

**INVITATION TO TENDER**

Tenders are invited for Phase One (Feasibility Study) of the Herefordshire Destination Business Improvement District.

Please note this is a two-stage tendering process:

* Stage 1: Expression of Interest
* Stage 2: Invitation to Full Tender

Date Issued: 21 August 2018

**The Project**

A Herefordshire Destination Business Improvement District (BID) was proposed within the recently published Herefordshire Destination Management Plan (DMP) as a route to establish strategic governance for, and support the financial independence of, the tourism sector and thereby help to deliver the DMP’s priorities for the county. The DMP can be read at:

https://www.brightspacefoundation.org.uk/our-projects/economy/destination-management-plan-rural-herefordshire

Acting on behalf of the Herefordshire Sustainable Food and Drink Partnership (HSFTP) the Brightspace Foundation wish to commission a feasibility study of the proposed BID. This will involve working closely with a working group of HSTFP members and consulting with a wide cross section of partners and stakeholders.

HSFTP is a coalition of key individuals, organisations and networks committed to providing strategic oversight for the food and tourism sectors. Its members include tourism advisers, the Duchy of Cornwall, National Farmers Union, Visit Herefordshire, Herefordshire and Worcestershire Chamber of Commerce, Herefordshire Rural Hub, the Rural and Farming Network, Herefordshire Council and the Brightspace Foundation.

The feasibility study will establish if a Destination BID for Herefordshire is an attainable objective. It will identify the most robust and effective route for developing the proposal through consultation with eligible businesses, establishing the geographical boundaries, developing its cash flow models and exploring appropriate management and governance structures. The proposed BID may apply to the whole of Herefordshire, but it must integrate with an existing Business Improvement District operating in the city.

The feasibility study is responsible for defining the types of businesses to be included in the scheme along with appropriate levy charges. The Herefordshire Destination BID has the objective of including food and drink, retail, tourism, tourism support services, heritage, leisure, cultural and creative businesses. HSFTP have already taken steps to galvanise the sector locally with their work on the DMP, the feasibility study is the next step in their aim of delivering sustainable long-term solutions for supporting and growing of the tourism sector in Herefordshire

**Working Arrangements**

The client is the Brightspace Foundation on behalf of HSFTP. The Project Lead and day to day contact will be: Nick Read, Director, Brightspace Foundation

**Timescales**

1. **Tender selection**

**Stage One**: Expression of Interest with an outline quote and proposal (no more than 1 page A4) submitted by noon on Wednesday 5th September 2018 to Nick Read, Director, The Brightspace Foundation and Jenny Beard, Chair of HSFTP.

E-mails: nick.read@brightspacefoundation.org.uk jenny.beard@btopenworld.com

**Stage Two**: Those invited to Full Tender will be notified on Tuesday 11th September 2018.

Full tender quotes and methodology together with details of relevant experience must be submitted by noon Monday 1st October 2018 to Nick Read and Jenny Beard.

Tenders will be evaluated by a panel drawn from HSFTP against:

* Quality Assurance
* Project Delivery and Methodology
* Track Record
* Cost

Interviews will take place on Thursday 18th October (afternoon) and Friday 19th October 2018

1. **Project work**

**Project Start**: Briefing and Lead Group meeting: Monday 5th November 2018

**Interim report**: Friday 21st December 2018

**Final report and presentations**: Friday 1st February 2019

**Financial parameters**

The anticipated budget for the feasibility study is circa £15,000 to include operating costs.

Payment will be made in two stages, 50% after submission of a satisfactory interim report and 50% on completion.