



To: Executive Councillor for Arts, Sport and Public Places: Councillor Rod Cantrill  
Report by: Elaine Midgley, Arts & Events Manager  
Relevant scrutiny committee: Community Services Scrutiny Committee 13/10/2011  
Wards affected: All Wards

## **CAMBRIDGE FOLK FESTIVAL PROCUREMENTS 2012 - 15**

### **Key Decision**

#### **1. Executive summary**

The information in this report will enable Scrutiny Committee and the Executive Councillor to decide whether to authorise Arts & Recreation to invite competitive tenders for services for forthcoming Folk Festivals.

The services to be tendered comprise:

	<b>Term</b>	<b>Estimated Contract Value</b>
Power & Lighting	3 years	£260,000
Marquees	1 year	£80,000
Online Ticketing	1 year (with extension options for a further 2 years)	£18,000 per annum (£54,000 total)

#### **2. Recommendations**

The Executive Councillor is recommended:

2.1 To authorise the Head of Arts & Recreation to tender for contractors to provide services for the Folk Festival.

2.2. To authorise the Head of Arts and Recreation to award the contract(s) to the most favourable tender(s), in accordance with pre-determined selection criteria.

#### **3. Background**

3.1 The current contracts for Folk Festival provision for marquees and power & lighting have expired.

3.2 The contract for online ticketing will expire after 2012 but an early procurement is required to ensure that tickets for the 2013 event can be sold from August 2012.

3.3 A contract of 3 years is recommended for power & lighting but will include a clause to allow us to end the contract sooner if required.

3.4 A contract of only one year is to be offered to marquees to accommodate possible changes to the Folk Festival specification as a result of anticipated re-development of the propagation centre at Cherry Hinton Hall.

3.5 A contract for online ticketing services will be offered for one year initially, with an option to extend for up to a maximum of three years in total. This will allow for flexibility to change the ticketing structure if desired for future festivals, which may require a different service to be provided. An annual extension option will enable a fast contracting process if no significant changes are required to the specification.

#### 4. Implications

- (a) **Financial Implications:** The combined contract values are £394,000. If for any reason the cost of the contract is more than 15% higher than this, following consultation with the Director of Finance, the Executive Councillor will be asked to consider a decision on the contract award and any such acceptance of a higher offer will be reported to the next Scrutiny Committee. In addition, the online ticketing provider will be required to administer the receipt of 85% of Folk Festival ticket income of £1m, however current arrangements ensure that this income is paid directly into the Council's bank account (not via the provider) to reduce the risk involved.
- (b) **Staffing Implications:** None.
- (c) **Equal Opportunities Implications:** All tenders shall be dealt within accordance with the Constitution and shall be subject to a team evaluation. An EQIA was undertaken on the Council's outdoor events, including the Folk Festival, in 2010 and included contractor considerations.
- (d) **Environmental Implications:** Environmental performance of contract bidders (such as their recycling policy and appropriate minimising of power use) will form part of the selection criteria. Reference will be made to the Council's Green Procurement Guidelines as part of the tendering and selection process.

Rating: -L negative impact (based on the impact on the Cherry Hinton Hall site of marquee structures).

- (e) **Consultation:** The implications of the Folk Festival on the local community are considered within consultation meetings with Friends of Cherry Hinton, through complaints & complements received, social media feedback, and debriefs with event contractors and staff.
- (f) **Community Safety:** All contractors have to meet minimum legal health & safety requirements.

## 5. **Background papers**

These background papers were used in the preparation of this report:  
Details of costs in 2009, 2010 and 2011

## 6. **Appendices**

None.

## 7. **Inspection of papers**

To inspect the background papers or if you have a query on the report please contact:

Author's Name:	Elaine Midgley
Author's Phone Number:	01223 - 457592
Author's Email:	<a href="mailto:elaine.midgley@cambridge.gov.uk">elaine.midgley@cambridge.gov.uk</a>