

SELECTION QUESTIONNAIRE

RELATING TO

THE PROVISION OF

THE UK SPORT KNOWLEDGE MANAGEMENT SOLUTION

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**Section One**

**Background**

UK Sport is the trading name of The United Kingdom Sports Council which was established by Royal Charter on 19 September 1996.

UK Sport are the nation’s trusted high-performance experts, powering our greatest athletes, teams, sports and events to achieve positive success. Through strategic leadership and investment of National Lottery and Government funds since its inception, UK Sport has transformed the high-performance sporting system, winning more Olympic and Paralympic medals than ever before and is recognised as one of the top nations in the world for event hosting capabilities.

UK Sport’s refreshed purpose from 2021 is to lead high-performance sport to enable extraordinary moments that enrich lives, and aims to work collaboratively with partners to deliver the greatest decade of extraordinary moments; reaching, inspiring and uniting the nation.

UK Sport actively works with its science, medicine and technology arm, the English Institute of Sport (EIS) and other Home Country Sports Institutes - the British Olympic Association (BOA) and British Paralympic Association (BPA) - and with other bodies such as the British Athletes’ Commission (BAC).

Additional general information about UK Spot can be found at [www.uksport.gov.uk](http://www.uksport.gov.uk).

**Knowledge Management Project - Outline statement of scope of work**

Across UK Sport we have an incredibly rich amount of intelligence on the organisations we have relationships with – sports, partners and other stakeholders. At the moment this sits in lots of different places and is rarely joined up. This results in a disjointed view of our relationships and doesn’t allow us to get a full picture of the organisations we work with to deliver our mission.

To this end, we would like to put a Knowledge Management solution in place, to extract the relevant relationship information from various sources across the business and present it in a visual and informative way to enable UK Sport to be more effective and coordinated in our external engagement.

The selection questionnaire (“**SQ**”) is a preliminary round of the tender process. It is designed to highlight the suitability of prospective suppliers to fulfil the specification of the tender. Suppliers unable to illustrate that they can meet these practical requirements will not be invited to tender for the full work. Please submit your completed SQ to [kate.palmer@uksport.gov.uk](mailto:kate.palmer@uksport.gov.uk) **by Tuesday 5 October at 4pm.**

**Timetable**

| **Date** | **Activity** |
| --- | --- |
| 8 Sep | ITT and Selection Questionnaire to be published and advertised |
| 21 Sep – 12pm | Clarifying questions in relation to the Selection Questionnaire |
| 28 Sep | Answers to Selection Questionnaire clarifying questions published |
| 5 Oct – 4pm | Deadline for submission of Selection Questionnaire. Please submit to [kate.palmer@uksport.gov.uk](mailto:kate.palmer@uksport.gov.uk) |
| 7 Oct | Notification of successful/unsuccessful SQ submissions |
| 14 Oct – 4pm | Tenderers to submit clarification questions for the ITT |
| 21 Oct | UK Sport to issue responses to ITT clarification questions |
| **1 Nov – 12pm** | **Deadline for receipt of Tenders. Please submit to** [**kate.palmer@uksport.gov.uk**](mailto:kate.palmer@uksport.gov.uk) |
| 11 Nov | **Completion of Assessment of Tenders** |
| 11 Nov | Notification of successful Tenderer/unsuccessful Tenderers |
| 17 Nov & 18 Nov | **Likely days of interviews/presentations for shortlisted Tenderers** |
| 25 Nov | Notification of successful/unsuccessful presentations |
| 10 days | Standstill period |
| 6 Dec | Contract commencement date |

**Section two: Selection Questionnaire**

**Tenderer Information**

Please answer the following questions in full.

|  |  |  |
| --- | --- | --- |
| Section 1 | Potential supplier information | |
| Question number | Question | Response |
| 1 | Full name of the potential supplier submitting the tender |  |
| 2 | Registered office address |  |
| 3 | Registered website address (if applicable) |  |
| 4 | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |
| 5 | Company registration number (if applicable) |  |
| 6 | Registered VAT number |  |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document and the ITT.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| Section 2 | Contact details and declaration | |
| Question number | Question | Response |
| 1 | Contact name |  |
| 2 | Name of organisation |  |
| 3 | Role in organisation |  |
| 4 | Phone number |  |
| 5 | E-mail address |  |
| 6 | Postal address |  |
| 7 | Signature (electronic is acceptable) |  |
| 8 | Date |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 3** | **REQUIREMENTS** | **TECHNICAL NOTES** | **Yes** | **No** |
|  | **Structure** |  |  |  |
| 1 | Folders to organise documents | Can the solution integrate as much as possible with Office 365 to maintain a consistent look and feel? |  |  |
| 2 | Type of files can be uploaded: PDFs | Can you solution support the upload of PDFs if we choose to display content in that format? |  |  |
| 3 | Type of files can be uploaded: video, Word, PowerPoint, Excel | Other files the solution should allow to be uploaded and visible. Can the solution support MP4? |  |  |
| 4 | Ability to embed content (videos, photos, YouTube videos, audio files, GIFs) in a page or a news story | Can the solution embed videos, photos, sound files to any page or news story? These might come from YouTube/Vimeo, or photos could be uploaded directly. |  |  |
| 5 | Athlete Futures, Major Events databases exported to CRM for newsletters | Can the solution migrate existing databases from other applications (eg Communicator)? |  |  |
| 6 | Accessibility requirements for newsletters etc. | Easy to read on multiple devices. Does the solution support Screen reader functionality, WCAG 2.0 standard criteria? |  |  |
| 7 | Mass mailout newsletter analytics and click through figures and insights | Understand engagement with the info shared. Can the solution provide click through, dwell time, bounce rate engagement information? |  |  |
|  | **Mobile/Offline access** |  |  |  |
| 8 | Mobile enabled which allows users to easily navigate to data they would need on the go | Can the solution support mobile phones browsers? It should be fully responsive to the device and browser in use? |  |  |
| 9 | Capture on multiple devices and various means e.g. voice message capture | If unable to type message can we send message through audio? Siri text capture function. |  |  |
|  | **Security** |  |  |  |
| 11 | Needs to comply with UK Sport cyber security policy/(SaaS) principles | Does the solution provider: Protect external data in transit using TLS? |  |  |
| Protect external data in transit using correctly configured certificates? |  |  |
| Protect internal data in transit between services using encryption? |  |  |
| Protect internal data in transit between services using correctly configured certificates? |  |  |
| If APIs are available, protect both internal and external APIs through an authentication method? |  |  |
| If there is a concept of privilege levels in the service, have the ability for low privilege users to be created? |  |  |
| If there is a concept of privilege levels, provide 2FA/multi-factor authentication? |  |  |
| Collect logs of events? |  |  |
| Make logs available to the client? |  |  |
| Have a clear incident response and patching system in place to remedy any publicly reported issues in their service, or libraries that the service makes use of? |  |  |
| Can give clear and transparent details on their product and the implemented security features? |  |  |