



Part 4 Award Questionnaire

Contract Reference

TFIN4020

Contract Title

Treasury Management Advisory Services

Maximum Period of Contract

3 years and may be extended for a period of up to 2 further years

Return Date

18 February 2020

Return Time

12:00 Noon

Return To

**www.supplyingthesouthwest.org.uk
(ProContract)**

Applicant Name

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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	Please confirm that your organisation is able to start the Treasury Management Advisory Service on 01 May 2020. Minimum Requirement: the Applicant must be able to start on 01 May 2020	Yes / No
Comments:		
2	Please confirm that you fully comply with all of the Mandatory requirements within Part 2 of the Specification. Minimum Requirement: The Applicant fully complies with all of the Mandatory requirements, within Part 2 Specification	Yes / No
Comments:		

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 / Weighting
1.	<p>Running the Contract:</p> <p>Please describe how you are going to operate this Contract to ensure that it is set up and run efficiently and effectively which will result in meeting the required outcomes as detailed in Part 2 Specification.</p> <p>Applicants should include the following within this section:</p> <p>a. Benefits of proposals to Torbay Council</p> <p>b. How the required Service will be delivered and performance monitored.</p> <p>With regard to:-</p> <ul style="list-style-type: none"> i. Strategic advice <ul style="list-style-type: none"> ▪ being proactive and innovative ▪ on performance updates ▪ on the Economic climate and regulatory changes ▪ Transparency over commissions received by bidder from products recommended to the Council ii. Investment advice <ul style="list-style-type: none"> ▪ being proactive and innovative ▪ on rate forecasting ▪ on Setting target rates ▪ on the selection of Counterparties, Fund Managers etc. iii. Borrowing advice <ul style="list-style-type: none"> ▪ being proactive and innovative ▪ on rate forecasting ▪ on setting target rates ▪ on the Council's overall borrowing position ▪ managing the debt portfolio ▪ on the selection of lenders ▪ on the Council's 'Minimum Revenue Policy' 	60.00%

	<ul style="list-style-type: none"> ▪ provision and evaluation of asset finance <p>c. Level of support offered to Torbay Council</p> <ul style="list-style-type: none"> ○ Training ○ Benchmarking on Torbay’s Treasury Management performance ○ Methods and frequency of Communication ○ Document templates ○ Frequency of strategy meetings ○ Management information bidder will provide to Torbay Council including the frequency and method of communication. <p>d. Accounting advice in relation to Treasury Management</p> <ul style="list-style-type: none"> ○ Year-end notes for inclusion in the Council’s Statement of Accounts ○ Treatment of Financial instruments ○ Notification of CIPFA Code and Regulatory changes ○ Fair Values and impairment reports <p>e. Response times to requests from Torbay Council</p> <p>f. Staff roles that will be directly allocated to the contract</p> <ul style="list-style-type: none"> ○ Experience ○ Qualification <p>All being tailored to Torbay Council</p> <p>Topics to specifically include:</p> <ul style="list-style-type: none"> • How the applicant will provide an innovative and proactive approach to the contract. <p>Word Limit no more than 20 sides of A4 in Arial font 12</p>	
<p>Response:</p>		

2.	<p>Please detail your proposals for meeting and maintaining the Mandatory requirements within Part 2 of the Specification requirements of the Contract over the life of the contract</p> <p>Word Limit no more than two sides of A4 in Arial font 12</p>	<p>5.00%</p>
<p>Response:</p>		
3.	<p>Please detail any added value which your organisation can bring to the Contract, which sets you apart from other applicants.</p> <p>Word Limit no more than two sides of A4 in Arial font 12</p>	<p>10.00%</p>
<p>Response:</p>		