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Tender

Options Appraisal for Marina Theatre

Lowestoft Town Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-059950

Procurement identifier (OCID): ocds-h6vhtk-05a2b7

Published 26 September 2025, 9:21am

Scope

Description

The consultant will be required to:

1. Review the current operating model for the Marina Theatre, including:

- Governance and legal structure
- Financial performance and funding arrangements
- Staffing structure
- Key partnerships (including other theatres located in the wider area)

2. Identify and assess alternative operating models, including but not limited to:

- Option 1: No change to current arrangements: the Marina Theatre Trust continues to operate the theatre and receive the current grant from LTC.

Option 1.a: The consultants should consider the effect of retaining the current management model but with the potential for any reduction in the level of annual grant based on a review of generated income.

- Option 2: Bringing the theatre operation in-house under direct Town Council management
- Option 3: Outsourcing to an established external theatre operator or commercial provider
- Option(s) 4+: other options as proposed by the consultant

3. Evaluate each option against a set of agreed criteria, to include:

- Financial sustainability and value for money
- Governance and accountability
- Staff implications and organisational capacity
- Alignment with wider Town Council objectives and operations

4. Produce a final report that includes:

- Summary of findings and insights
- Detailed option appraisals with SWOT analyses and financial implications
- Comparative assessment and scoring against agreed criteria
- Risks and mitigation strategies for each option
- Clear recommendations and rationale

5. Present findings to Council officers and/or elected members

Deliverables

- Draft option appraisal report
- Final option appraisal report with executive summary and recommendations
- Presentation of findings

Total value (estimated)

- £10,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 13 October 2025 to 1 December 2025
- 1 month, 20 days

Main procurement category

Services

CPV classifications

- 79410000 - Business and management consultancy services

Contract locations

- UK - United Kingdom

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Tender submission deadline

6 October 2025, 12:00pm

Submission address and any special instructions

Please provide a short proposal, of no more than five pages (A4), that includes:

- A brief overview of your understanding of the brief
- Proposed methodology and approach, including a timeline for delivery
- Fee proposal (including breakdown of costs)
- Relevant experience, including case studies, and summary CVs | profiles for key personnel
- Two references

Submissions should be sent to Sarah Foote, Town Clerk at sarah.foote@lowestofttowncouncil.gov.uk

Tenders may be submitted electronically

No

Award criteria

Award will be made on demonstrable experience, knowledge of theatre operations, and capacity to deliver project timeline.

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[Options Appraisal Tender.pdf](#)

Contracting authority

Lowestoft Town Council

- Public Procurement Organisation Number: PLRB-8148-CZHY

First Floor, Hamilton House, Battery Green Road

Lowestoft

NR32 1DE

United Kingdom

Email: admin@lowestofttowncouncil.gov.uk

Region: UKH14 - Suffolk

Organisation type: Public authority - sub-central government