

INVITATION TO TENDER

Title: School Games Youth Voice

Deadline for questions: Monday 7 February 2022 5pm

Deadline for receipt of tender proposals: Friday 18 February 2022 10am

SECTION I: BACKGROUND

Yorkshire Sport Foundation (YSF) is an Active Partnership and regional charity that operates to connect, influence and provide sport and physical activity across the geography of South Yorkshire and West Yorkshire. YSF works in partnership with numerous organisations and groups across the public, private and voluntary landscape to not only increase participation in sport and physical activity but also to harness it to change the lives of communities and the people living and working within them. We have a strong reputation both locally and nationally in working collaboratively, leading where it is appropriate and asked of us to do so but also to facilitate, mentor and empower others to develop policy, deliver outcomes and match delivery to genuine need through making available robust information and insight on communities and people.

As an Active Partnership we support the work of the School Games. The School Games is a unique opportunity to motivate and inspire millions of young people across the country to be physically active for life through positive experiences of daily activity and competition. The programme aims to provide every child in year 3 to 13 across all education settings with a positive experience where the young person's motivation, competence and confidence are at the centre of the competition.

Mission: Putting physical activity and competitive sport at the heart of schools and providing more young people with the opportunity to compete and achieve their personal best.

Vision: The School Games will continue to make a clear and meaningful difference to the lives of even more children and young people.

From September 2021 the School Games evolved from being a predominately competitive pathway programme that focussed on the best performers to concentrate on those who are the least active and who need it most, such as those who have been most affected by COVID-19. The emphasis of the School Games is around school engagement and the current outcomes of the School Games are the following:

- '60 Active Minutes' as an entitlement for every child as part of a universal offer for all schools
- Helping targeted young people to support their physical literacy, emotional, social and physical wellbeing, including through events and competitions
- Having a clear focus on transition points
- Providing high-quality leadership and volunteering experiences
- Raising the profile of School Games through schools to parents and wider stakeholders.

There are two county level School Games programmes, one across South Yorkshire and one across West Yorkshire, with School Games Organisers delivering provision at local and sometimes district level.

At YSF we would like to understand what the motivations for young people in most need are and what the School Games programme would need to look like in order to support them to be active. This will then inform local and county wide programmes and events.

YSF is now seeking an external researcher to support us with this work across South Yorkshire and West Yorkshire.

Specifically, this will involve working alongside YSF and project partners to deliver against the project's objectives. The overall project objectives are listed below:

- Understand what the School Games means to young people, teachers and partners
- Identify the target groups of young people
- Understand the need of the target groups and what will encourage them to be active
- Understand how to engage the less active Children and Young People in sport and physical activity
- Use the findings to inform the planning of the 2022-2023 School Games Provision
- Support the School Games Organisers with the findings to ensure their local programmes are meeting the needs of the young people and that the local and county provision align

SECTION 2: SPECIFICATION

This research, funded by YSF will run from February 2022 until May 2022 and will seek to understand what the School Games currently means to young people, teachers and partners and what the need of the target groups of young people are in order to engage them in the School Games, all supporting the planning of the provision for 2022-2023.

The Research Should

- Help us understand what the School Games means to young people, teachers and partners
- Help us understand the need of the target groups and what will encourage them to be active
- Help us understand how to engage the less active Children and Young People in sport and physical activity
- Produce findings for us to use to inform the planning of the 2022-2023 School Games Provision
- Within the report note how the local and county provision can be aligned with the need of the target groups and how the different levels of provision can be aligned.

Requirements

The service being commissioned includes the following specific components:

- The delivery of a pre-outcomes workshop with YSF and it’s partners (one for South Yorkshire and one for West Yorkshire)
- Young people engaged in the research process to understand the views of their peers
- Wider understanding of current views on School Games and what needs are (maybe questionnaire)
- Focus groups or other suggestion of target young people to understand what would encourage them to be involved
- Lead the process of designing tools for the methodology
- Leave YSF with the tools to do further consultation in each SGO area and district to support the work of local partners
- Provide recommendations to support the planning of the 2022-2023 School Games
- Write two comprehensive reports by the beginning of June that sums up the learning; one for South Yorkshire and one for West Yorkshire
- Present the findings back to stakeholders and YSF staff.

There are some suggested methods but other methodology suggestions are also welcome that would help the objectives be reached.

Procurement and Project Timetable

| Event | Date/Time |
|--|-------------------------------------|
| Tender Notice posted | Monday 24 January 2022 |
| Tender response deadline | 10am Friday 18 February 2022 |
| Interviews/ Clarifications (if applicable) | Wednesday 23 February 2022 |
| Anticipated Contract of Award | Friday 25 February 2022 |
| Contract Start Date | Monday 28 February 2022 |

Bidders should raise any queries they have about the requirements by email to emma.gooch@yorkshiresport.org. These should have the subject “**Invitation to Tender – Query**”. We will host all questions raised [here](#) (without disclosing the source of the enquiry) and all responses to all bidders unless it considers the information commercially sensitive. Our view on the issue of commercial sensitivity shall be final, the bidder raising the question will be asked to withdraw it if it does not agree with this assessment. Questions and responses will be emailed to the contact linked with the original Invitation to Tender circular unless a further email has been provided.

We will be shortlisting and inviting shortlisted companies to interview. In order to ensure that both YSF’s and bidders’ resources are used appropriately, we will only invite up to three (the ultimate number will depend on the

closeness of scores) highest scoring bidders to attend an interview. Scores will be moderated based on any clarifications provided during this meeting. You are responsible for all your expenses when attending such meetings. YSF reserves the right to vary all dates in this Invitation to Tender, to terminate this procurement process and/or decide not to award a contract.

Duration of Contract

The School Games Youth Voice Research will start on Monday 28 February 2022 and terminate on 6 June 2022 upon receipt of the reports. This may change depending on Covid-19 and any future lockdowns or local changes.

Service Levels

You must propose Service Levels in your tender response for agreement with YSF. You will be required to comply with the SLAs above and any others suggested and agreed with YSF as part of the contract.

Escalation Procedures

In the event of a major problem, a list of contacts will be required to manage any problem to a successful conclusion.

Account Management

In performing the services required under this contract the supplier will report to Emma Gooch, Data and Insight Manager.

Please specify in your proposal the named individual who will be responsible for the account management of this contract on behalf of your organisation.

Management Reporting/review meetings

Management and reporting to be agreed in liaison with successful bidder.

Contract Value

The maximum value of this contract is £10,000. This includes all VAT and expenses to be charged in respect to the contract.

Payment Structure and billing requirements

A payment structure will be agreed with the successful bidder. However, it is likely that payments will be made six-monthly on submission of appropriate invoices in line with the agreed schedule.

Research criteria

You are required to respond to **ALL** of the criteria below. To assist our research of your tender submission, please ensure you clearly cross-refer your responses to the assigned numbers. Any relevant supporting tender documentation must also be clearly identifiable by a criteria number.

(a) Quality Criteria

80% of the marks will be allocated to your response to the Quality Questions (table 1 below). Each question will be scored using the methodology in the table 2 below.

Your overall score for each question will be calculated by multiplying the quality score you receive with the weighting for that question, set out below. This score will then be divided by the total maximum available score for the Quality Criteria (400) and multiplied by 80% to get your final score for that question.

Example: assume Bidder A scores 3 for Question 1: the formula is $3 \times 19 = 57$, $57 \div 400 \times 80 = 9.00\%$

20% of the marks will be available for your Price Proposal. The methodology for scoring price is set out further below.

Your responses should be supported by evidence/previous successful implementation of proposed solution for meeting our requirements.

Please note – Though criteria are numbered, this does not relate to any order of importance

Table 1

| | Criteria | Weighting |
|------------|---|------------------|
| Question 1 | <p>Outline your previous relevant experience of providing similar services including the following information in respect of each example relied on:</p> <ul style="list-style-type: none"> • Organisation Name • Length of contract • Value of contract • Reference contact details <p>Please provide references who we may contact to verify the information provided. Please also provide an example of some work you have done previously in terms of reports.</p> | 19 |
| Question 2 | <p>Outline your approach to service delivery and detail how you will meet all our requirements in the requirements section above. As part of your response you must specifically address the following:</p> <ul style="list-style-type: none"> • How you will ensure you capture not just impact but learning of the project through the requirements detailed. • The research model you propose to use. • The tools you are planning to leave for YSF to be able to continue this work beyond the research | 37 |
| Question 3 | <p>Project management and delivery specifically:</p> <p>Explain your methodology for contract implementation and why this approach is feasible and effective based on your previous relevant experience.</p> <p>Your response must include:</p> <ul style="list-style-type: none"> • a detailed project plan demonstrating your ability to meet our mobilisation timescales. • how you will meet our required service levels and any additional services. • your proposals for maintaining quality and providing management and reporting information. | 12 |
| Question 4 | <p>Demonstrate the quality and technical skills of the team members including managerial staff who you propose to undertake this contract if successful and explain how those members will have the skills and availability to provide the service to a high standard.</p> <p>Your response should outline your reporting structure.</p> | 12 |

Scoring Methodology

| | | |
|----------|---------------------|---|
| 0 | Poor | No response or partial response and poor evidence provided in support of it. Does not give YSF confidence in the ability of the Bidder to deliver the Contract. |
| 1 | Weak | Response is supported by a weak standard of evidence in several areas giving rise to concern about the ability of the Bidder to deliver the Contract. |
| 2 | Satisfactory | Response is supported by a satisfactory standard of evidence in most areas but a few areas lacking detail/evidence giving rise to some concerns about the ability of the Bidder to deliver the Contract. |
| 3 | Good | Response is comprehensive and supported by good standard of evidence. Gives YSF confidence in the ability of the Bidder to deliver the contract. Meets the Fund's requirements. |
| 4 | Very good | Response is comprehensive and supported by a high standard of evidence. Gives YSF a high level of confidence in the ability of the Bidder to deliver the contract. Exceeds YSF's requirements in some respects. |
| 5 | Excellent | Response is very comprehensive and supported by a very high standard of evidence. Gives YSF a very high level of confidence the ability of the Bidder to deliver the contract. YSF's requirements in most respects. |

(b) Price Criteria

20 marks will be awarded to the lowest priced bid and the remaining bidders will be allocated scores based on their deviation from this figure. Your total costs figure including VAT and expenses in the schedule of charges below will be used to score this question.

For example, if the lowest price is £100 and the second lowest price is £125 then the lowest priced bidder gets 20% (full marks) for price and the second placed bidder gets 15% and so on. $(25/100 \times 20 = 5 \text{ marks}; 20 - 5 = 15 \text{ marks})$

The bidder with the highest score when the quality and price marks are added up will be the preferred bidder.

Schedule of Charges

If VAT is chargeable on the services to be provided this will be considered in the overall cost of this procurement contract.

Bidders shall complete the schedule of charges below estimating the number of days and travel and subsistence costs associated with their bid. The total fixed price will be inclusive of VAT and inclusive of expenses and all costs to be incurred.

| Service | Quantity | Unit costs | Total |
|--|-----------------|-------------------|--------------|
| [You can insert budget headers if you think this will help. Staff costs, expenses etc] | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Sub-total | | | |
| VAT | | | |
| Total Price including VAT and expenses (this figure will be used to calculate your price score) | | | |

Notes:

1. YSF reserves the right to reject abnormally low tenders.

2. The Bidder's total costs must not exceed **£10,000 inclusive of VAT and all expenses. Bidders whose costs exceed this amount will be excluded from further consideration in the tender process.**
3. You should not submit additional assumptions with your pricing submission. If you submit assumptions you will be asked to withdraw them. Failure to withdraw them will lead to your exclusion from further participation in this competition.

SECTION 3: INSTRUCTIONS TO TENDERERS

Please submit your tender offer in accordance with all of the instructions, requirements and specifications set out in the enclosed documentation.

You must treat these documents and any further information provided by YSF as confidential at all times and only disclose them if necessary to prepare a compliant response to the tender.

Nothing in the enclosed documentation or appendixes, or any other communication made between YSF and any other party, can be considered a contract or agreement at this stage.

Compliance

YSF reserves the right to disqualify or reduce the research score of any tenderers who do not fully comply with the requirements in the tender documentation, in particular the closing time and date.

YSF reserves the right to evaluate proposals on a variety of criteria. The tender with the lowest price will not automatically be accepted.

The expected terms and conditions of this contract are attached to this contract as an appendix.

Validity of offer

You must offer your tender for acceptance for 60 days from the deadline for tender submission.

Please note that by submitting a tender response for consideration you are confirming that, as an officer for the company/organisation that you represent, you have read and understood the tender documents and that your offer to YSF is open for acceptance for 60 days from the tender closing date.

Tendering

If we need to amend any tender documents before the closing date, we will write to you with any changes. If we extend the deadline for tender responses, we will advise you.

YSF reserves the right, in its absolute discretion, to cancel or suspend this tender process at any time and for any reason. If we need to do this we will notify you in writing as soon as reasonably practicable.

YSF is not responsible, and will not pay for any expenses or losses you incur during, but not limited to, the tender preparation, site visits, post-tender negotiations or interviews.

Return of Tender

You must complete and submit your tender response/proposal electronically to emma.gooch@yorkshiresport.org by the tender response deadline of **10am Friday 18 February 2022.**

The email submitted must include the subject **School Games Youth Voice**

If you are experiencing any problems submitting your document by email, please phone 07940 551988 for further assistance.

We will only accept responses submitted via email. We will not accept any responses submitted by any other method. Any tender delivered after the closing date and time for any reason will be discounted. YSF is not responsible if all or part of your tender is not received.