

# G-Live procurement of operator



# Current Arrangements

- The Council entered into a 10-year contract to operate and manage G Live with HQ Theatres Guildford Limited (HQT) on 12 August 2011.
- This contract expires 30 September 2021
- In the contract agreement, HQT is required to optimise commercial and hospitality income in G Live as well as provide different genres of entertainment.

# The venue

- The venue was designed to complement existing theatre facilities in Guildford. The main programme reflects this and is driven by a series of predominantly one night performances of music and comedy.
- The venue consists of main concert space capacity of 1,031 people seated, 1,700 standing, and a second space seating for up to 100. There are hospitality and meeting rooms.
- 2017/18 contract turnover £2,795,491 (before subsidy)
- No of permanent employees: 35 (fte 31.50) - cost £721k in 17/18
- Casual staff : 121
- No of volunteers: 126



# Procurement process

- **Why so far in advance?**

The touring product which makes up the core of the programme is often booked a year in advance. If we opt for a different operator as a result of the procurement process, they will need to work with the existing operator to ensure a smooth transition to reduce the impact on the customer.

In addition, the transfer of the venue operation would also require the transfer of the employees (under TUPE), advance bookings, existing agreements, the potential purchase of stock, transfer of equipment, condition surveys of the building and plant etc. etc.

This is a significant and complex process.



# How do we procure a new operator?

- Review our desired priorities and requirements (e.g. paying the Living Wage) for the venue
- Prepare the complex and detailed documentation around the desired priorities
- Go to market
- Evaluate the bidders submissions against the desired priorities and requirements
- Award the tender for the operation of the venue

# Priorities

- Automatic requirements include:
  - Safe operation of the venue
  - Business organisation (including staffing arrangements)
  - Asset management arrangements
- Items to be prioritised include:
  - Catering and hospitality offer
  - Quality and diversity of programme
  - Community organisation access
  - Financial arrangements
  - Customer experience
  - Environmental impact
  - Clean and well presented venue
  - Creative learning programme





<b><u>Procurement timetable</u></b>	Duration	<i>Straight Tender</i>	<i>Negotiation</i> Deadline
		Deadline	
Prior Information Notice (PIN)		09 September 2019	09 September 2019
Market Testing	2 months	27 September 2019	27 September 2019
Refine requirements e.g. length of contract, asset management responsibilities	4 months	29 November 2019	29 November 2019
Prepare the outline specification and SQ	4 months	29 November 2019	29 November 2019
Supplier day	1 day	02 December 2019	02 December 2019
Finalise documentation	1 month	06 January 2020	06 January 2020
Official Journal of European Union (OJEU) notice		03 February 2020	03 February 2020
Issue Tender pack and SQ 30 days		03 February 2020	03 February 2020
Shortlist - minimum of four if available	one month	18 March 2020	18 March 2020
Issue ITT	30 days	01 April 2020	01 April 2020
Tender closes		01 May 2020	01 May 2020
Evaluate tenders	one month	29 May 2020	29 May 2020
Intent to Award		01 June 2020	
Standstill		11 June 2020	
Award contract <b><u>OR</u></b>		12 June 2020	
Negotiate	one month		13 July 2020
Final tenders	two weeks		31 July 2020
Evaluation	two weeks		14 August 2020
Intent to Award			17 August 2020
Standstill			28 August 2020
Award contract			01 September 2020
Mobilisation	13 months		01 September 2020