

LEISURE SERVICES ADM UPDATE

KEY DATES:

| Timeline | Options Appraisal | Procurement | Scrutiny and Cabinet |
|---|---|---|--|
| July 2013 | | | Scrutiny Work Programming Forum |
| Sept 2013 | | | T&F Scope Agreed |
| 6 th Nov 2013 | | | Informal Cabinet – General ADM Presentation |
| Nov 2013 | | | T&F Meeting – Overview of approach |
| Jan 2014 | MAX Associates appointed to undertake Options Appraisal | | |
| 22 nd Jan 2014 | | | Informal Cabinet - Presentation from MAX Associates |
| 28 th & 29 th Jan 2014 | | | All member briefings at City Hall and County Hall |
| March 2014 | | | T&F Visit to Bridgend Council and Halo Leisure |
| 3 rd April 2014 | | | T&F Meeting with Parkwood Leisure and Peter Gomer, (Leisure & Culture Advisor WLGA). |
| 28 th April 2014 | Report | | Informal Cabinet - Presentation from MAX Associates |
| 29 th April 2014 | | | T&F Meeting – summary of MAX Associates Report |
| 6 th May 2014 | | | T&F Meeting – discussion and answers to questions |
| 6 th May 2014 | | | Cabinet Agenda Briefing |
| 8 th May 2014 | | | Committee Meeting – Pre Decision of Cabinet Report |
| 15th May 2014 | MAX Associates appointed to provide additional support as a “critical friend” throughout remainder of process | | Procurement approval at Cabinet |
| 4th June 2015 | | Prior Information Notice (PIN) issued. | |
| 18 th June 2014 | | PIN Open Day with Memorandum of Information (MOI) made available. | |
| 25 th &26 th June 2014 | | PIN Follow-up meetings | |
| 24 th Oct 2014 | | Pre Qualification Questionnaire (PQQ) issued. | |
| 24 th Oct to 24 th Nov 2014 | | Three companies withdrew from the | |

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| | | process citing capacity issues. | |
| 19 th Nov 2014 | | | T&F Meeting – update on procurement – timetables, principles, MOI and OJEU Notice |
| 27 th Jan 2015 | | PQQ decision to take 4 companies through to the next stage approved by way of Officer Decision Report with Cabinet Members Bradbury and Hinchey. | |
| 23 rd Feb 2015 | | Invitation to submit Outline Solution (ISOS) issued with the evaluation weighting towards quality not price/finances. (incl. updated MOI) | |
| 2 nd March 2015 | | ODR agreed with Cllrs Bradbury and Hinchey for the Competitive Dialogue (CD) papers to be issued to bidders. | |
| 10 th – 25 th March 2015 | | ISOS Dialogue | |
| 15 th April 2015 | | ISOS Submission | |
| 25 th May 2015 | | ODR on ISOS submission to take 4 companies through to the next stage with Cllrs Hinchey and Bradbury. | |
| 23 rd June 2015 | | Invitation to submit Detailed Solution (ISDS) issued including the Descriptive Document | T&F Inquiry – Descriptive Document shared with members |
| 30 th June-2 nd July 2015 | | ISDS Dialogue | |
| 12 th August 2015 | | ISDS Submission | |

LOT STRUCTURE:

Lot 1: Llanishen Leisure Centre, Pentwyn Leisure Centre, Eastern Leisure Centre, Western Leisure

Centre, Fairwater Leisure Centre, Maindy Centre and the STAR Centre/Splott Hub.

Lot 2: Penylan Community Centre and Library (combined with Lot 1 after ISOS)

Lot 3: Channel View Centre (review being given to combining with Lots 1&2 after ISDS)

Lot 4: Cardiff International Sports Stadium (WITHDRAWN)

FUTURE TIME LINE:

Project Plan

| Task Name | Duration | Start | Finish | Predecessors |
|---|-----------------|---------------------|---------------------|--------------|
| ISFT (invitation to submit final tender) | 38 days | Fri 18/09/15 | Tue 10/11/15 | |
| Issue ISFT | 1 day | Fri 18/09/15 | Fri 18/09/15 | 30FS+3 days |
| Dialogue on final solution (1 day) | 4 days | Mon 05/10/15 | Thu 08/10/15 | 32FS+10 days |
| Site Visits (2 Days) | 4 days | Mon 05/10/15 | Thu 08/10/15 | 33SS |
| final dialogue session (legal/detailed) | 1 day | Tue 20/10/15 | Tue 20/10/15 | 34FS+7 days |
| ISFT response period post dialogue | 13 days | Fri 09/10/15 | Tue 27/10/15 | 33 |
| Submission deadline | 1 day | Tue 27/10/15 | Tue 27/10/15 | 36FF |
| Evaluate ISFT responses | 10 days | Wed 28/10/15 | Tue 10/11/15 | 36 |
| CABINET APPROVAL | 102 days | Wed 11/11/15 | Thu 31/03/16 | 38 |
| Report to Scrutiny | 1 day | Wed 11/11/15 | Wed 11/11/15 | 36FS+5 days |
| Report to Cabinet | 0 days | Thu 12/11/15 | Thu 12/11/15 | |
| Notify successful and unsuccessful bidder | 5 days | Thu 12/11/15 | Wed 18/11/15 | 41 |
| Standstill Period | 10 days | Thu 19/11/15 | Wed 02/12/15 | 42 |
| Implementation | 86 days | Thu 03/12/15 | Thu 31/03/16 | 43 |

ISSUES TO NOTE

- The withdrawal of any other bidders would reduce competition, so we need to try and keep 2 within the process.
- The “Enhanced In House” model is being used as the “default position”/comparator with it undergoing the same level of financial rigour that the two submitted bids are receiving.
- With no flexibility left in the timeline there is real danger of slippage should any “key issues” develop which could impact on savings projections.