



Gypsy and Traveller Sites Grant Guidance 2008–2011

Annex D

Bid Evaluation Criteria



Gypsy and Traveller Sites Grant Guidance 2008–20011

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On 5th May 2006 the responsibilities of the Office of the Deputy Prime Minister (ODPM) transferred to the Department for Communities and Local Government (DCLG)

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Contents

Introduction	6
Does the scheme meet a clearly assessed need?	7
Is the site sustainable?	8
Does the scheme offer value for money?	10
Can the project deliver to time and budget?	11

Introduction

External consultants will be applying a standard assessment process to evaluate each bid received. The outline within this Annex shows the key assessment areas and the type of detail that will be looked for within the bid document to demonstrate that the requirements laid out in the guidance notes have been met.

It is accepted that for low value bids the detail required will be commensurate to the value and risk of works proposed.

1 Does the scheme meet a clearly assessed need?

1.1 Analysis of need and demand

Clear evidence is provided of the results of a comprehensive assessment of need or a formal Gypsy and Traveller Accommodation Assessment.

There should be evidence of consultation with the Gypsy and Traveller Community, Local Residents, adjacent Local Authorities and relevant Agencies.

All factors including access to services e.g. Education, Healthcare, Benefits etc. are considered and this is reflected in the application.

The outcome of the assessment supports the application.

The Local Plan makes explicit provision for the Gypsy and Traveller Community and the site to which the application relates is explicitly referred to in the Local Plan.

1.2 Aims of the work

A fully worked out benefits case is provided which considers the totality of the scheme and the impacts it will or may have.

A strategy is provided which demonstrates how the scheme will achieve its aims and defines working arrangements and other activities that will need to be in place to ensure success.

1.3 Contribution to local strategies

Clear statement is provided which explicitly links the scheme to the aims of local strategies.

2 Is the site sustainable?

2.1 On completion of the works, does the site have a life of at least ten years?

Evidence is included that demonstrates the title on the site is freehold or leasehold with significantly over ten years on the lease, or is more than adequate for the proposed duration of a temporary site.

Detailed consideration has been given to what will happen at the end of the lease period, or at the end of the temporary site period.

The works will bring conditions on site up to a standard that will last for 10 years or more.

2.2 Management arrangements

A detailed policy statement is provided.

The management strategy is defined with an organisation structure and clearly defined roles and responsibilities.

Where management is out-sourced, details of controls and responsibilities are provided.

For existing sites, previously experienced problems are identified and solutions proposed.

All information is clearly linked to and supports the application.

2.3 Maintenance arrangements

A detailed policy statement is provided which takes into account materials selection, ease of access and timing of planned preventative maintenance.

There are clear assessments of running costs and a strategy for procuring maintenance services.

For existing sites, previous levels of running costs are provided together with an assessment of future costs and how these may be affected if the works do/do not proceed.

2.4 Funding

Fully detailed statements of revenue and expenditure in previous years (for existing sites) are provided.

Any previous grant funding is identified and its timing and use explained.

Fully detailed projections of revenue and expenditure in future years are provided.

Where the site is not self financing, full details of top-up funding are provided.

2.5 Site location (New sites only)

Detailed analysis of site selection process is provided. Details include options appraisals on potential sites prior to selection of final site.

Details of how the selected site supports the identified needs and demand are provided and how the site relates to the desires of the Gypsy and Traveller Communities is considered.

Access to the full range of support services is considered and any disadvantages are identified and a strategy to overcome such matters identified.

2.6 Current condition of the site

Detailed site condition surveys are provided and include evaluation of health and safety, security and maintainability matters.

Previous use (including details of any possible contamination and associated actions) is considered.

The information provided is explicitly linked to and interpreted to support the application.

2.7 Current usage and perception of the site

A detailed history of the usage and perception of the site provided.

Supporting evidence to demonstrate how well the Gypsy and Traveller communities regard the site is provided together with evidence of waiting lists for residential sites.

This information is interpreted to demonstrate demand and sustainability for the refurbished site.

Where perception problems are identified a plan is included to address the issues.

2.8 Monitoring and inspection

Full details of the proposed inspection regime to safeguard the physical condition of the site are provided.

Details of performance measurement criteria to assess the management performance on the site are defined. A defined service level may be included.

Where the management is outsourced, defined monitoring procedures are provided.

3. Does the scheme offer value for money?

3.1 Has a detailed description and specification of the proposed works been provided?

A detailed description of the proposed works is provided supported by a detailed specification of materials and workmanship and a fully detailed set of drawings.

Issues such as maintainability and build ability have been considered.

The nature of the information supports the accurate development of the cost estimates for the works.

3.2 Are costs accurate and appropriate?

Detailed cost information is provided with sufficient information to assess validity of costs in the form of elemental or other appropriate estimates.

Professional fees and management fees are identified separately and do not exceed 10 per cent of the overall bid excluding land costs.

Land costs are clearly defined and all necessary supporting evidence is provided.

The level of cost is accurate and appropriate.

3.3 Does the scheme represent value for money?

A detailed consideration of the totality of the scheme is provided which includes reviews of all feasible options and a demonstration of the basis for selection of the final options upon which the application is based.

Matters considered include replacement versus repair, justification of materials selection, issues relating to land, the applicant's procurement strategy and how the applicant determined that costs were appropriate.

The scheme costs are appropriate and the maintenance liability is optimal.

4. Can the project deliver to time and budget

4.1 Is a comprehensive project plan provided?

A comprehensive project plan is provided which includes a detailed programme with key milestones highlighted and reasonable allowances for all activities.

4.2 Is a comprehensive risk assessment provided?

A comprehensive risk assessment is provided which considers any problems that might occur.

Top risks are identified and risk management plans provided for each such risk.

4.3 Is there evidence of a robust project management proposal?

A comprehensive proposal for the management of the project is provided with roles and responsibilities defined and communication lines set out.

Key individuals are identified.

