

Risk	Mitigation	Responsible
No requests for outline information received.	Ensure advert copy clearly describes the nature of the event & contact packages in order to encourage suitable companies to request outline information. Maintain communication with existing contractors to keep them informed of the process.	RA LB
No Tender submissions received.	Ensure Tender Documentation is clear and fully describes the nature of the event, specifications for services required and the expectations Pride has of the successful companies. Maintain communication with companies that requested outline information to keep them informed of the process.	RA LB
Large number of requests for outline information, placing pressure on office team time to respond to.	Ensure advert copy clearly describes the nature of the event & contact packages in order to dissuade unsuitable companies from requesting outline information. LB to prioritise time for this work.	RA LB
Large number of contact details provided for the full Tender Documentation, placing pressure on office time to respond to.	Ensure outline information clearly describes the nature of the event & contact packages in order to dissuade unsuitable companies from remaining in the process. LB to prioritise time for this work.	RA & Sub-committee LB
Large number of Tenders submitted, placing pressure on Evaluation Panel time to assess.	Ensure Tender Documentation is clear and fully describes the nature of the event, specifications for services required and the expectations Pride has of the successful companies.	Sub-committee
Requests for outline information received after deadline has passed.	Sub-committee to be agreed beforehand that requests after deadline are not to be responded to.	Sub-committee
Tenders submitted after the deadline has passed.	Sub-committee to be agreed beforehand that Tenders submitted after deadline will not be	Sub-committee

	considered.	
Visiting companies to the parade and/or main park event request time to speak with a representative from Pride.	Be clear when outline information is sent out that Pride staff/Trustees are unlikely to be available for discussions on the day itself. Provide contact details for all companies to use should they have questions supplementary to the Tender Documentation.	LB LB
Sub-committee falls behind schedule with tasks.	Sub-committee agrees Timescale at the outset. RA to coordinate sub-committee members' individual contributions to ensure project stays on schedule.	Sub-committee RA
Financially unstable or unsuitably experienced companies enter Tender process.	Tender Documentation to be clear on Pride's expectations. Instructions to Tender element to be clear on financial evidence required as part of evaluation process. Evaluation criteria weighting to reflect importance of financial stability and relevant experience.	Sub-committee TD RA & Sub-committee
Tenders coming in with costs significantly higher than existing contracts and beyond Pride budget.	Tender Documentation to be clear on Pride's expectations. Use existing contract terms to provide cost baseline for comparisons. Individual specifications for services required to reflect Pride's current financial position, as well as the wider economic context going forward.	Sub-committee Sub-committee Sub-committee
Members of the sub-committee leave during the Tender process.	Ensure effective sharing of knowledge and individual contributions. Maintain timescale to ensure project does not slip.	RA Sub-committee