

Justification for Selected Supplier – Design, Supply and Installation of Play Area Equipment

1. Overview of the Tender Process

A total of four tenders were received by the deadline for the *Design, Supply and Installation of Play Area Equipment* project. These tenders were formally opened by the Parish Clerk and Councillor P. Harries via Zoom on 29th July, in accordance with the council's procurement procedures and standing orders. The process was conducted transparently and documented appropriately.

Subsequent to the tender opening, the Play Area Working Group convened on 30th July to carry out a detailed evaluation of all submissions. Tenders were assessed against the pre-agreed criteria, which included:

- Design & Play Value (50%)
- Cost & Value for Money (35%)
- Delivery, Experience & Flexibility (15%)

This weighted scoring approach ensured a balanced consideration of both quality and cost, aligned with the council's objectives and community expectations.

In line with best practice and public procurement guidance, the evaluation process followed the principle of separation of duties. The working group, acting under delegated authority, undertook the full assessment and scoring of each tender. The role of the full council is to receive a summary of the tendering process, an overview of the evaluation outcomes, and to consider the working group's recommendation for the appointment of a preferred supplier.

This approach maintains transparency, accountability, and impartiality in the procurement process, while enabling the council to make an informed and robust decision on the award of the contract.

2. Summary of Scores

Supplier	Design & Play (out of 50)	Cost/Value (out of 35)	Delivery/Experience (out of 15)	Total Score
Action, Play & Leisure	31	25	15	71
CAP.Co	43	30	14	87
Groundwork East	25	30	9	64
Playdale	30	30	15	75

3. Why the Recommended Supplier Was Chosen

CAP.Co was the highest-scoring bidder following a thorough evaluation against the council's agreed criteria. Their submission stood out for its strong, creative design that balanced adventurous features with inclusivity and accessibility. The proposed play structures were not only imaginative and inviting but also provided excellent local play value, encouraging a wide range of physical and social play opportunities for children of various ages.

The proposal was also well-presented, clearly laid out, and responsive to the specific needs outlined by the Parish Council. The design reflects a deep understanding of Great Massingham's community identity, with a scheme rooted in natural materials and aesthetics that tie in beautifully with the surrounding environment and character of the village.

CAP.Co's proposal also shows commitment to community partnership. They have offered to act as a third-party funder for Phase 2 of the project required by FCC Communities Fund, providing up to £10,750. This significant contribution demonstrates their long-term engagement and support for the parish's wider aspirations.

In terms of delivery, the project will be managed by Jason who lives in the village, ensuring strong lines of communication and local accountability throughout the installation process. This adds an additional layer of flexibility and reassurance regarding timelines, responsiveness, and stakeholder involvement.

Their overall proposal offered the best value for money, when quality, creativity, community involvement, and long-term benefit were taken into account. Their flexibility, alignment with the council's priorities, and willingness to support future project phases make them the preferred supplier for the Design, Supply and Installation of Play Area Equipment and they have 10 year guarantees on wood and 15 year guarantees on metal work.

4. Compliance and Risk

All required documentation was submitted. References confirmed positive past performance. No compliance or capacity concerns were identified.

5. Demonstrating Value for Money

In accordance with FCC Community Action Fund guidance, the Working Group sought at least three competitive tenders to ensure transparency and value for money. CAP.Co's proposal was not the cheapest but scored highest overall due to superior design, community relevance, and long-term benefit. Their price was within the expected range and considered reasonable in light of the quality offered.

6. Evidence of Community Support

The project has been shaped by community engagement, including NDP survey, a specific playground survey that received over 100 responses and informal consultations. Feedback consistently highlighted the desire for an inclusive, imaginative play area that uses natural materials and reflects the character of the village. CAP.Co's proposal most closely aligns with these expectations and will deliver tangible benefit for local families and visitors alike.

7. Recommendation

The Tender Evaluation Working Group recommends that Great Massingham Parish Council appoint CAP.Co to deliver the contract for the Design, Supply and Installation of Play Area Equipment. Subject to council approval, the Clerk will notify all tenderers and proceed to issue the contract.