

## Part 6 Award Questionnaire

**Contract Reference**

**TPL1222**

**Contract Title**

**Provision of Lighting Installations and  
Security Services Bay of Lights - Light  
Installation Event**

**Maximum Period of Contract**

**5 years**

**Return Date**

**Wednesday 22 June 2022**

**Return Time**

**12:00 Noon**

**Return To**

**[www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)**

**Applicant Name**

# Contents

Stage Two – Award .....	3
Section A. Method Statements.....	3
Section B. Technical Questions .....	6

# Stage Two – Award

## Section A. 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 detail to demonstrate that the stated outcomes will be deliverable, as defined within Part 2 Specification.

Responses must be relevant to the question and appropriate in length. Supporting information may be submitted, provided that it is clearly labelled, referenced in the question to which it 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><b>Outline Proposal</b></p> <p>The Applicant is required to provide an outline proposal and fully costed budget to demonstrate the viability of their proposal and clearly demonstrate that the Bay of Lights – Light Installation Event can be delivered with a break-even budget after including a proposed investment by the Authority together with the English Riviera BID Company combined in 2022 and 2023 (with a potential for up to a further 3 years).</p> <p>As a minimum the response must include, but is not limited to, the following:</p> <ul style="list-style-type: none"><li>a) Proposals in relation to the quality requirements to demonstrate how the installation at the Banjo will deliver high quality and high impact to be seen as an event that would qualify it as a visitor destination;</li><li>b) Video and/or visuals around what the proposed scheme will look like to demonstrate high quality design;</li><li>c) Demonstrate or describe by what mechanism the main light installations at the Banjo will be connected to the town centre and or Torre Abbey;</li><li>d) Details of how the festoon lighting might be incorporated into the project design;</li><li>e) Fully costed budget including Contractor's fees;</li><li>f) Gantt chart, covering deadlines and key milestones.</li></ul>	<b>40.00%</b>

	<p>g) If required, Video and/or visuals around what the proposed Market will look like to demonstrate high quality design;</p> <p>In providing their response Applicants are required to evidence the effectiveness of their approach and demonstrate how the proposals will deliver successful outcomes for Torbay.</p> <p><b>Page / Word Limit:</b> Maximum 6 pages A4 in Arial 12</p> <p><b>Permitted Appendices and Supplementary Information</b></p> <p>The inclusion of Appendices and Supplementary Information is permitted for example Gantt chart, budget, visuals etc.</p>	
<b>Response:</b>		
<b>2</b>	<p>The Applicant is required to provide a methodology stating how Security will be ensured at the Bay of Lights – Light Installation Event which must include the following:</p> <ul style="list-style-type: none"> <li>a) Proposals in relation to security arrangements for the safe delivery of the event;</li> <li>b) Proposals in relation to marshalling arrangements for the safe delivery of the event;</li> <li>c) Fully costed budget including Contractor's fees;</li> <li>d) Gantt chart, covering deadlines and key milestones.</li> </ul> <p><b>Page / Word Limit:</b> Maximum 2 pages A4 in Arial 12</p> <p><b>Permitted Appendices and Supplementary Information</b></p> <p>The inclusion of Appendices and Supplementary Information is permitted for example Gantt chart, budget etc.</p>	<b>10.00%</b>
<b>Response:</b>		
<b>3</b>	<p>The Applicant shall provide details of the expertise and availability of suitably qualified personnel, who will be used in delivering this Contract.</p>	<b>10.00%</b>

	<p>As a minimum the response must include, but not be limited to, the following:</p> <ul style="list-style-type: none"> <li>e) Details of the team structure;</li> <li>f) Brief details of the staff who will be directly involved in delivering the Contract, including evidence of qualifications and appropriate experience;</li> <li>g) Evidence of the organisation's capacity to deliver the requirements within the project timescales, as stated in Part 2 Specification;</li> </ul> <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> <p><b>Page / Word Limit:</b> Maximum 2 pages A4 in Arial 12</p> <p><b>Permitted Appendices and Supplementary Information</b></p> <p>The inclusion of Appendices and Supplementary Information is permitted for CV's up to 1 page per team member</p>	
<b>Response:</b>		
<b>5</b>	<p><b>Social Value</b></p> <p>Applicants are to demonstrate how they propose to meet the Authority's ambitions set out section E of the Part 2 Specification and how those proposals will be measured during the life of the Contract.</p>	<b>10.00%</b>
<b>Response:</b>		

## Section B. Technical Questions

Applicants are required to submit their responses to the following Technical Questions. 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 detail to demonstrate that the stated outcomes will be deliverable, as defined within Part 2 Specification.

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

Technical Question Number	Technical Question	[% Score / Weighting]
1	<p>Please demonstrate how you will be able to evidence, by no later than 15 September 2022, that your proposals are on course in order to satisfy Council Members that the Bay of Lights – Light Installation Event will go ahead.</p> <p><b>Page / Word Limit:</b> Maximum 2 pages A4 in Arial 12</p> <p><b>Permitted Appendices and Supplementary Information</b></p> <p>The inclusion of Appendices and Supplementary Information is not permitted.</p>	10.00%
<b>Response:</b>		

2	<p>Please demonstrate how you will meet the Authority's requirements in relation to meetings, communication with the Authority's authorised officers and progress reporting.</p> <p><b>Page / Word Limit:</b> Maximum 1 pages A4 in Arial 12</p> <p><b>Permitted Appendices and Supplementary Information</b></p> <p>The inclusion of Appendices and Supplementary Information is not permitted</p>	10.00%
<p><b>Response:</b></p>		
3	<p>Please demonstrate how your experience in delivering innovative high quality lighting solutions will be used in delivering this Contract and the benefits that experience will bring to the Contract.</p> <p><b>Page / Word Limit:</b> Maximum 2 pages A4 in Arial 12</p> <p><b>Permitted Appendices and Supplementary Information</b></p> <p>The inclusion of Appendices and Supplementary Information is not permitted</p>	10.00%
<p><b>Response:</b></p>		