

**RFI0036**

**REQUEST FOR INFORMATION**

**Physical Training Facilities Management and Physical Training Services**

**RFI Title:** RFI0036

**Issue Date:** 22/04/2024

**Version:** 1.0

Contents

[1. Introduction 4](#_Toc157673658)

[2. Background 4](#_Toc157673659)

[3. RFI intended outcomes 6](#_Toc157673660)

[4. RFI Procedure 6](#_Toc157673661)

[5. How to submit responses to this RFI 6](#_Toc157673662)

[6. Confidentiality & Proprietary Information 7](#_Toc157673663)

[7. Costs of preparing your RFI response 7](#_Toc157673664)

[9. Contact 8](#_Toc157673665)

[10. Annex A 9](#_Toc157673666)

Glossary

|  |  |
| --- | --- |
| HoE | Head of Establishment |
| PDev | Physical Development |

# Introduction

**This RFI is not a bidding opportunity but a means by which industry can provide information.**

**No further discussions with industry are planned at this stage. However, any future procurement activity will be advertised in line with public procurement regulations on the Defence Sourcing Portal and Contracts Finder.**

1. Background

Navy Command are investigating the provision and ROM costings for the facilities management and PT service provision across the RN estate.

Set out below are a summarised list of requirements the services will have to meet.

Physical Training Facilities Management:

* Management, administration and functional roles of Establishment gymnasium and sports facilities (Indoor & Outdoor) for 11 naval shore establishments.
* Co-ordination of facility bookings consulting with all external user groups and sports organisations.
* Hiring and Invoicing services for non-military users.
* Administer the issue of facility user passes in accordance with local orders.
* Co-ordinate transport bookings for all sports teams.
* Intelligent Customer lead for Cardiovascular and Strength Equipment (CVSE), Adventurous Training and Sports Equipment on behalf of HoE.
* Issue sports equipment as required and maintain a log of issued equipment.
* Prepare, launder and issue sports strips for each Establishment’s sports teams/representatives and intra unit competitions.
* Maintain records of all sports equipment, including when replacement or refurbishment is due.
* Co-ordinate and produce weekly sports and fitness programmes.
* Perform the role of building manager and report all defects to the Hard FM Contractor and monitor the progress in resolving them.

And where required:

* Provide the administration, management for 7 swimming pool and swimming pool complex, including the management of current pool lifeguard workforce.
* Provide advice and resolve all swimming pool related issues.
* Organise and prepare the pool for galas and other events as agreed with the Authority.

Physical Training Services:

* Programme of core high and low impact fitness and exercise classes
* Supervise the use of the sports facilities during opening hours.
* Assist the Authority in undertaking military fitness testing.
* Non-core activities in consultation with the Authority
* Weekly timetable of the activities in a format to be agreed with the Authority.
* Provide and operate an induction methodology.

RFI intended outcomes.

This RFI aims to achieve 5 outcomes:

1. Align the MOD requirement with industry capability and processes for procurement of the required solution.
2. Develop a procurement strategy that will deliver best value for money for Defence.
3. Implement an enduring solution that allows the Authority to plan its activity against an assured continuity of service, whilst also supporting foreseeable increases in demand.
4. To inform a Procurement Strategy that enables the implementation of an enduring solution.
5. To provide evidence that there is solution available that meets the Authority’s User Requirement to enable procurement activity to proceed.
6. RFI Procedure

Responses to this RFI will be reviewed by subject matter experts from different functional areas within Navy Command Headquarters.

If upon review of your submission any clarifications or additional information is required, you will be contacted using the details provided in your RFI response.

Any details provided in response to this RFI will be used for information purposes only and will not be used to determine the potential Suppliers who will be invited to bid, should the Authority proceed to tender.

The results and analysis of this RFI shall not constitute any form of pre-qualification exercise.

Any formal procurement process will be undertaken in accordance with the relevant Procurement Law.

Nothing in this RFI, or any other engagements with Industry prior to a formal procurement process, shall be construed as a representation as to the Authority’s ultimate decision in relation to the future requirement.

1. How to submit responses to this RFI

Respondents should provide responses in accordance with the format provided in **Annex A, quoting** the RFI reference on all documentation and emails**.**

Please do not submit additional documents such as company overviews, the purpose of the RFI is to collect information related to the technical solution, any additional documents will not be included in the review process.

Any responses received after the deadline will be passed to the subject matter experts for information, however they may not be included in the RFI review meetings which are to be held immediately following the deadline.

Once completed, please return electronically to the e-mail address(es) shown below in **section 9,** no later than **12:00 on 20th May 2024**

Responses will be acknowledged electronically by return e-mail.

1. Confidentiality & Proprietary Information

No information included in your response, or in discussions connected to it, will be disclosed to any other third party.

Proprietary information, where included, should be kept to minimum and must be clearly marked.

**For the purposes of this RFI, any documentation submitted should be classification OFFICIAL**.

1. Costs of preparing your RFI response

Any costs relating to the preparation and submission of a response to this RFI are the sole responsibility of the respondent.

1. Contact

Quoting the RFI reference, please submit

1. any requests for clarification
2. all responses to this RFI and
3. any questions regarding Classification of document(s) intended for submission, to:

[NAVYCOMRCL-RFI@mod.gov.uk](mailto:NAVYCOMRCL-RFI@mod.gov.uk)

1. Annex A

**RFI0036 Provision of Physical Training Facilities Management and Physical Training Services**

|  |  |
| --- | --- |
| **Question** | **Answer** |
| Company Name |  |
| Company Address |  |
| Is the company a Small - Medium Enterprise (less than 250 employees)? |  |
|  | |
| Name of Company representative completing the RFI |  |
| Contact details (e-mail and telephone number) |  |
| Company website address |  |
|  | |
| Main products/services/line of business |  |
| Main market sector |  |
| Number of years in this market sector |  |
| **QUESTIONS** | |
| 1. Can you provide an enduring solution that meets the requirements? Please provide an indication of how you would meet the requirements. | |
|  | |
| 1. Can you provide a solution that would be adaptable to changing requirement and customer tastes. | |
|  | |
| 1. Would you be able to offer a scalable solution to meet bespoke requirements of individual establishments. | |
|  | |
| **Innovative solutions are most welcome, even if they do not meet all of the requirements above, we would welcome the opportunity to consider the positives and negatives.** | |