**REQUEST FOR INFORMATION**

**REFERENCE NO: 707929450**

**CUSTOMER:**  Field Army, Ministry of Defence (The Authority)

**START DATE:**  19 MAY 2023

**DATE RESPONSE REQUIRED:** 02 JUNE 2023

Dear Potential Provider,

We would like to notify you of a potential upcoming requirement, and by doing so we seek to understand where the market stands in terms of the below requirements.

This Request for Information (RFI) seeks information relating to the provision of services and facilities for Exercise of Army Winter Sports.

# PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:

* This RFI will help us to refine the requirements.
* We reserve the right not to proceed with this procurement. Nothing shall constitute a commitment to instigating a formal procurement process.
* Any and all costs associated with the production of such a response either to an RFI or any resultant competition must be borne by the Potential Providers. The Authority will not contribute in any way to meeting production costs of any response.
* Information contained within this document is confidential and must not be revealed to any third party without prior written consent from us.
* No down-selection of Potential Providers will take place as a consequence of any responses or interactions relating to this RFI.
* We expect that all responses to this RFI will be provided by Potential Providers in good faith to the best of their ability in the light of information available at the time of their response.
* No information provided by a Potential Provider in response to this RFI will be carried forward, used or acknowledged in any way for the purpose of evaluating the Potential Provider, in any subsequent formal procurement process that may take place.
* Should a Potential Provider fail to respond to this Request for Information, it will not affect any further participation in any possible future procurement for this capability.

# DEFINITIONS

1. The ‘Contractor’: The supplier of the facilities / services to conduct the activity.
2. The ‘Authority’: The organisation requesting the use of the facilities / services.
3. ‘Exercise’: The term which refers to the overall activity including setting up and administration prior to and after the competition.
4. ‘Competition’: The period during the exercise which is dedicated to ski racing.

# CURRENT SITUATION

Field Army has highlighted the need for a contract to replace the current provision for services and facilities for exercise of Army Winter Sports. There is a requirement for the provision of services and facilities for winter sport events for Army Nordic skiing championships, which has been run annually since 2007. The Championships must take place annually between January and February.

As of 2019, Six contracts were put into place to run from 2020-2023, with five select suppliers covering the six Lots. This provision lapsed this year, in January 2023. The Authority seeking a new 4-year contract, to commence 2024/2025-2028/2029.

# OUR AIMS – WHAT WE WANT TO ACHIEVE

The Customer is looking for one or more Suppliers to deliver the following aims:

1. A contracted solution to deliver services and facilities to enable the Six Exercises of the Army Winter Sports events.
2. All competitions to deliver a challenging, yet safe course in accordance with the Federation International de Ski (FIS), International Biathlon Union IBU and World Snowboard Federation (WSF) standards, course and competition guidelines and principles.
3. The venue must be on Mainland Europe and the resort should not be more than 2 hours from an international airport and a maximum distance of 1200km from Calais, France with good transport links.
4. The international airport should be no further than 2 hours flight time from London.
5. If weather conditions such as poor visibility, high winds or lack of snow prevent an event from taking place a reserve location is to be provided by the Contractor in time to deliver the event, which must be within 45 minutes driving time from the primary resort, with appropriate facilities for spectators and sponsors to view the event. This decision to deliver an alternative resort is the responsibility of the Authority although local knowledge will be sought from the Contractor.
6. There will be a requirement to conduct pre-championships planning and provide a full results service
7. Any Alpine, Cross country and biathlon competitions must be within the same locality.
8. A race office to be available enable appropriate co-ordination for the Championship events, including communications and broadband.
9. The Contractor provided Officials must have a good grasp of the English language and be able to convey instructions and results to competitors and other Officials either directly or via radio.
10. A venue for an outdoor (standing) and indoor (seated) prize giving for personnel; full access to ranges, stadium facilities and courses; and emergency mountain rescue.
11. Crucial for potential suppliers to select a resort where the need to satisfy leisure skiers will not take precedence over the Exercise. In the event of poor snow, a reserve location for all the events is also required.
12. The availability of sufficient and affordable accommodation within reasonable travel time (max 20 mins) of the Championships. Accommodation is to be arranged and paid for outside the contract, arranged by the competition/ event leads.
13. Contractor must provide accommodation for Officials.
14. Lift passes for all Military Officials must be provided within the contract. The contractor is to negotiate discounted lift passes to be made available to all competitors which are to be purchased within the contract.

# WHAT WE ARE LOOKING FOR

The Customer is looking for Industry feedback on the following areas[[1]](#footnote-1):

1. Whether potential suppliers would be interested in the provision of services and facilities for exercise of Army Winter Sports as lotted requirements, or as wholly separate contracts.
2. If the Authority’s Statement of Requirements are deemed mature enough for market.

# OUR TIMETABLE

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| **DATE** | **ACTIVITY** |
| **19 May 2023** | Publication of the Request for Information |
| **19 May 2023** | Clarification period starts |
| **02 June 2023** | Clarification period closes |
| **07 June 2023** | Deadline for the publication of responses to RFI Clarification questions |
| **21 June 2023** | RFI Response Period Closure  |
| **28 June 2023** | Analysis of RFI responses |

# POTENTIAL PROVIDER QUESTIONS AND CLARIFICATIONS

* Potential Providers may raise questions or seek clarification regarding any aspect of this RFI document at any time prior to the Clarification Period Closure, as detailed in 'our timeline'. Questions must be submitted through this email address, with the Subject Heading ‘**Request for Information- Army Winter Sports’**. Ashleigh.Ely100@mod.gov.uk
* To ensure that all Potential Providers have equal access to information regarding this Procurement, responses to questions raised by Potential Providers will be published in a questions and answers document, which will be available through the DSP.
* Responses to questions will not identify the originator of the question.
* If a Potential Provider wishes to ask a question or seek clarification without the question and answer being published in this way, then the Potential Provider must notify us and provide its justification for withholding the question and any response. If the Authority does not consider that there is sufficient justification for withholding the question and the corresponding response, the Potential Provider will be invited to decide whether:
	+ the question/clarification and the response should in fact be published; or
	+ It wishes to withdraw the question/clarification.
1. Answers should be limited to a maximum of one side of A4 per question in using Ariel 11. [↑](#footnote-ref-1)