

TORBAY COUNCIL

Appendix B Presentation Requirements

Contract Reference

TCOS0420

Contract Title

Environmental Enforcement for Torbay Council

1 Presentation

The Authority intends to invite all Applicants who have passed the Selection stage of the tender process to attend a presentation remotely, via Zoom.

Applicants will be notified as soon as possible after the closing date for submission of the date, time, and any other requirements for the presentation(s) they are required to participate in. Applicants should note that it will not be possible to amend the dates and times of the presentations. Applicants should also note that the notice period is likely to be very short due to tender timescales. Please refer to section 2.7 Information.



Applicants are requested that only an appropriate number of people from the organisation participate in each presentation. At least one participant must be a member of staff directly involved in frontline service delivery.

Applicants should be mindful of the purpose and content of the presentation when selecting the individual attendees.

The required content, including any specific questions/topics to be covered, is detailed at Sections 2 and 3 below.

Invited Applicants should use any prepared Presentation content in the virtual Presentation, but will need to provide an electronic copy to the Council, prior to the date of their Presentation, sent either via the 'messaging' facility on ProContract, or via e-mail to: lawrence.brown@torbay.gov.uk

2 Presentation Requirements and Timetable

Format and Questions	Please treat these allotted times as maximum periods
Introductions (including introduction to Applicant's organisation)	Five (5) minutes
Applicants are required to undertake a 30 minute Presentation outlining their strategy as to how their anticipated numbers of Fixed Penalty Notices (FPN's) will be delivered and how they will deliver the service in line with their method statements.	 Maximum Thirty (30) Minutes 
The presentation will be followed by brief clarification questions from the Panel if required	Five (5) minutes

Total	Forty (40) minutes

3 Evaluation

Please refer to 3.3.1 Award Evaluation of Part 1 – Information for a breakdown of the scoring for the Presentation

Presentations will also be used for clarification purposes, for the purpose of ensuring that Applicants have full comprehension of all that is required under this Contract and that all information submitted is accurate. This may lead to revised scoring of Applicants' Part 4 Award submissions as part of the evaluation, should clarification elucidate issues that would otherwise have been unclear.