**Introduction**

East Cambridgeshire District Council (‘the Council’) is seeking proposals from potential partners for the future use and development as appropriate of Mepal Outdoor Centre.  The purpose of this submission template document is:

* To help potential partners to frame their ideas, with an understanding of the key issues
* To allow the Council to make an objective initial evaluation of proposals received with particular reference to the content of the proposals and the potential partners’ experience, capacity and resources.

All text boxes will expand to fit the content.

Provision will be made for email queries, site visits and clarification meetings as necessary during the submission period. Potential partners are asked to highlight any key queries or concerns as early as possible, in order to allow time for the Council to respond.

Please also see the Notes attached to help guide your completion of this questionnaire.

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

By email to: [leisure.moc@eastcambs.gov.uk](mailto:leisure.moc@eastcambs.gov.uk), or;

By post to: East Cambridgeshire District Council, The Grange, Nutholt Lane, Ely, Cambridgeshire CB7 4EE, clearly marking the envelope: ‘Mepal Outdoor Centre, Expression of Interest’

The Council’s decision will be final.

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| **1.0 Essential Information** | | | | | |
| **1.1 Contact Details** | | | | | |
| Name | |  | | | |
| Postal address | |  | | | |
| Phone | |  | | | |
| Mobile | |  | | | |
| E-mail | |  | | | |
| **1.2 Potential partner details** | | | | | |
| **1.2.1 Organisation** | |  | | | |
| **1.2.2 Business status (please indicate as appropriate)** | | | | | |
| Limited or public limited company | | | | |  |
| Partnership or limited liability partnership | | | | |  |
| Individual or sole trader | | | | |  |
| Voluntary sector, charitable organisation or trust | | | | |  |
| Educational institution | | | | |  |
| Trading subsidiary (please provide brief structure outline and parent company details here) | | | | |  |
| Other (please specify) | |  | | | |
| Registered company & address or charity number & registered business address (if applicable) | |  | | | |
| Registered VAT number if applicable | |  | | | |
| **2.0 Proposal Outline** | | | | | |
| **2.1 Project Summary** | | | | | |
| Please summarise your proposals for the Mepal Outdoor Centre. We are interested in understanding:   * The nature and scope of the proposed activities * The anticipated users of the services * The facilities to be utilised or developed, including a summary of any planned investments   Outline plans or designs may be provided where appropriate for any major developments envisaged, but this information is not mandatory at this stage.   * The economic and social outcomes envisaged   We suggest that responses to this question should be limited to 1,000 words or less. You are welcome to provide supplementary detail in an appendix | | | | | |
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| **2.2 Outline organisational structure and relevant experience**  Please outline here:   * The organisation’s previous experience and capability to implement its proposals, with relevant examples or comparable evidence.   NB: If you are unable to provide direct evidence of this, please provide an explanation for this (eg, that the organisation is a new start-up venture, or not currently operating in the proposed business area) and indicate why you feel that you can carry through your proposal. This may include previous business activities or professional experience.   * The proposed organisational structure for both the development of the site (if applicable) and its operation. * Whether your plans will be implemented: * Largely through your own organisation * With sub-contractors or partner organisations * Through a formal consortium.   Where appropriate please provide details of the anticipated consortium members, sub-contractors, or other partner organisations, and their respective roles   * Details of any relevant licences, trade or professional registrations   CVs of key personnel, and /or indicative key role profiles, would be useful but are not mandatory at this stage of the process. | | | | | |
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| **2.3 Proposed tenure**  Please indicate your preferred form of tenure over the site, and the rationale. | | | | | |
| Freehold / Leasehold | | | Leasehold duration: [ ] years | | |
| Rationale: | | | | | |
| **3. Financial Information** | | | | | |
| **3.1 Financial status**  Please provide one of the following to demonstrate your economic/financial standing, indicating in the relevant box.  **If you are unable to supply such evidence, please provide an explanation and outline your anticipated financing for your proposals, in the box below** | | | | | |
| A copy of the organisation’s most recent audited accounts | | | | |  |
| A certified statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading | | | | |  |
|  | | | | | |
| * 1. **Financial projections**   Please summarise the anticipated income and expenditure profile over the first 5 years of operation (you may show key years if you wish, eg years 1, 3 and 5).  This information may be provided in a separate appendix if preferred. | | | | | |
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| **4. Insurance**  Please confirm that you already have, or can commit to obtain, prior to taking on responsibility for the site, appropriate levels of insurance cover for the proposed business activity. | | | | | |
| * Employer’s (Compulsory) Liability Insurance   £10m is an acceptable minimum. This cover should be "any one claim" without an aggregate. | | | | | Yes / No |
| * Public Liability Insurance   £20m is the accepted minimum. Please note the limit of indemnity for public liability is for any one claim. | | | | | Yes / No |
| **5. Health & Safety** | | | | | |
| 5.1 Please confirm that your organisation has a Health and Safety Policy that complies with current legislative requirements. | | | | | Yes / No |
| 5.2 If this is not the case, please indicate briefly the reason and confirm that you will adopt such a Policy prior to commencing the project. | | | | | |
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| 5.3 Please name the person responsible for health and safety within the company, along with their designation | | | | | |
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| 5.4 Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? | | | | | Yes / No |
| If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.  The Council will exclude potential partner(s) that have been in receipt of enforcement/remedial action orders unless the potential partner(s) can demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. | | | | | |
| 5.5 If you plan to work in partnership with other organisations or use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | | | | Yes / No | |
| **6. Equalities & Human Rights** | | | | | |
| 6.1 In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | | | | Yes / No | |
| 6.2 In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination? | | | | Yes / No | |
| If you have answered “yes” to one or both of the questions immediately above, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.  If the investigation upheld the complaint against your organisation, please also use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.  You may be excluded if you are unable to demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. | | | | | |
| 6.3 If you plan to work in partnership with other organisations or use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | | | | Yes / No | |
| **7. Environment** | | | | | |
| 7.1 Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or Council (including local Councils)? | | | | Yes / No | |
| If your answer to the this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.  The Council will not select potential partner(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Council is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | | | | | |
| 7.2 If you plan to work in partnership with other organisations or use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | | | | Yes / No | |
| **9. Declaration** | | | | | |
| **In completing and signing this submission you confirm that neither your organisation, nor any member of your consortium if applicable, nor any Directors, partners or any other person who has powers of representation, decision or control, now or within the last three years:**   1. Is or has been in breach of obligations regarding tax or social security contributions 2. Is or has been declared bankrupt or the subject of insolvency or winding-up proceedings, or entered into an arrangement with creditors resulting in the suspension of its business activities 3. Has had a prior public contract or concession contract terminated or cancelled, or been subject to damages or other comparable sanctions due to significant or persistent deficiencies in performance, the provision of misleading information, or seeking to unduly influence the award process 4. Has violated environmental, social or labour law provisions referred to in regulation 56 (2) of the Public Contract Regulations 2015 5. Has been found guilty of grave professional misconduct, which renders its integrity questionable 6. Been convicted of any offence relating to bribery, corruption, fraud, theft, tax evasion, money laundering, drug trafficking, asylum and immigration or sexual offences.   **In completing and signing this submission you also confirm that neither your organisation, nor any member of your consortium if applicable, nor any Directors, partners or any other person who has powers of representation, decision or control, is subject to any conflict of interest relating to this opportunity or its award by the Council.**  I confirm that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this opportunity, and I am signing on behalf of  [ ]  (**Insert name of potential partner**).  I understand that the Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.  I also declare that there is no conflict of interest in relation to the Council’s requirement. | | | | | |
| Name |  | | | | |
| Signature |  | | | | |
| Role in organisation |  | | | | |
| Date |  | | | | |

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| **10.0 Appendices** |
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