Tender for the appointment of an Accountable Body

to manage the Burnley town centre BID on behalf of the BID board

Document C: Proposal

*Note: The questions outlined here are the minimum points which must be responded to. If the tenderer wishes to add additional relevant information please provide this in an appendix and reference the questions to which it refers*

Organisation Name:

| **Section** | **Question Number** | **Question** | **Weighting** |
| --- | --- | --- | --- |
| **Market Intelligence and Local Knowledge****(Max Word Count 500)** | **1** | Please demonstrate:* Your knowledge of the BID area and the stakeholders operating in and around the BID area and any issues/challenges which the BID area may face.
* How your approach will align with local strategies and existing services
* How you will be flexible over the lifetime of the contract to respond to changing local needs and opportunities.
 | **5%** |
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| **Structure and Operation of the BID****(Max Word Count 500)** | **2** | Please explain how you propose structuring and operating the BID as the Accountable body. Please include as a minimum:* What are you proposing for the legal structure of the Accountable body organisation and its governance arrangements?
* How do you propose dealing with business risk and any emergency contingency policies and practices?
* How do you propose managing 3rd party contractors and suppliers? Can you illustrate this with examples of your experience e.g. implementing BID events, festivals, Christmas lights, landscape contractors etc?
* Please provide clear details how you propose reporting to the BID Board on all matters including expenditure.
 | **10%** |
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| **People Capacity and Expertise****(Max Word Count 500)** | **3** | Please provide an overview of the people resource you would deploy in the operation of the BID. Please include;* Details on key staff with details of their expertise, relevant qualifications and experience. Should you need to recruit for any positions please outline what they would be, the likely timescales for you to appoint ahead of the Contract Start date and how you would engage the BID steering group in the recruitment process.
* Your proposal for the recovery of management / staff / overheads costs for delivering the BID, in the context of the overall BID expenditure? (the proposed budget is detailed in the BID proposal document available on the website)?
 | 10% |
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| **Partnership Arrangements****(Max Word Count 750)** | **4** | Please explain how will you work with local partners from both the public and private sector to the advantage of the BID. | **5%** |
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| **Marketing and Promotion****(Max Word Count 500)** | **5** | Please outline how you will market the BID to partners, stakeholders and residents of the Burnley Borough | **5%** |
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| **Contract Management****(Max Word Count 500)** | **6** | Please outline how you will manage the contractual relationship with the BID Board including development of plans, reporting on results and management of finances. | **10%** |
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| **Added Value****(Max Word Count 500)** | **7** | Please illustrate the ‘added value’ that your team would bring if appointed in terms of projects, services, accessing funding, utilising contacts and experience; outside of delivering the core BID | **5%** |
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| **Social Value****(Max Word Count 500)** | **8** | In your role of Accountable Body how do you propose to add Social Value to the activities and impact of the BID? | **5%** |
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| **Financial Management****(Max Word Count 500)** | **9** | Please provide a clear account of how you would propose managing all finances including:* Indications of your first year budgets
* Your proposed arrangements for managing and accounting for BID funds once they have been awarded from the Local Authority to the Accountable body
* Your proposal for dealing with VAT for the BID
* What opportunities can you identify for additional funding which the BID might benefit from
 | **10%** |
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| **Pricing****(Max Word Count 500)** | **10** | Please explain your proposed fees; how these are structured; how you intend to recover them from the BID income; and how you intend to demonstrate value for money. | **10%** |
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