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Chief Executive



**Armagh City
Banbridge
& Craigavon**
Borough Council

Armagh City, Banbridge and Craigavon Borough Council

Collaborative Working Arrangement Policy

**Guidance and Evaluation Methodology - Expressions of
Interest**

1. Background

- 1.1. Armagh City, Banbridge and Craigavon Borough Council (**Council**) invites proposals from relevant organisations residing within the Borough (**Participants**) who are seeking to work in partnership with the Council to utilise existing Council property, land or assets.
- 1.2. This document sets out an overview of the steps which the Council will follow in seeking to establish partnerships for relevant sporting facilities and outlines the process for submitting Expressions of Interest.
- 1.3. Interested Participants should carefully read this guidance and evaluation document and the Council's Collaborative Working Policy before submitting a proposal.

2. Process for the appointment of partners

- 2.1. An overview of the process the Council will follow when appointing Participants is outlined below:

Stage 1 – Expression of Interest: Interested Participants must complete the Expression of Interest template to provide initial detail in respect of their proposal.

Stage 2 – Evaluation of Expressions of Interest: The Council will evaluate all Expressions of Interest received in accordance with the requirements outlined in Section 5.1 below. Expressions of Interest that pass these requirements will proceed to Stage 3. Expressions of Interest that do not pass the requirements will be informed that their proposal will not be proceeding in the process.

Stage 3 – Development and Submission of Business Plans: The Council will work with the interested Participants to develop their Business Plan for the proposal. The requirements of the Business Plan will be provided to those that successfully pass Stage 2.

Stage 4 – Evaluation of Business Plans: The Council will evaluate all Business Plans received in accordance with process outlined in the documentation to be issued to those that successfully pass Stage 2 above.

Stage 5 – Award: The Council anticipates entering into a partnership with all Participants that submit Business Plans which meet the Council's stated requirements.

- 2.2. Whilst the Council anticipates that it will follow the stages in the process outlined above, it may depart from these, at its discretion and in duly justified circumstances. The submission of either an Expression of Interest or a Business Plan does not guarantee that a Participant will be successful in being awarded a partnership with the Council.
- 2.3. All stages are subject to final approval by Council.

3. Additional Evaluation Stage

- 3.1. In the event that two Expressions of Interest are received from different Participants in relation to the same facility, the Council will undertake an additional evaluation step at Stage 2.
- 3.2. In these circumstances, the relevant Participants will be notified and required to respond to a number of additional questions. The Council envisages that these questions and the scoring indicators for these questions will largely be in the format specified in

Appendix 2, however Council reserves the right to amend the questions and scoring indicators to meet the circumstances of an individual opportunity, if deemed necessary. Each Participant’s response to the additional questions will then be evaluated by the Council and the highest scoring response will proceed to Stage 3 of the evaluation process.

3.3. In all circumstances, the Council will ensure equal treatment of all Participants in the process.

4. Submission of Expressions of Interest and Queries

4.1. Expressions of Interest must be submitted by Friday 4th October 2024 at 4pm using the online portal found at www.armaghbanbridgecraigavon.gov.uk/collaborativeworking

4.2. Submissions received after the deadline will not be considered.

4.3. Queries in relation to this process should be raised promptly and in any event by no later than Friday 27th September 2024.

4.4. Queries should be submitted by email to cwp@armaghbanbridgecraigavon.gov.uk

4.5. Where the Council considers it relevant, the responses to queries raised may be issued to all Participants in the process with the identity of the Participant which raised the query being kept confidential.

4.6. The Council reserves the right to raise queries with Participants in relation to their submissions at any stage of the process.

5. Evaluation of Expressions of Interest

5.1. Expressions of Interest must achieve a “pass” in relation to each of the following criteria in order to be eligible to progress to Stage 3 of the evaluation process:

Requirement	Pass	Fail
The Participant must be a sports club, group or organisation located within the Council area		
Proposal must be located within Council owned land or property		
The Participant must be a constituted group or organisation, with signed constitution and operates on a ‘Not for Profit’ basis (inc. Social Economies/Community Interest)		
Have a clearly identified need		
Proposals must be linked to the Council’s Corporate Plan and proposes to utilise existing Council property, land, or assets for: <ul style="list-style-type: none"> ▪ Wider community benefit. ▪ The enhancement of existing council facilities. ▪ A financial benefit to the Council when weighed against Council providing the resultant outcomes independently. 		
Demonstrates sustainability		

5.2. An Expression of Interest that achieves a “fail” in relation to any of the above requirements will be eliminated from further consideration by the Council.

6. Disclaimers

- The Council will not be liable for any costs, expenditure, work or effort incurred by Participants in participating in this process, including if the process is terminated or amended by the Council.
- Any Participant who directly or indirectly canvasses any member, officer, employee or agent of the Council with regard to this process, or who directly or indirectly obtains or attempts to obtain information from such individuals will be excluded from the process.
- Oral discussions will not be considered binding. A Participant shall not rely on any statements or representations made by the Council or persons acting on behalf of the Council, unless they are confirmed in writing as an amendment to this process/documentation.
- Participants must ensure that all information included within their response is accurate. The inclusion of information that is found to be false or misleading may result in the Participant's exclusion from the process.
- The Council reserves the right to validate the information provided within the response by any Participant.
- Only the express terms of any written contract relating to the subject matter of this process, as and when executed, shall have any contractual effect. These provisions extend to liability in relation to any statement, opinion or conclusion contained in, or any omission from, this documentation and in respect of any other written or oral communication transmitted or otherwise made available to any other person and no representations or warranties are made in relation to such opinions, statements or conclusions. This does not extend to any fraudulent misrepresentation made by or on behalf of the Council.
- Any persons considering making a decision to enter into a contractual relationship with the Council as a result of this process should make their own investigations and their own independent assessment of the Participant's role and should seek their own professional, financial, legal and other advice. This document should not be regarded as an investment recommendation made by the Council. Each person considering making a decision to enter into contractual relationships with the Council must rely on its own enquiries and on the terms and conditions set out in those contract(s) as and when finally executed, subject to such limitations and restrictions as may be specified in such contract(s). Neither the issue of this documentation nor any of the information presented in it should be regarded as a commitment or representation on the part of the Council to enter into a contractual arrangement.
- None of the information contained in this document shall constitute a contract or part of a contract in any way, and none of the information is or should be relied on as a promise or representation as to the Council's ultimate decisions in relation to the process.
- The Council does not make any express or implied representation or warranty as to the accuracy, reliability or completeness of the information contained in this documentation or any other information provided by or on behalf of the Council. The Council expressly disclaims any and all liability arising from information (including without limitation, errors or omissions) contained in this documentation or other information provided by or on behalf of the Council.
- This process may be terminated or suspended at any time without cost or liability to the Council.
- The submission of a completed response will be deemed to imply the Participant's acceptance of the foregoing provisions without qualification.

APPENDIX 1 – EXPRESSION OF INTEREST

Participants must demonstrate that their proposal will meet the following minimum requirements:

- Sports club, group or organisation is located within the Council area
- Proposal must be located within Council owned land or property
- A constituted group or organisation, with signed constitution and operates on a 'Not for Profit' basis (inc. Social Economies/Community Interest)
- Have a clearly identified need
- Proposals must be linked to the Council's Corporate Plan and proposes to utilise existing Council property, land, or assets for:
 - Wider community benefit.
 - The enhancement of existing council facilities.
 - A financial benefit to the Council when weighed against Council providing the resultant outcomes independently.
- Demonstrates sustainability

APPENDIX 2 – SAMPLE ADDITIONAL QUESTIONS AND SCORING INDICATORS

	Criteria	Total Score Available
1	Please provide a detailed assessment of need for the project.	10
2	Please demonstrate how the project will provide benefit to the community and wider public.	30
3	Please outline how project will enhance existing Council facilities	10
4	Please outline how the project will provide a financial benefit to Council	10
5	Please outline your organisation's ability/experience to deliver the project.	10
6	Please outline how the partnership fits with Council objectives and wider strategies	20
7	Please detail how your organisation will manage the project to ensure it is sustainable?	10
	Total	100

Responses will be evaluated based on the following scoring indicators:

Score	Assessment	Indicator
0	Nil Response	Response failed to address the question
1	Very Poor	A very poor response with limited evidence of capacity to deliver against the criterion.
2	Poor	A poor response with some evidence of capacity to deliver against the criterion, but overall, it is below the standard expected for an award of funding.
3	Acceptable	A sound response which demonstrates evidence of the capacity to deliver to an acceptable standard against the criterion but does not demonstrate any added value in delivery above the minimum standard required
4	Good	A very good response with strong evidence of capacity to deliver above the minimum standard expected against the criterion.
5	Excellent	An excellent response with very strong evidence of capacity to deliver well above the minimum standard expected against the criterion demonstrating considerable knowledge and experience