

Proposed tender questions

The following draft tender questions are intended to find out from tenderers **how they will deliver library service in Church Stretton**. They are designed to establish whether each tenderer can deliver a cost-effective, viable and sustainable library service, which is of a high quality and meets the requirements of both the Council and the local community. Questions are structured under two headings, cost and quality. We will ask each tendering organisation how much funding they require from Shropshire Council to run the library and what alternative funding they are able to secure from elsewhere to ensure that the library service is sustainable.

Alongside providing answers to the questions, tenderers will be asked to supply a copy of their 5-year Business Plan.

1.	Financial Evaluation The Financial Evaluation will take into account: <ul style="list-style-type: none">• The total Contract funding requirement over the maximum possible term of this Contract (5 years)• The quality and robustness of the accompanying five year Business Plan demonstrating sustainability of funding and including evidence to support the achievability of its aims
1.1	Contract Funding Requirement. Tenderers will be asked to fully complete a Finance Schedule spreadsheet which sets out all the costs associated with operating the library service and the sources of funding required to run it. Marks will be awarded based on the total Contract funding requirement from Shropshire Council for the running of the library service over the full potential 5 years of the Contract (a lower total contract value will achieve a higher score in this section).
1.2	Please describe how your Business Plan will ensure that any alternative (non-Shropshire Council) funding and savings and/or efficiencies identified in the Finance Schedule is sustainable and secure. Your response should include (where applicable) future alternative funding sources, proposals for income generation and how savings and/or efficiencies will be achieved.
2.	Quality In making your responses to the following questions you should read the outcomes of the recent public consultation. You should also set

	out how your proposals respond to the priorities of the local community identified through the consultation.
2.1	<p>Please describe in detail your proposal for operating a public library service in Church Stretton. Your response should include:</p> <ul style="list-style-type: none"> • location • premises • staffing • volunteers • plans for opening hours • accessibility • safeguarding • risks and mitigating measures <p>Please also refer to any evidence, including the outcomes of the recent public consultation, which supports your proposal.</p>
2.2	<p>Please describe your approach to governance. This should include organisational and board structure, decision-making processes and how you will involve and be responsive to stakeholders and the local community as a whole.</p> <p>Please also refer to any evidence, including the outcomes of the recent public consultation, which supports your proposal.</p>
2.3	<p>How will you develop the range of services available through the library to meet the varied needs, now and in the future, of the local community and engage with them in a variety of ways? Please include reference to under-represented groups, people who are isolated, inter-generational activities, new technologies and changing preferences.</p> <p>Please also refer to any evidence, including the outcomes of the recent public consultation, which supports your proposal.</p>
2.4	<p>How will your proposal support the local economy and other local services and also support and promote heritage, artistic and other cultural activities?</p>
2.5	<p>Describe how you would manage the transfer of the existing library service, with the involvement of stakeholders, to ensure continuity of the service and a smooth transition for people using the library. As part of your answer please include an implementation plan detailing activity over a 24 week period from contract award to the start date of 1st August 2018 that references involvement with stakeholders, staff, library users, etc.</p>

Fig 2. Proposed tender questions