

DRAFT CRITERIA FOR ASSESSING PATHFINDER AND DEMONSTRATION PROJECT TENDERS

Outcome:

1. To agree a comprehensive list of criteria, which will be used for drafting the specification document and assessing tenders for the pilot project locations. The criteria have been listed in suggested order of priority. The group will be asked to agree what items are a necessity and what priority should be given to each. Secretariat will use this list to produce an assessment form against which all tenders will be measured. This will ensure a clear and transparent process is used to assess tenders and explain decisions to interested parties.

Suggested Criteria

- Does the BID proposal have the support of a cross-section of businesses within the proposed area?
- Does the BID proposal have the support of the local authority? Will they be willing to assist in the funding/administration? Are they willing to provide a Service Level Agreement for the area covering the life-term of the project?
- Are the proposed funding arrangements fair and equitable? Do the proposed improvements provide benefits to all those who would pay the levy (or for the Demonstration project to all relevant sectors, i.e. small/medium/large retail businesses)?
- Are these benefits measurable?
- Is there a suitable proposed management and administration structure in place to take forward the project (i.e. what is the representation on the BID Board? Does this involve the local authority? What about representatives of SMEs?)
- Is there a reasonable level of combined rateable value in the proposed area, and business commitment to the project, to make it sustainable in the long-term?
- Does the proposed project have a reasonable chance of success, or is it overly ambitious/risky?
- Does it have the support of property owners in the area?
- Does the BID proposal have the support of the local Chamber of Commerce?
- What is the life-term of the proposed project?
- Does the submitted Business Plan follow the recommended outline in the guidance document? Elements to be covered are:
 - Baseline Agreement

- Benefits
 - Delivery of proposals
 - Risk Assessment
 - Liability
 - Additional contributions
 - Budget
 - Voting procedures
 - Publicity
 - Bid objectives, and how and when they will be achieved
 - Consultation
- Does the plan take account of other initiatives in the area? For instance are there any regeneration projects in the area, or funds available to feed into the project? What about Community Planning partners, should this angle also be considered?
 - Has the impact on local residents and the environment been factored into the business plan?
 - Is there a rigorous consultation process proposed to ensure all businesses affected are fully aware of the proposals?

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September 2005