

Pride South East Ltd
Contracts Tendering Action Plan
June 2009

What?

Two contract packages

1. Event Management – to include procurement of infrastructure for the main park event, event production, market concessions and waste management;
2. Security – to include security on the Park leading up to the event, and at the main park event and Parade on the day itself.

Who?

The Contracts Tendering process will be managed by a sub-committee with power for day-to-day decision making devolved from the Board. All committee members will be expected to contribute to the process in various ways, but the specific areas of responsibility for each are:

- Russell – project managing the process;
- Tim – financial matters;
- Sam – legal expertise;
- Robert – needs on the park;
- Lesley – to provide oversight of the entire process;
- Yvonne – to provide oversight of the entire process.

How?

The process has been mapped out over 29 weeks, beginning 15th June with completion by 28th December 2009. Each task has been given an approximate timescale and lead person to undertake the work; in some cases third parties have been allocated the work (e.g. seeking independent legal advice on the Tender Documentation).

The sub-committee will make all day-to-day decisions with only a limited number of issues being presented to the full Board for decisions, these include:

- Detailed evaluation criteria and score weightings;
- Confirmation of the Evaluation Panel;
- Confirmation of the short listed companies to invite for interview;
- Final decision on award of contract packages.

When?

The accompanying schedule shows the timescales for each activity and the individual responsible for completing that task.

Risk Analysis

Undertaking this process brings with it a number of risks which require action to be taken or planned in order to mitigate the risks as far as possible. The following chart identifies risks, mitigating actions planned and individuals/groups responsible.