



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

Mepal Outdoor Centre

Submission template – notes for completion

General points

All responses are taken to refer to the potential partner seeking to be invited to the next stage of the process. Any information and/or documents submitted must relate only to that potential partner. The term, 'potential partner', is here intended to cover any economic operator, including a registered company, charitable organisation, Voluntary Community and Social Enterprise (VCSE), consortium or Special Purpose Vehicle.

Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly 'N/A'.

Any supporting information should be included in an Appendix. Appendices should be numbered clearly and listed within your submission.

At this stage in the process the Council will rely upon the good faith of potential partners in respect of issues such as licences and professional registrations (s. 2.2), insurance (s.4), health & safety (s.5), equalities (s.6), environment (s.7), and grounds for mandatory or discretionary exclusion (s.8). The Council however reserves the right to obtain such evidence before final agreement is reached, and to re-open the process if necessary.

Consortia & sub-contracting arrangements

Where a consortium is envisaged, or the potential partner proposes to use one or more sub-contractors or delivery partners to implement their proposals, this structure should be outlined in the box provided and a separate Appendix should be used to provide any further details. In particular it should be made clear who will be contractually responsible for implementation of the proposal, including any leasehold obligations. Agreement to any such arrangements will be subject to approval and review by the Council.

The Council recognises that such arrangements may be subject to change, but reserves the right to review its evaluation of the proposal accordingly at any stage prior to legal completion.

Confidentiality

The Council may disclose to its officers, employees, agents or advisers any of the documents and/or information related to this proposal. The Council also and specifically reserves the right to contact any named contacts provided for reference in s.2, and potential partners should clearly identify any contractual or other confidentiality rights and obligations which may be relevant for this purpose.

This submission template document and any other document issued by the Council in connection with this opportunity may be made available to the potential partner's employees and professional advisors directly involved in the appraisal of such

information. It shall not, either in whole or part, be copied, reproduced, distributed or otherwise made available to any other party in any circumstances without the prior written consent of the Council, nor may it be used for any other purpose than that for which it is intended.

Rejection and disqualification of potential partners

The Council may reject any potential partner whose submission is received after the specified closing date and time.

The Council reserves the right to reject or disqualify a potential partner where material concerns arise in respect of potential conflicts of interest; the grounds for mandatory or discretionary exclusion; regulatory compliance; financial standing; or technical or professional competence. Grounds for discretionary or mandatory exclusion include:

- Convictions relating to specific criminal offences relating to bribery, corruption, fraud, theft, tax evasion, money laundering, drug trafficking, asylum and immigration or sexual offences.
- Significant breach of environmental, health & safety, labour law, tax or social security obligations
- Serious professional misconduct or impropriety in relation to public sector procurement processes
- Significant service failures leading to the cancellation of a public contract or concession
- Significant financial instability

Accuracy of the information supplied

The information provided by the Council in relation to this process has been prepared in good faith but does not purport to be accurate, complete and exhaustive or to have been independently verified nor to contain all of the information that a prospective contractor may require. Nothing in the documentation is warranted by the Council or its advisors nor shall it be deemed a promise or representation as to the future. Potential partners shall be deemed to have carried out all necessary research, investigations and due diligence and all necessary enquiries in order to have satisfied themselves as to the nature, extent, volume and requirements of the opportunity, their obligations in respect of the opportunity, the extent of the personnel, equipment, assets, plant and machinery which may be required and any other matter which may affect their proposals.

Conflicts of interest

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the potential partner to inform the Council, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Council should not represent a conflict of interest for the potential partner.

Clarification of potential partners' responses

The Council's approach to clarification will be consistent to ensure that one potential partner does not receive an unfair advantage over the rest. Potential partners should be aware however that the Council is under no obligation to seek clarification and it is the responsibility of the potential partner to ensure that their responses are unambiguous and complete and to seek clarification if necessary of the Council's objectives and criteria.

Submissions

When complete, please return this pro-forma to: [**leisure.moc@eastcambs.gov.uk**](mailto:leisure.moc@eastcambs.gov.uk)

Or return by post to: The Grange, Nutholt Lane, Ely, Cambridgeshire CB7 4EE, clearly marking the envelope: 'Mepal Outdoor Centre, Expression of Interest'

Submissions must be received not later than 17:00, Monday 4th December 2017.