ASSESSMENT OF TENDERS

The following is provided to inform tenderers regarding the proposed method for assessment and evaluation of tenders received. The Council reserves the right to vary the detail of methodology and to reproduce or interpret the content of all or part of any tender or proposal in reporting to the Council's Members.

The Council reserves the right to discuss any matters of clarity or negotiate the meaning of any aspect of proposals where it appears to be in the interest of the Council either before or after reporting to Members.

Tenders will be evaluated by officers in line with the following criteria before reporting to Members for decision. The report to Members will include that analysis in order to inform their decision.

A draft lease can be found on the website. This is intended to set out the Council's initial view on terms **for guidance only.** If tenderers wish to seek alternative terms these should be set out in their proposals.

Rent:

The proposed annual rent is to be included as the financial consideration. A rent free and/or reduced rent period will be considered as part of the proposal and this will be weighed against the financial investment to carry out repair and development works, as included within the proposal.

Other Benefits

The value of other benefits is hard to quantify. Although the law allows the Council to take these into account, provided their delivery is secured by covenants in favour of the Council, for the purposes of the tender price they do not have a financial value. The Council's officers will report to Members the nature of tenderers' proposals together with any necessary interpretative detail. Members may elect to accept a tender or tenders other than those at the highest rent based on other aspects of the proposals and assessment as below.

Members will make a qualitative decision based on the rent and the other benefits based on officer's assessment of the proposals relative to the benchmarks set out on the following page. Tenders will be graded on a scale of 1 to 5 relative to the benchmarks where:

Scoring Table

1 = the proposal includes no detail or proposal relative to the benchmark

2 = the proposal includes detail but falls short of the benchmark

3 = the proposal includes detail demonstrating the satisfying of the benchmark

4 = detail in the proposal exceeds the benchmark

5 = the proposal includes substantial additional content or goes significantly beyond the expectations of the benchmark

It is not proposed that these grades will be used in direct comparison with rents but will be indicative of the relative strengths of proposals. The weight going to the assessment of the price will be 50%, the weight given to the development of the property and the resultant enhanced leisure and community offering to the town and wider area will be 50%. This information will be provided in the form of a table together with the proposed rent in order to assist Members to compare the details of proposals. Bids will be valid for consideration whether or not they meet all or any of these benchmarks.

Members may elect to accept tenders for all or part of the site, not to accept any tender, or to instruct officers to negotiate with one or more tenderers before accepting any tender.

Indicators of Compliance	Benchmark
Financial: 40% of the score	
The proposal sets out a financial return to the Council which is commensurate with this type of premises and the proposals. Provide clear evidence of rental level proposed and the ability to pay this rent, business rates and associated insurances. A rent-free period and/or reduced rent period associated with the rental level will be considered due to the necessary repair work needed to bring the property up to a good condition	The benchmark set is £10,500 per annum The Council will accept tenders at a lower rent but these will be measured against the above benchmark. All rent levels proposed will be reported to Members including ranking of tenders relative to the highest submitted. A condition report is included within the tender pack and a plan to address all the areas of repair needed along with timescales should be provided.
Non-Financial: total 60% of the score The Council's preference is to secure the long term operation of the site as a thriving community football facility. Tenderers are therefore encouraged to demonstrate how their proposals will increase participation in football and sport, particularly amongst young people, women and girls, older residents and underrepresented groups. The Council will favour proposals that maximise community access and deliver measurable social value alongside a sustainable football club operation.	
Indicators of Compliance	**Benchmark**
The tender demonstrates a viable and sustainable football club operation supported by realistic financial and operational planning.	Proposal demonstrates a clear plan for the establishment, operation and long term sustainability of a football club at the site. The proposal should set out the club's vision, governance arrangements, league participation, business model, anticipated membership, use of facilities and plans for future growth. Evidence should be provided to demonstrate the organisation's ability to operate and maintain the clubhouse, bar, function room, kitchen, pitches, stands and ancillary buildings throughout the term of the lease. **20 points** (4 x score in scoring table)
The proposal demonstrates substantial, measurable and inclusive community benefit with opportunities for a wide range of users and age groups.	Proposal demonstrates how the site will deliver community benefit and increase participation in sport and physical activity. The proposal should identify the range of users that will benefit from the facilities and provide details of programmes, activities, training sessions and events that will be offered. Particular regard will be given to opportunities for youth football, women's and girls' football, walking football, disability football, veteran football and wider community health and wellbeing activities. **10 points** (2 x score in scoring table)
The tender provides clear and substantial evidence that the facilities will be effectively managed, maintained and improved.	Proposal demonstrates a robust approach to managing, maintaining and developing the facilities. The proposal should identify staffing

	and volunteer arrangements, safeguarding measures, grounds maintenance arrangements, health and safety procedures, security measures, matchday operations and responsibilities for repair and maintenance of the facilities with regard to the . Any proposed improvements to the site should be clearly described. **10 points.** (2 x score in scoring table)
Proposal includes identifiable and measurable social value outcomes that extend beyond football activities	The tender demonstrates how the proposal will provide wider social, economic and community value. The proposal should identify opportunities for local employment, apprenticeships, coaching development, volunteer opportunities, local partnerships, educational links, community events, environmental and carbon saving considerations and other initiatives that will benefit residents of the District. **10 points** (2 x score in scoring table)
Proposal demonstrates that delivery is realistic and supported by credible evidence and achievable timescales	The tender demonstrates that the proposal is deliverable and supported by appropriate resources. Where external funding, grants, sponsorship, planning permissions, league approvals or governing body requirements are relied upon, evidence should be provided regarding their availability, status and likelihood of being secured. **10 points** (2 x score in scoring table)

Minimum Requirements.

The property is considered by the Council to be key for the provision of football and other support. Accordingly the Council will expect the following minimum requirements for tenders:

1. In all cases proposals should illustrate the deliverability and timescale of proposed benefits.

2. The successful tenderer will be expected to operate the site as a community football and sports facility throughout the year and provide a programme of activities that maximises participation and community benefit. Tenderers should set out their anticipated annual usage, including football matches, training sessions, community activities, private functions and other sporting or recreational uses. No tenders will be considered that are proposing that the property is closed and unused for long periods of time.