



COTSWOLD DISTRICT COUNCIL

Invitation for the Opportunity to Tender for the Development of a New Approach to Employee Reward and Recognition 2016

Applications are invited from suitably qualified companies who wish to be considered as suppliers to the above District Councils for the following opportunity.

Project Title: **Development of a New Approach to Employee Reward and Recognition 2016**

Summary: The 2020 Vision sets out an ambition for four local authorities, Cheltenham Borough Council, Forest of Dean District Council, Cotswold District Council and West Oxfordshire District Council to become more efficient and effective by working together whilst maintaining their individual sovereignty. Over recent months work has been undertaken to develop the underpinning processes and governance to support the effective delivery of the 2020 Vision.

Cotswold District Council as the contracting authority, are now seeking a 'partner' who will support us on our journey as we build on our vision, an Employee Recognition Proposition based on a 'total reward' approach to support the delivery of innovative, sustainable, resilient services for each Council and its residents. This is an opportunity to help us create not only a new model for delivering local services but also a new way of working so that we become a great organisation that people want to work for.

As part of the work we are undertaking we have spoken to a number of other organisations who are also looking to develop a singular approach to reward and recognition. As a result of these discussions the work we are tendering may be extended to include Cherwell District Council and South Northants Council who are working in partnership with each other. Whilst Cherwell District Council and South Northants Council's specifications are currently the same as the four 2020 partnership councils those submitting tenders may be required to adjust approaches as required by these two additional councils.

Approx. Value: £90,000

Contract period: To be agreed.

Contract form: Conditions of Contract for Consultancy Services.

Procedure type: Open.

**Evaluation of
Tender:**

Weighting criteria will be used in the evaluation of tenders:
Cost 30%, Quality 70%

**Tender
Documents:**

The tender documents are available to download on Contracts Finder via the attached link:

<https://www.contractsfinder.service.gov.uk/Notice/428537aa-47bb-42de-a40f-9ff10538cc61>

**Questions of
Clarification:**

Questions of clarification / expressions of interest should be submitted by email to procurement@gosharedservices.org.uk by **17:00 hours Friday 29 July 2016**. To be headed "**Development of a New Approach to Employee Reward and Recognition 2016**"

We will endeavour to acknowledge your Questions of Clarification by return email within 48 hours of receipt. If you do not receive an emailed acknowledgement within this time would you please contact Procurement on 01285 623311 to confirm that it has been received and registered.

Tender Returns:

Tender submissions should be delivered as 2 hard copies in accordance with the tender documents by **1200 hours Monday 8 August 2016** to:

Richard Pratley, Business Partner – Procurement
Cotswold District Council
Trinity Road, Cirencester GL7 1PX