

SPORT & LEISURE PARK WINCHESTER



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

Simon Molden - The Sports Consultancy




OPERATOR ASSESSMENT PROCESS


ITT bid return

 via HCC InTend portal – November 2018

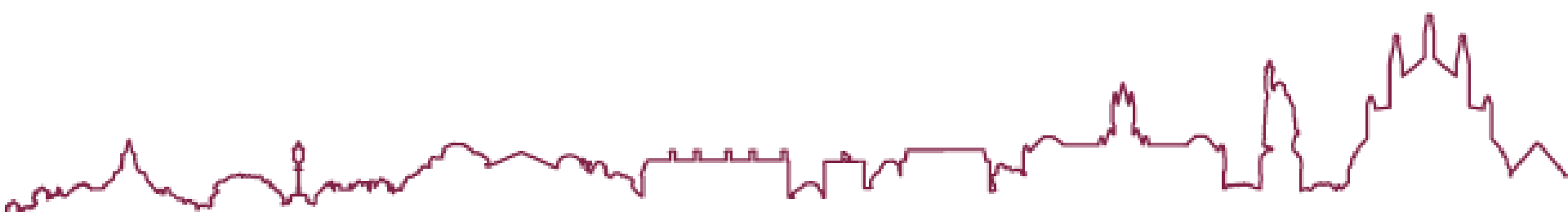
Selection Questionnaire (SQ)

 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

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

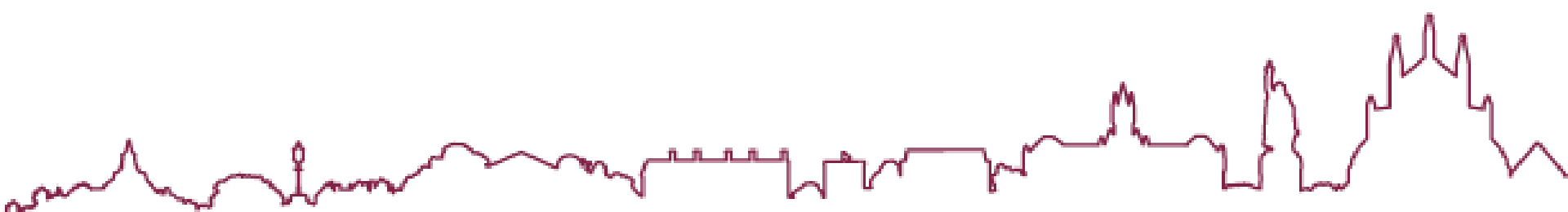
EVALUATION AND MODERATION

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

🏰 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

