

Please read the note below before using this Model Documentation

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Name or Logo of Local Authority

Name of PFI/PPP Project

Descriptive Document

1. Introduction

Introduction to the Local Authority

Key Issues facing the Local Authority's street lighting service

Strategic development of the street lighting PFI/PPP project

[This should include the position on any Comprehensive Performance Assessment and Best Value Reviews of the service, and the 'fit' of the project within the Service Strategy and other corporate strategies]

Approval status of the project (Members, DfT and PRG)

2. The Proposal

Local Authority's policies and strategic context for the street lighting service

Vision for the street lighting service

Options considered and key aspects of the Reference Project

3. Proposed Scope of the Project

Scope and coverage of the Reference Project (including geographical issues)

[This might usefully differentiate between the core or standard solution, and any additional services that might be requested under a schedule of rates]

Opportunities for a Service Provider

Staffing issues

Risk allocation

Financial value of the scheme

4. Background to the Local Authority

The Local Authority and its commitment to public private partnerships

Key issues affecting the highways and street lighting service

Commitment of members and other stakeholders to the project

5. Objectives and Outline of the PPP/PFI Project

Project Aims and Objectives.

[Insert aims and objectives for the project as used in the Outline Business Case and draft Output Specification]

Benefits expected to accrue from the new service delivery model.

The proposed Output Specification

[It is suggested that a copy of the draft Output Specification should be made available to potential bidders]

The proposed Payment Mechanism

The proposed Model Contract

6. Existing Arrangements

Existing service provision

[Insert details for each 'component' of the street lighting service]

Current performance against BVPIs and LPIs

Data Room and Collaborative Web – Inventory and survey information available to Bidders

Existing Depot, Vehicles, Plant and Equipment

Street Lighting Procurement Pack – Model Documentation

7. Procurement Arrangements

[Sample drafting]

Project Team

A Project Team has been set up to deliver the street lighting PFI/PPP project. The Project Team includes the following officers from the Local Authority and external advisors:

Internal Project Director –							
Project Manager –	Internal Technical Advisor –	Internal Financial Advisor –	Internal Legal Advisor –	External Technical Advisor –	External Financial Advisor –	External Legal Advisor –	Other –

In addition, other officers from within the Local Authority will be used as deemed necessary during the procurement of the project. For example, the risk management officer will be consulted on risk management and insurance issues.

The Project Owner for the project is *[insert details]*.

Key Dates in the Procurement Timetable

The Project Team has developed a detailed project management plan and procurement timetable. The procurement timetable has been agreed with Members and was included in the Outline Business Case for the project. Key dates from the timetable are shown in the table below:

Stage	Actual or Planned Date
OJEU Notice Published	
Descriptive Document and Pre-Qualification Questionnaire issued	
Bidders Open Day	
Return of PQQ	
List of Pre-Qualified Bidders determined	
Competitive Dialogue opened and outline solutions invited	
Submission of Outline Solutions	
Short-List for Competitive Dialogue on Detailed Solutions selected	
Invitation to Submit Detailed Solutions issued	
Date for Return of Detailed Solutions	
Close of Competitive Dialogue and Final Tenders sought	
Preferred Bidder selected	
Contract Award	

8. Competition Process

The Local Authority is following the competitive dialogue process for this PFI/PPP project, and post completion of pre-qualification, expects there to be a number of stages of competitive dialogue with Bidders.

Pre-qualification

In order to assist the Local Authority in evaluating the extent to which Bidders meet the Local Authority's requirements, Bidders are requested to complete the PQQ attached, which has been prepared in accordance with the criteria set out in Public Contracts Regulations 2006.

The Local Authority will wish to be satisfied that potential partners selected for the [insert details of project] have the appropriate qualities and resources available to it to undertake the tasks required. Bidders for pre-qualification will be selected on the basis of the following criteria:

- The economic and financial standing of Bidders taking into account such matters as statements from the Bidders' bankers, evidence of insurance and statements of accounts and turnover.
- The capability to secure appropriate financing for the [insert details of project].
- The ability and technical competence of Bidders to meet fully the Local Authority's requirements for the project, including:
 - The organisational, managerial and technical capability to carry out the project
 - The technical capacity and capability to provide the [insert details of services]
 - Quality management procedures.
- Technical, financial and economic track record for projects of a similar nature.
- Proven understanding of the skills required for project organisation and delivery.

The Local Authority will be entitled to reject a Bidder automatically if any of the grounds set out in the Regulations are not established in relation to any Bidder or any member of the bidding consortium.

Competitive Dialogue – Outline Solutions

Competitive Dialogue will be 'opened' on completion of the pre-qualification stage.

Bidders satisfying the pre-qualification criteria for the project will be invited to submit outline solutions. An 'Invitation to Submit Outline Solutions' (ISOS) will consist of a series of questions relating to the Bidders' proposed solutions for delivery of the [insert details of project]. Following receipt of Bidder's outline solutions, the Local Authority intends to enter into competitive dialogue as part of its evaluation and assessment of Bidder's outline solutions.

The Local Authority will select a short-list of Bidders (either three or four) to proceed to competitive dialogue on more detailed solutions as part of an ISDS stage.

Those Bidders failing to satisfy the pre-qualification criteria, or who are de-selected at the outline solutions stage, will be given the opportunity for a debriefing session upon request.

Bidders Conference

All Bidders applying for the PQQ documentation are invited to attend a Bidders Conference, scheduled for *[insert date and location]*, which will include an opportunity to meet and discuss the project with members of the Project Team.

Invitation to Submit Detailed Solutions

The Local Authority aims to issue the Invitation to Submit Detailed Solutions to the short-list of Bidders on *[insert date]*. The intention is to hold a first 'competitive dialogue' meeting with each of the short-listed Bidders between selection of the short-list and issue of the ISDS, likely to be on *[insert date]*.

Further comprehensive competitive dialogue with each of the short-listed Bidders will follow during the bidding process.

Bid submissions are programmed for *[insert date]*.

9. Responses and Enquiries

[Sample drafting]

Interested Bidders wishing to be considered for the street lighting PFI/PPP project should return *[insert number]* copies of their PQQ, in English, by midday on *[insert date]* to:

[Insert name and address of person to whom responses should be made]

The PQQ should be submitted using the pre-addressed labels included with this Descriptive Document.

[Insert details of other submission requirements, such as no markings on the envelopes].

An electronic version *[insert details]* of the PQQ response should also be submitted in accordance with the above instructions.

The Local Authority reserves the right to request Bidders to attend interviews with the Project Team before the list of pre-qualified candidates is selected. Provisional dates for any necessary interviews are *[insert relevant dates]*. If it proves necessary to arrange interviews, Bidders will be informed as soon as possible after receipt of the PQQ submissions.

The Local Authority and its advisors will treat all pre-qualification submissions on a confidential basis.

All enquiries at the pre-qualification/ stage should be sent in writing or by e-mail to the Project Director at the following address:

[Insert contact details and address for the Project Director]

The Project Director must receive any enquiries at this stage no later than close of business on *[insert date]*.

A written response will be sent to enquirers and, except where the enquiry is of a confidential nature, may be supplied to all Bidders. Subject to the confidentiality requirement, it will be a requirement that the parties and their advisors shall keep all exchanges confidential. Bidders will also be asked to enter into undertakings of confidentiality should it become appropriate to release confidential information to them.

10. Disclaimer, Confidentiality and Related Matters

[Sample drafting]

The Descriptive Document and PQQ have been prepared by the Local Authority for the purpose of providing an application procedure for Bidders interested in tendering for the [insert details of project] [under the UK Government's Private Finance Initiative (PFI)] and to assist the Local Authority in making its own evaluation of the potential opportunity to enter into a contractual relationship for the provision of such services.

By receiving this Descriptive Document and PQQ, the Bidder agrees to keep confidential the information contained in the documents or made available in connection with any further enquiries. The Descriptive Document and PQQ may be made available to the Bidders' employees and professional advisors directly involved in the appraisal of such information. The Descriptive Document and PQQ shall not, either in whole or part, be copied, reproduced, distributed or otherwise made available to any other party in any circumstances without the prior written consent of the Local Authority, nor may it be used for any other purpose than that for which it is intended.

The Descriptive Document is intended only as a preliminary background explanation of the Local Authority's activities and plans and is not intended to form the basis of any decision on whether to enter into any contractual relationship with the Local Authority. The Descriptive Document does not purport to be all-inclusive, or to contain all of the information that a prospective Service Provider may require.

None of the Local Authority, its technical, financial or legal advisors or any other advisor (or the directors, officers, members, partners, employees, staff, agents or advisors of any such person):

- Makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the Descriptive Document. Any persons considering making a decision to enter into contractual relationships with the Local Authority following receipt of the Descriptive Document should make their own investigations and their own independent assessment of the Local Authority and its requirements for services associated with the project and should seek their own professional technical, financial and legal advice.
- Accepts any responsibility for the information contained in this Descriptive Document or for its fairness, accuracy or completeness. Nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication. Only the express terms of any written Contract relating to the subject matter of this Descriptive Document, as and when it is executed shall have any contractual effect in connection with the matters to which it relates.
- Will be liable for any costs incurred by any Bidder responding to the PQQ or ISOP, whether incurred by them directly or their advisors or sub-contractors.

The publication of this Descriptive Document in no way commits the Local Authority to award any Contract under the Private Finance Initiative or pursuant to any tender process for this PFI/PPP project.