



Part 4 Award Questionnaire

Contract Reference

TCOS317

Contract Title

Torbay Airshow – Commercial Partner

Maximum Period of Contract

5 Years

Return Date

Monday 02 October 2017

Return Time

12:00 Noon

Return To

www.supplyingthesouthwest.org.uk

Applicant Name

Contents

Stage Two - Award	3
Section A. Pass / Fail Criteria	3
Section B. Method Statements.....	4
Section C. Technical Questions	6

Stage Two – Award

Section A. Pass / Fail Criteria

The questions within this section shall be assessed on the basis of pass or fail.

Question Number	Questions	Response
1	<p>Please confirm that you will be able to commence delivery of the Contract in full on Monday 13 November 2017.</p> <p>Minimum Requirement: The Authority's minimum requirement is that the Applicant responds Yes to this question and evidences their ability to comply with this requirement through their responses to the Method Statements and Technical Questions.</p> <p>Minimum Requirement</p>	Yes / No

Section B. Method Statements

Applicants are required to submit Method Statements. They should be drafted in such a manner so as to be able to form part of the Contract. They should be submitted containing sufficient of detail to demonstrate that the stated outcomes will be deliverable, as defined within Part 2 Specification.

Responses must be relevant to the question and be appropriate in length. Supporting information may be submitted, provided that it is clearly referenced in the question to which it clearly relates and appended to the main submission.

The evaluation of the response will not go beyond the word limit that has been set, if applicable.

Method Statement Number	Method Statement	% Score
1	<p>The Applicant is required to provide a draft business plan and fully costed budget to demonstrate the commercial viability of the proposals and clearly demonstrate that the Airshow can be delivered with a break even budget after including the Authorities investment of £100,000 in 2018.</p> <p>As a minimum the plan must include, but is not limited to, the following:</p> <ul style="list-style-type: none"> a) Executive summary; b) Owner's background; c) Proposals in relation to the core requirements of Sponsorship, Hospitality, VIP and Viewing Spaces; Marketing, Sole Trading Rights and Programme Sales; d) Proposals in relation to any other income generation activities being offered by the Applicant; e) Details of which services will be delivered by the Applicant and which services will be delivered by other suppliers. f) Who are the customers; g) Market research; h) Marketing strategy, including marketing plan; i) Competitor analysis; j) Operations and logistics; k) Fully costed budget; l) Applicants fees / commission m) Cash flow forecast; n) Gantt chart, covering deadlines and key milestones. <p>In providing their response Applicants are required to</p>	70%

	evidence the effectiveness of their approach and demonstrate how the proposals will deliver successful outcomes for Torbay.	
Response:		
2	<p>The Applicant shall provide details of the expertise and availability of suitably qualified personnel, who will be used in delivering this Contract.</p> <p>As a minimum the response must include, but not be limited to, the following:</p> <ul style="list-style-type: none"> a) Details of the team structure; b) Details of the staff who will be directly involved in delivering the Contract, including evidence of qualifications and appropriate experience; c) Details of the staff who will have responsibility for ensuring effective performance of the Contract, including evidence of qualifications and appropriate experience d) Evidence of the organisation's capacity to provide the required services in the project timescales, as stated in 3 Specification; e) Details of event management and production experience, if applicable. <p>In providing their response Applicants are required to evidence how the proposed staffing structure will deliver successful outcomes for Torbay.</p> <p>Applicants may include CVs to evidence qualifications and appropriate experience of staff.</p>	10%
Response:		

Section C. Technical Questions

Applicants are required to submit their response to the following Technical Question. They should be drafted in such a manner so as to be able to form part of the Contract. They should be submitted containing sufficient of detail to demonstrate that the stated outcomes will be deliverable, as defined within Part 2 Specification.

Responses must be relevant to the question and be appropriate in length. Supporting information may be submitted, provided that it is clearly referenced in the question to which it clearly relates and appended to the main submission.

The evaluation of the response will not go beyond the page limit that has been set.

Technical Question Number	Technical Question	Weighting
1	<p>Please demonstrate how you will be able to evidence, by 01 March 2018, that your proposals are on course and the full level of income to the Authority will be achieved by the date set out in your business plan, in order to satisfy Council Members that the Airshow can go ahead.</p> <p>Page Limit: Two sides of A4, Arial 11 pitch.</p>	4
Response:		
2	<p>Please demonstrate how you will meet the Authority's requirements in relation meetings, communication with the Authority's authorised officers and progress reporting.</p> <p>Page Limit: One side of A4, Arial 11 pitch.</p>	2
Response:		
3	<p>Please demonstrate how your experience in delivering event marketing campaigns will be used in delivering this Contract and that benefits that experience will bring to the Contract.</p> <p>Page Limit: Two sides of A4, Arial 11 pitch.</p>	4
Response:		