

## Appendix 3

| Ref.  | Requirement   | Response   |
|-------|---|--|
| (i)   | The nature of the service/ works.   | To procure a delivery partner/contractor to develop the Queens Park/Cullen House site.   |
| (ii)  | The estimated value.  | As the procurement is for a delivery partner, the Council would receive a receipt for the sale of the site. Any contract will have a value in excess of £500k thus being a High Value Contract under the Council's Contract Standing Orders and requiring Cabinet approval to tender.  |
| (iii) | The contract term.  | The contract period will be approximately four years.  |
| (iv)  | The tender procedure to be adopted including whether any part of the procedure will be conducted otherwise than by electronic means and whether there will be an e-auction. | PCR 2015 compliant Competitive Procedure with Negotiation procurement route, in which parts of the procedure may be conducted by electronic means but there will not be an e-auction.  |
| v)    | The procurement timetable.  | <p>The procurement would be undertaken during 2017. Indicative milestones/timescales are:</p> <ul style="list-style-type: none"> <li>• Contract Notice placed</li> <li>• Selection Questionnaire (SQ) – 30 days</li> <li>• Evaluation of SQ responses in accordance with the Council's approved criteria – 10 days</li> <li>• Invitation to tender period – 6-8 weeks</li> <li>• Panel evaluation, moderation– 10 days</li> <li>• Negotiation meetings (if required)</li> <li>• Panel decision</li> <li>• Seek Cabinet approval to award contract</li> <li>• Standstill period – 10 calendar days</li> </ul> |
| (vi)  | The evaluation criteria and process.  | <p>Shortlists are to be drawn up in accordance with the Council's Contract Procurement and Management Guidelines namely the SQ and thereby meeting the Council's financial standing requirements, technical capacity and technical expertise.</p> <p>Officers will evaluate the tenders from the shortlisted bidders on the basis of "most economically advantageous tender criteria" (MEAT) on the basis of:</p> <ul style="list-style-type: none"> <li>60% - price</li> <li>30% - quality</li> <li>10% - social value</li> </ul>   |

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| (vii)  | Any business risks associated with entering the contract. | The Council will ensure the Development and Sale Agreement is drafted to minimise all business risks.   |
| (viii) | The Council's Best Value duties.                          | The procurement process will seek to ensure best value is achieved.   |
| (ix)   | Consideration of Public Services (Social Value) Act 2012. | See Paragraph 8 below.  |
| (x)    | Any staffing implications, including TUPE and pensions.   | No staffing implications relating to TUPE or pensions.  |
| (xi)   | The relevant financial, legal and other considerations.   | See Paragraphs 4 and 5 below. This proposed procurement process would be in line with the Council Standing Orders and the Public Contract Regulations 2015. |