

Appendix iv

Bid Form

Notes:

- Completed forms for outline bids should be submitted electronically no later than 11 May 2012 to WeeklyCollectionSupportScheme@communities.gsi.gov.uk.
- Forms should be completed as fully as possible. You may volunteer additional information or annex analysis and modelling, but this shouldn't be a substitute for completing the Outline Bid form.

Basic Information

Name of Bidding Organisation	
Name of Contact Contact Details	
Name of Bid (please give the bid a short name, unique to any other bids from your organisation)	
If you are a lead bidding authority, please name those organisations you are bidding on behalf of	
If you are submitting other bids, please list all other bids	
Please describe in 150 words your current collection pattern	
What is the level of grant sought? Please outline the amount sought (split by revenue/capital) in; 2012/13 2013/14 2014/15	
Please describe any other external sources of funding (private or central government) that will help meet project costs and whether these are essential to delivery of the project	

Please describe your bid in 500 words

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Additionality

All bids need to provide reasonable evidence that funding will support additional activity, rather than activity that would have gone ahead anyway. For some authorities, that might mean adding a weekly collection of residual household waste. For others, it might mean adding a separate recycling collection. Where bids seek to retain a pattern of service provision already in place, you should provide evidence that your bid will fund genuine service improvements, for example by increasing affordability and sustainability of the chosen service configuration.

Please therefore describe (in 250 words) what is likely to happen to your waste and recycling collection services if your bid is not successful¹

¹ It is important that you provide us with some supporting evidence that supports this alternative scenario, such as minutes of Council meetings and consultation on alternative options. Please provide this as an annex

Cost Effectiveness

<p>Please outline costs of project (please add further rows as necessary).</p>	<p>In this section describe the key cost components of the project over a minimum five year period⁴. Please identify which elements of the bid are revenue and which are capital expenditure. Separate out individual costs (e.g. the acquisition of principal assets, staffing costs, publicity & communications, and overheads). Credit will be given to projects which increase service effectiveness.</p> <p>Assessors will also be looking for:</p> <ul style="list-style-type: none"> • The cost of the proposed project in absolute terms (taking into account private costs to a local authority and taking the year before the project start date as the baseline year). How these costs compare with industry standards/benchmarks and against the performance of similar local authorities, whether delivered in-house or out-sourced; • The budgetary impact of the project compared to current expenditure level and likely expenditure pattern if bid is not successful (a minimum of five years); • evidence that, where relevant, different service design options as well as procurement approaches have been tested; and • anticipation of changes to costs over time, for example allowing for asset depreciation and future design reconfigurations. 		
	With bid	Without bid ⁵	Difference
Total Costs ⁶			
Year 0 (i.e. current) Please show collection and disposal costs separately	<i>Eg Vehicles £400k Staffing costs £200k New Bins £100k Other costs £150k Disposal costs £300k⁷</i>	<i>Eg Vehicles £100k Staffing costs £150k Other costs £150k Disposal costs £450k</i>	
Year 1			
Year 2			

⁴ For a larger or more complex bid, eg investment in new infrastructure, costs may be shown over a longer time horizon where this is necessary to illustrate cost effectiveness. Please add further rows as appropriate

⁵ This is what is likely to happen if you do not receive funding. Please do not simply roll forward the current figures

⁶ For joint bids, please disaggregate for each party separately

⁷ Collection authorities in two-tier areas may include disposal costs where the project is joint with a disposal authority. It is also acceptable for collection authorities in two-tier areas not to include disposal costs so long as they confirm that the relevant disposal authority supports the bid. Please provide further detail of any changes in disposal costs in an annex if relevant

etc			
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Add further rows as necessary.

Environmental Benefit⁸

Waste Management Outcomes Waste tonnages			Baseline Year	With successful bid					Without bid					
				Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	
Total weight of residual waste arising														
Recycling/Re-use														
Residual Waste Treatment ⁹														
Landfill (including rejected material and landfilled output from other household waste processing)														
If relevant, provide data for each type of material separately collected (even if co-mingled with other recyclates) ¹⁰ . Please add additional rows as required.	Eg ferrous metals	Total weight of recyclate arising												
	Eg Glass	Total weight of recyclate arising												

⁸ Please provide data for successive 5 years, this is all that is needed to score the environmental impact (even if you have provided disposal costs for a longer period). If you have one, then you may in addition annex a waste flow analysis if that is helpful in illustrating the assumptions behind your data.

⁹ For example Energy from Waste or composting, please specify tonnage per each route. You may also wish to supplement this with a waste data flow chart.

¹⁰ If you do not provide this data we will apply WRAP standard composition for your type of recycling scheme to determine environmental impacts. If you wish to provide further detail, eg projected changes in participation and presentation rates, then please do so in a separate table.

Innovation

Please describe any elements of your bid which you feel are innovative. Credit will be given for innovative bids. You may, for example, demonstrate:

- The extent to which private sector investment has been engaged
- Participation of SMEs or the voluntary sector in the delivery of waste management services
- More effective or joined up procurement / service delivery
- The use of technology
- Making service more customer focussed (e.g. reduced number of bins)
- Synergies with existing waste management plans or strategies (where these are in place).

Feasibility

What is the proposed timetable to deliver the project	
Please confirm that you have attached a realistic assessment of the risks and dependencies of the project (eg a Risk Register). That should include dependencies and contingencies, eg forecast changes in gate fees, applications for planning permission or operator licenses, as well as some indication of its sensitivity to these.	
Please describe here your proposed project governance arrangements (including details of legal ownership of any assets)	
Please confirm that your S151 officer has approved this bid	
Where applicable, also outline procurement strategy, including evidence of compliance with European Procurement Rules as relevant. What alternative procurement options have been considered and discounted.	

Further Information

If it is a joint bid, please specify the identity and role of the different parties, clearly identifying the lead authority	
Outline of Waste Strategy (plus that of disposal authority of different) and how bid supports delivery of this	
It is important that residents are able to track your commitment to a weekly collection. Please set out how you intend to promote your commitment. For example, this could be via your website, in waste and recycling collections literature for householders, or as a statement in your annual report/accounts.	
For bids from collection authorities in a two tier area only , please confirm that you disposal authority is aware and supportive of this bid.	
If you are adding a new, weekly food waste collection to an existing fortnightly residual collection, then please confirm here that consultation with residents has confirmed this has credible support of local residents.	

Additional Documentation, eg Business Cases and Modelling

There is no requirement to provide additional documentation however, depending on the scale and complexity of your bid, you may find it useful to enclose a business case or relevant modelling and analysis where this adds relevant supporting information to support your bid. If that is the case, then please note you are still required to complete the outline bid form.

Notes on how your Bid will be assessed

Stage 1 - Each bid will be assessed individually to ensure that it meets the three core criteria, i.e. it is cost-effect, shows an environmental benefit over current performance and that there is the required frequency of collection. Each bid that meets the core criteria will go through to Stage 2 of the assessment, and the rest are rejected.

Stage 2 - Each bid is then scored against all the criteria – Cost-Effectiveness, Collection Pattern, Environmental Benefits and Innovation. The metrics for all criteria are calibrated on a 0-100 interval scale so they can be combined to produce a single overall score (without weights). 100 is the “best” score.

Stage 3 - Separately, the Policy Team will assign weightings to the core criteria and carry out a sensitivity analysis to sense-check the effect these weightings have on the ranking of bids. The choice of the weightings will ensure that the overall package of successful bids (when taken as a whole) maximises cost effectiveness, satisfies the aggregate environmental tests, and demonstrates a reasonable spread of successful bids (noting factors such as type of bids, geographical spread, and the number of households or local authorities).

Stage 4 - A feasibility check will be applied to the whole package of bids. This feasibility check will consider technological risks, financial risks (i.e. access to finance), evidence of support between collection and disposal authorities in two-tier areas, statutory requirements (i.e. planning permission, Environment Agency licensing, procurement timescales, EU State Aid compliance), and realistic timetables for delivery. Feasibility will be weighed alongside the absolute size of the bid, so that we can manage risk to the fund as a whole and avoid committing funding to high risk projects.

Stage 5 - The overall package of bids will then be assessed in the aggregate against the environmental tests and value for money. This might lead to further adjustment to the final weightings in the scoring system in order to assemble a package which maximises cost effectiveness and demonstrates a reasonable spread of bids (type of bid, geographical spread, and the number of households or local authorities benefiting).

The scoring system we intend to use is set out below. Weightings between criteria are to be settled following consideration of outline bids.

Criteria	Scoring	
	Process	Rating
Cost Effectiveness	Expert Assessment by Technical Advisory Group on whether bids demonstrate a cost effective means of achieving their aims	Bids arranged on an interval scale (0, 25, 50, 75, 100)
Collection Pattern committed to	Partly based on type of collection pattern, with a hierarchy within “weekly” as follows: <ul style="list-style-type: none"> ▪ Weekly residual collection + some recycling streams taken weekly (could be food waste) ▪ Weekly residual collection ▪ Fortnightly residual collection+ weekly food waste collection 	Bids will receive a score between 0 and 100
	Also in part related to the effect of the project on the absolute number of households to which a weekly service is offered as well as the percentage of households in that council’s to which that service is offered	
Quantifiable Environmental Benefits	We will create an estimate of the carbon impact of your proposal against a ‘do nothing’ (no bid) scenario using the data on anticipated changes in waste arisings and management over the period of the scheme.	Best bid gets 100, worst gets 0. Other bids calibrated on 0-100 interval scale
Innovation	Assessment of how innovative the bid is, using the criteria set out in the guidance	Bids arranged on an interval scale (0, 25, 50, 75, 100)