

RECORD OF OFFICER EXECUTIVE DECISION

Subject: Community Buildings Strategy

Officer: Peter Stuart

(1) Record of decision taken: to agree for Mid Sussex District Council to procure consultancy services to produce a Community Buildings Strategy.

(2) Date of decision: 15 June 2018

(3) Statement of reasons for making the decision:

Mid Sussex District Council selected ten appropriately qualified selected consultants and invited them to quote for the production of a Community Buildings Strategy based on the brief attached (Appendix A).

The deadline for submissions was 25 May 2018 and the Council received four proposals. These were assessed in relation to price and quality as detailed in the brief (sections 7-9) by a panel of three Council Officers from Community Services, Policy & Performance (Business Unit Leader, Partnerships Manager and Community Leisure Officer).

Quality scores were discussed and compared at a meeting on 8 June 2018 to arrive at an agreed moderated score. The price evaluation was carried out in accordance with the brief. The Council's Solicitor attended the meeting to ensure it was conducted correctly and the process was carried out in a fair and proper manner.

A summary of the scores is shown below:

| | Bidder 1 | Bidder 2 | Bidder 3 | LUC |
|--------------------------------|-----------------|-----------------|-----------------|------------|
| Price - Total Cost (excl. VAT) | 40% | 27% | 24% | 23% |
| Moderated quality score | 28% | 36% | 34% | 46% |
| OVERALL SCORES | 68% | 63% | 58% | 69% |

As a result LUC has been selected as the Council's preferred bidder. The cost of the contract is £19,949.

Legal Basis for Decision – Contracts up to £50,000

Assistant Chief Executive, Solicitor to the Council or to the relevant Head of Service in relation to the work of his or her Department, shall have power to accept tenders (where required) and to enter into contracts on behalf of the Council to a value not exceeding £50,000. (Council Procedure Rules Part 4i, 12.1.2).

(4) Alternative options considered and rejected: ten consultancy companies were invited to bid for the work and were subject to a competitive quotation process to select the most suitable supplier based on the quality (60%) and price (40%) of the bids.

(5) Name of Cabinet Member with whom decision discussed:

Councillor Norman Webster

(6) Any Code of Conduct Interests of the Cabinet Members:

N/A

(7) Any relevant Code of Conduct dispensations:

N/A

Signed:

 14/6/18

Officer – Peter Stuart, Head of Corporate Resources

APPENDIX A:

MID SUSSEX DISTRICT COUNCIL

QUOTATION FOR COMMUNITY BUILDINGS STRATEGY 2019-31

REQUEST FOR QUOTATION

1. Introduction

- 1.1 The Council is inviting quotes for the production of a Community Buildings Strategy 2019-31.
- 1.2 It is essential for you to comply with the following instructions in the preparation and submission of your quotation.
- 1.3 The Council reserves the right to reject a quotation that does not fully comply with these instructions.
- 1.4 Your quotation must be completed in written English and must be submitted no later than the closing date (stated below). It must be completed in full and where necessary signed and dated.
- 1.5 Any quotation submitted will be deemed to remain open for acceptance or non-acceptance for 90 days or more from the closing date stated below.
- 1.6 The Council is not bound to accept the lowest or any quotation.
- 1.7 All submissions are made at the Contractor's own cost.

2. Quotation Documents

- 2.1 The Quotation Documents shall consist of:
 - Request for Quotation (this document) including Specification and Price Schedule
 - Contract Terms and Conditions – any conditions special to this contract will be stipulated in the Specification.
- 2.2 The details of these documents and all associated documents are to be treated as private and confidential and for use only in connection with the quotation and contract process.

3. Submitting a Quote

- 3.1 Submissions should be made electronically; as either "Word" or "PDF" documents.
- 3.2 Electronic Documents should be emailed with "High" importance and "Confidential" sensitivity to communityservices@midsussex.gov.uk and have the subject line "Community Buildings Strategy – Confidential – Proposal from (name of company)" attachments should be in the formats listed above.

- 3.3 Any enquiries or requests for further information or clarification in advance of submission should be submitted by email to elaine.clarke@midsussex.gov.uk. All tenderers will receive the answers to all questions submitted, unless the question asked is deemed commercially sensitive to the organisation who submitted it. If you believe your question is commercially sensitive to your organisation you must clearly stipulate this in your request for clarification. No responses by telephone will be provided. Receipt will not normally be acknowledged but if required can be tagged with a "Read Receipt."
- 3.4 All submissions must be received by the Council by **5pm, 25 May 2018**.

4. Timescales

- 4.1 These are the timescales which are involved with this Contract.

| | Event | Date |
|---|---------------------|----------------------|
| 1 | Quotes back | 25 May 2018 |
| 2 | Evaluations | 28 May – 1 June 2018 |
| 3 | Contract start date | 2 July 2018 |
| 4 | Project Completion | 31 December 2018 |

5. Financial, Legal & Technical Capability levels

- 5.1 For this contract, the Council has determined the following **minimum** standards for its Contractors which you will need to meet. This is based on an assessment on value and level of risk of the requirement to the Council:
- Public Liability Insurance (Including Status, Renewal date, Limit of indemnity and name of Provider)
 - Employee Liability Insurance (including Status, Renewal date, Limit of indemnity and name of Provider)
 - A summary (PDF only) of the last 3 years profit and loss balance sheet (even if unaudited)
 - Where the accounts submitted in the bullet point above show any conditions noted below, please explain for such condition why you should be considered to be financially robust, viable, and suitable to deliver the service. The conditions referred to are: any audit qualification; any losses; any balance sheet with high gearing or substantial debt; and any recent mergers or restructuring.
 - A copy of your current Health and Safety Policy (Including any review dates)
- 5.2 Any Contractor who submits a bid will be expected to meet these requirements, or put them in place before the Contract starts.
- 5.3 The Council will seek documentary evidence from the Preferred bidder **ONLY**, prior to making the contract award decision.

6. Consultancy Brief Specification

6.1 Introduction

Community buildings are available for use by the whole community, run for public benefit and are a focus for neighbourhood activity and involvement. These buildings provide a range of locally based social, recreational, cultural and educational activities such as:

- Pre-school provision
- Youth clubs and uniformed groups
- Older people's clubs /activities
- Adult and community learning
- Social gatherings such as coffee mornings
- Community meetings and events
- Provision for special interest and faith groups
- Informal recreational activities

These services offer support for residents with particular needs and interests and provide opportunities for volunteering, both through involvement in running the community centre and in supporting the diverse range of activities provided from it.

The strategy will provide a framework to guide decisions on whether new facilities should be provided or what the priority for investment in existing facilities should be. As the District's population grows it will be essential to take a strategic view to ensure the right facilities are in the right locations to meet community need, and that they offer value for money for their relevant community. There also needs to be an appropriate level of support and advice to those organisations managing buildings for the benefit of their local communities.

6.2 Background

Mid Sussex is situated in the County of West Sussex, between London and the South coast. Mid Sussex District has a resident population of approximately 139,860 which is expected to increase to 173,739 by 2031 due anticipated increase in housing growth.

Sixty-two percent of residents live in the towns of Burgess Hill, East Grinstead and Haywards Heath, with the remaining 38% living in rural villages¹. There are 24 Parish and Town Councils within Mid Sussex.

6.3 Strategic context

Fostering 'strong and resilient communities' is one of the Council's four key Corporate Priorities.

¹ Census 2011

The National Planning Policy Framework aims to create healthy, inclusive communities and safe neighbourhood centres through the provision and retention of 'social, recreational and cultural facilities'. The emerging Mid Sussex District Plan endorses this and states that 'the provision or improvement of community facilities and local services that contribute to creating sustainable communities will be supported.'

West Sussex County Council is currently undertaking a review into the use of Children and Family Centres and libraries (Project Civic). They are also working with Mid Sussex District Council to co-locate blue light services in Burgess Hill (One Public Estate).

Mid Sussex District Council is currently producing a new Playing Pitch Strategy and Play and Open Space Strategy.

6.4 Scope

For the purpose of this strategy, the term community buildings covers the following typologies, which are owned or managed by voluntary and community sector (VCS) organisations and/or public bodies:

- community centres and cafes
- village and parish halls
- arts centres and libraries
- church and school halls
- activity centres and clubhouses

The strategy should cover the geographical boundaries of Mid Sussex District Council and take into account facilities in neighbouring Local Authority areas that are within an acceptable travel distance of Mid Sussex residents.

The strategy should cover the period 2019-31, in line with the draft District Plan.

6.5 Aims

- a) To proactively ensure all residents have access to community buildings to enable them to deliver and participate in a range of social, recreational and cultural activities that deliver positive community outcomes.
- b) To ensure the Council supports communities and works with Town and Parish Councils and Voluntary and Community Sector organisations to develop new, and improve existing facilities to meet local needs.
- c) To outline the Council's ambition to develop sustainable, high quality, multi-purpose community hubs, with modern technology and flexible spaces that are suitable for a wide range of activities and services.

6.6 Objectives

The key objectives of developing the strategy are to:

- a) Document existing provision.

- b) Set realistic minimum quantity standards and distance thresholds for community buildings.
- c) Assess the need for, and location of, any new community facilities required as the result of forecast housing growth, based on site allocations.
- d) Consult with Town and Parish Councils, Ward Councillors and other key stakeholders to identify existing sites in need of improvement or expansion for inclusion in the Council's Infrastructure Delivery Plan.
- e) Detail the Council's role in the development of new and improved community buildings to help community organisations achieve their goals (advice and assistance regarding design considerations, funding and fundraising, business planning and governance, construction, lease agreements, handover/asset transfer and ongoing management arrangements).
- f) Outline the Council's ambitions and aspirations for good quality community provision.

6.7 Deliverables

The consultants will be expected to produce a written strategy document that details existing provision, addresses the key aims and objectives outlined above and makes recommendations regarding the future development of community buildings in the District. The strategy should include the following:

- A table and GIS map showing the location, Ward/Parish, typology and owner/manager of existing provision.
- Information regarding potential sites for new community buildings in the District for inclusion in the Site Allocations Supplementary Planning Document.
- Information about existing sites in need of improvement or expansion for inclusion in the Council's Infrastructure Delivery Plan.

7. Price Schedule – 40%

- 7.1 Please state cost of goods / services below in pounds sterling exclusive of Value Added Tax.
- 7.2 The final element of the quotation evaluation will be an assessment of the financial submission contained in the Price Schedule.
- 7.3 The financial evaluation will account for 40% of the overall score. The supplier who submits the lowest overall price will receive the full 40%. Other bids will be scored according to their relation to the lowest offer.
- 7.4 Lowest price tender / tender being evaluated X 40%

8: Quality Questions (Technical) – 60%

- 8.1 Each question has a different weighting which is shown in the right hand column next to the question given. Each response will be marked as detailed in the table below:

| SCORE | CLASSIFICATION | DEFINITION |
|-------|----------------|--|
| 0 | Unacceptable | No response, or totally unacceptable and does not meet the requirement in any way. |
| 1 | Inadequate | Substantially unacceptable and does not meet the Council's expectations in some significant areas. Response is inconsistent. |
| 2 | Weak | Weak response that does not fully meet the Council's requirements. Response may be minimal with little or no detail or evidence given to support or demonstrate sufficiency or compliance. |
| 3 | Satisfactory | Response largely meets the requirements in the specification / Council's requirements and some but patchy or brief evidence is given to support the answers. |
| 4 | Good | Criteria in the specification are met and evidence is provided to support the answers demonstrating sufficiency and compliance. |
| 5 | Excellent | Exceptional response that inspires confidence, specification is fully met and is robustly and clearly demonstrated. Full evidence as to how the service will be achieved is provided. |

8.2 Your response to each of the questions below will account for your overall quality score. When responding to the method statement questions please ensure that you clearly mark on the documentation which question they relate to.

8.3 You will be scored on a scale of 0 to 5 as detailed in Section 8.1. A maximum total score of 300 is available.

8.4 The formula for determining the overall quality score will be: your total quality score / 300 (the maximum score available) x 60%

8.5 Please do not provide marketing information or leaflets as part of your response, these will not be scored.

8.6 The method statement questions to be answered are as follows:

| | Question | Weighting |
|----|---|-----------|
| 1. | Please demonstrate your previous experience of successfully producing Community Building strategy documents. Your response should include at least two case study examples. In your response you should demonstrate the experience of each member of the team that you propose will undertake the work described in the | 20 |

| | | |
|----|--|----|
| | specification, CVs may be attached to support your response. | |
| 2. | Please outline your methodology or approach to producing a Community Buildings Strategy for Mid Sussex District Council. You should include stakeholder management, reporting mechanisms, and any possible risks and issues. | 20 |
| 3. | Include a project plan and timetable showing clearly how you would meet the aims and objectives to produce the strategy document in the timescale available. | 10 |
| 4. | Please provide a communications plan to explain how you will share information and keep us up to date with progress. | 10 |

9. Final quotation evaluation

The scores from the Quality Questions and Financial Assessment will be combined. The Bidder with the highest total score will be awarded the Contract.

TO BE COMPLETED BY CONTRACTOR:

I / We hereby offer to supply the above mentioned [goods and / or services] on the Council's Standard Conditions of Contract [and Special conditions where stated in the Specification]. I / We confirm that I / We have read, understood, and agree to be bound by these Conditions for all orders placed as a result of this quotation process.

| | |
|-------------------|----------------------------|
| Name | |
| Signed | |
| Job Title | |
| For and behalf of | [insert Organisation name] |

