

Competitive tendering for local infrastructure funding – a checklist

Recently some local infrastructure organisations have had to tender for previously grant-aided funding. **Kevin Curley** provides a checklist for tendering.

In several areas of England, local infrastructure organisations have been required to tender for infrastructure funding previously awarded under grant aid or service level agreement arrangements. In several areas the tenders have attracted national competition.

Here is a list of the questions and requirements typically contained in tender documentation I have seen. If there is a possibility that you will need to tender for infrastructure funding in your area this will be a useful checklist.

1. Has your organisation met the terms of its banking facilities and loans during the past year?
2. Has your organisation paid creditors and staff on time during the past year?
3. Have your organisation's accounts been audited and deposited with the Companies Registrar and/or the Charity Commission?
4. Can you supply audited accounts for the last two years, a cash flow forecast for the current year and a bank letter outlining your current cash and credit position?
5. Are there any outstanding claims or litigation against your organisation?
6. Please express staff turnover as a percentage of your workforce for the last three years.
7. Describe the qualifications and experience of the staff who will deliver the specified infrastructure services.
8. Provide information about three contracts, agreements or projects of a similar scale to this which your organisation has fulfilled in the past three years.
9. Provide information about three clients (i.e. funders) for whom you have provided similar services in the past three years.
10. Provide insurance certificates to demonstrate that you have: £5m employer's liability insurance, £2m public liability insurance and £2m professional indemnity insurance.
11. Which recognised quality management certification have you achieved?
12. If none, does your organisation have a quality management system in place – please explain.
13. Please send a copy of your complaints policy.
14. Please enclose your health and safety at work policy.
15. Please enclose your equal opportunities statement and policy.
16. Has any finding of unlawful discrimination been made against your organisation by any court or industrial tribunal?

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17. Has your organisation been the subject of a formal investigation by any Commission on grounds of alleged unlawful discrimination?
18. Do you comply with the Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000?
19. Is your organisation's policy on race relations set out:
- in instructions to those concerned with recruitment, training and promotions
 - in documents available to employees, recognised trade unions or other representative groups of employees
 - in recruitment advertisements or other literature?
20. Can you supply examples of all these documents?
21. Do you observe the Commission for Racial Equality's Code of Practice for Employment (1983)?
22. Do you comply with the Disability Discrimination Act 1995 as amended by the Disability Discrimination Act 2005?
23. Does your organisation have a sustainability policy?
24. Has your organisation ever had a contract terminated or your employment determined under the terms of that contract?
25. Has your organisation had any contracts terminated for poor performance in the last three years?
26. In the last three years has any court made any finding of a breach of statutory duty of care against your organisation?
27. Please describe your approach to involving frontline groups in the delivery, monitoring and management of your services.
28. Please describe your approach to working in partnership with local authorities to deliver the services required.
29. If you are considering providing these services as a consortium or using sub-contractors, please describe the structure and arrangements you will have in place for managing the different 'partners' within that structure.
30. Please enclose your marketing strategy.
31. Please enclose the most recent survey of satisfaction levels of front line groups with the services you have provided to them.
32. Please describe your ability to attract match or longer-term funding from external sources for infrastructure services.
- If you plan now to be in a position to answer all of these questions you will be well prepared should competitive tendering become a requirement in your area.
- The NAVCA website has a wide range of guidance and documentation relating to commissioning, procurement and competitive tendering. Visit: www.navca.org.uk/stratwork/procurement and www.navca.org.uk/stratwork/procurement/comptendering
- NAVCA has published a list of recommended consultants who can assist local infrastructure organisations which need to tender for infrastructure funding. The list can be seen at: www.navca.org.uk/stratwork/procurement/consultants.htm.