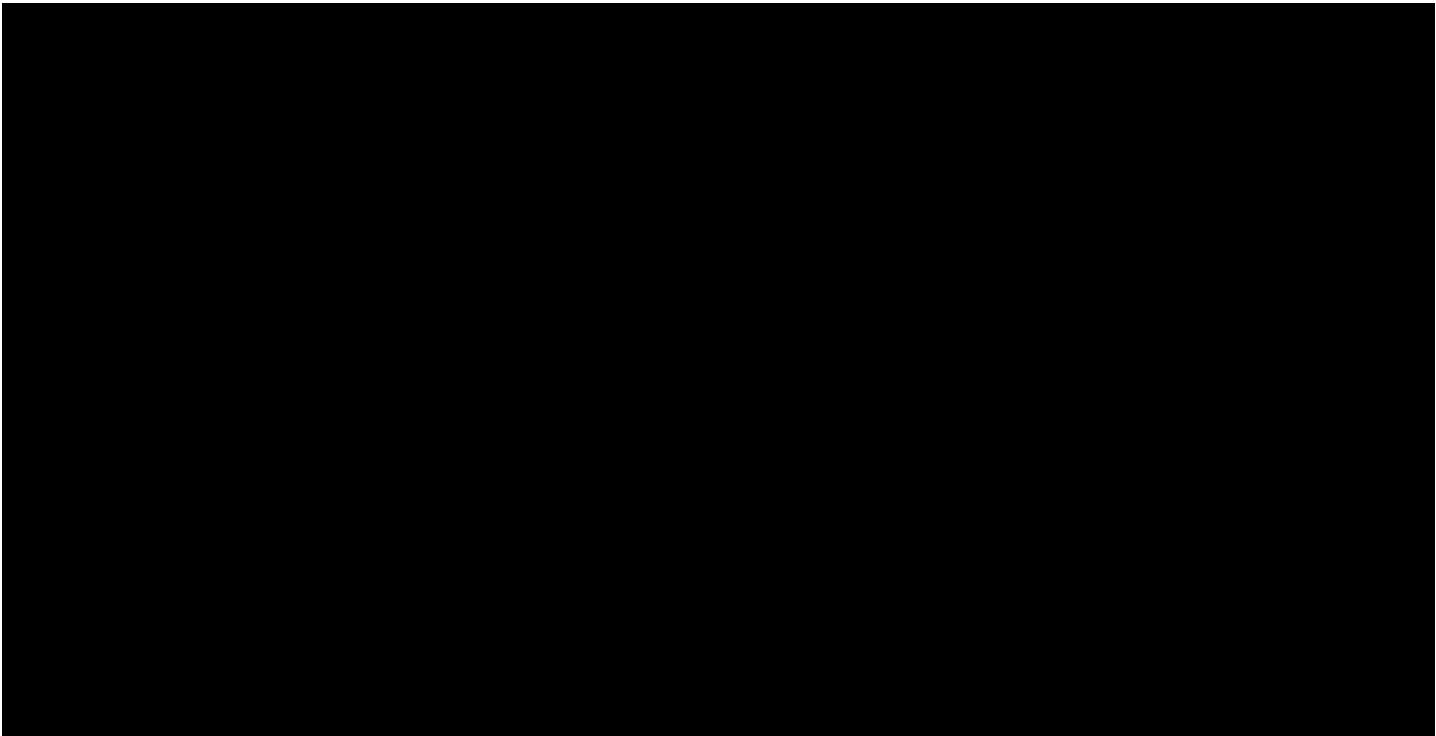








[The following text is a dense, illegible block of characters and symbols, likely representing a corrupted or redacted document. It contains no meaningful information.]



We will be in touch with you again at the end of the standstill period.

Yours faithfully

