

KEELE GOLF COURSE

**Overview of process for
procuring a new tenant to manage,
develop and maintain the facility
May to October 2013**

BACKGROUND

- Pre May 2013 – commercial lease
- May 2013 to date – interim management and maintenance
- Cabinet decision May 2013 to procure tenant and ratify interim position
- 2-stage bidding process with options

STAGE 1 – EXPRESSIONS OF INTEREST

- EIQ preparation and evaluation criteria set
- Marketing approach agreed
- Heads of Terms for lease drafted

STAGE 2 – ADVERTISING

- Ads placed in key publications and websites seeking expressions of interest
- 3 EIQ submissions by due date
- Financial/health checks undertaken
- Evaluation completed; all 3 parties invited to proceed to next stage

STAGE 3 – INVITATION TO BID

- Content of documents prepared and evaluation criteria set
- Documents included:-
 - Heads of Terms;
 - Schedule of Works;
 - Operational Management Schedule;
 - STRI Report
- 2 submissions received

STAGE 4 – EVALUATION OF BIDS

- Multi-disciplinary evaluation panel established
- Independent scoring against evaluation criteria
- Initial moderation of scores and identification of clarification issues
- Clarification meeting with each party
- Submission of clarification information and final evaluation panel scoring
- Independent/critical friend review of evaluation panel scoring

STAGE 5 – SCRUTINY PROCESS

- Review of overall process by Co-ordinating Overview & Scrutiny Committee
- Review of financial/resources issues by Transformation and Resources Overview & Scrutiny Committee
- Review of service issues by Active and Cohesive Overview & Scrutiny Committee

STAGE 6 – DECISION

- Finalise officer evaluation and report
- Consider output of scrutiny processes
- Cabinet decision
- Offer to preferred bidder

STAGE 7 – IMPLEMENTATION

- Continued interim management and maintenance
- Completion of legal documents and lease terms
- Gearing up period
- Hand-over arrangements implemented
- Likely timescale 2 to 3 months

STAGE 8 – MONITORING

- Establishment of multi-disciplinary officer team to support monitoring
- Monitoring meetings with tenant – monthly for first 6 months, then quarterly
- Annual review and report to members