



Meeting Cabinet (Leisure Centre) Committee

Date and Time Monday, 14th January, 2019 at 4.00 pm.

Venue Walton Suite, Guildhall, Winchester

PRESENTATION - Winchester Sport and Leisure Centre - Operator Procurement



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SPORT & LEISURE PARK WINCHESTER



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Operator Procurement Process Cabinet (Leisure Centre) Committee 14th January 2019

Simon Molden - The Sports Consultancy


Agenda Item 6

OPERATOR ASSESSMENT PROCESS


ITT bid return

 via HCC InTend portal – November 2018

Selection Questionnaire (SQ)

 56 questions consisting of compliance checks, general information verification, economic and financial standing, case studies and references

ITT Technical Evaluation Criteria – 40%

 Eight method statements assessed by external subject-matter experts and officers with subject-matter expertise and experience. Each method statement has set guidance, with no model answers


 Each method statement scoring is out of a maximum of 5 points

METHOD STATEMENTS

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Technical Criteria	Method Statement	Weighting	
1.	Programming and Pricing	7%	Balanced programmes of use/Pricing Strategy
2.	Asset Management and Cleaning	7%	Repair, maintenance and replacement 15 year asset management plan. Approach to Cleaning
3.	Sports Development, Health and Wellbeing and Outreach Work	4%	Sport England Strategic outcomes Sports Development Plan/Health and Wellbeing Plan/Tackling Inactivity
4.	Marketing, Customer Care and CRM	6%	Marketing, Public Relations and Customer care. Annual Marketing Plan
5.	Staffing	7%	Sufficiently qualified and trained staff Organisational chart
6.	Financial Management, Reporting and IT Systems	5%	IT systems and e delivery of services Financial Management Systems
7.	Catering	3%	How Catering and Vending Services will be managed
8.	Contract Mobilisation	1%	Experience of launching and mobilising a new leisure centre/Fit out costs



METHOD STATEMENT SCORING

 The Evaluation Board members have individually and independently scored each Method Statement. The Council set a minimum pass level of 2 out of 5. If a Bidder failed to score this minimum level in any of the method statements, the Council reserved the right to exclude its Tender entirely





Score	Guidance
5	The response addresses all of the areas covered in the Guidance section of Table 8 with supporting evidence or clear examples to illustrate how all of those criteria will be delivered
4	The response addresses all of the areas covered in the Guidance section of Table 8; however, some supporting evidence or clear examples to illustrate how all of those criteria will be delivered is missing
3	The response addresses most of the areas covered in the Guidance section of Table 8; however, some supporting evidence or clear examples to illustrate how all of those criteria will be delivered is missing
2	The response only addresses some of the areas covered in the Guidance section of Table 8 directly and supporting evidence or clear examples to illustrate how all of those criteria will be delivered is missing
1	The response is very generic and does not address some of the areas covered in the Guidance section of Table 8 directly and lacks supporting evidence or clear examples to illustrate how all of those criteria will be delivered
0	The response is non compliant

EVALUATION AND MODERATION


ITT Technical Evaluation and Moderation


-  The Evaluation Board members came together to review and determine the final scores and comments
-  Moderation hosted and facilitated by HCC Procurement

ITT Commercial Evaluation and Moderation


-  Commercial Criteria Assessment – HCC and The Sports Consultancy
-  Reviewed by WCC Finance
-  Presented to the Evaluation Board
-  Moderation hosted and facilitated by HCC Procurement

MODERATION PROCESS

 The Moderation process was hosted and facilitated by Hampshire Country Council

 The role of HCC Procurement in Moderation was to ensure an impartial and objective approach was taken to the evaluation of tenders

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 The tender evaluation process is considered strictly confidential, not only before and during the evaluation process, but also after the deliberations of the moderation meeting

