

**Tender – Rapid Procurement Process for Small and Medium Scale Requirements**

The Women’s Sports Leadership Academy (WSLA) – Development and Delivery

The University of Chichester

**Latest date for Return – 18 February @ 17:00**

Copyright © 2022 by The University of Chichester. All rights reserved. This document is supplied purely for the purpose of assisting suppliers to respond to this procurement, no part of this document may be reproduced or transmitted in any form, by any means (electronic, photocopying, recording or otherwise) for any other purpose

|  |  |  |
| --- | --- | --- |
| University of Chichester  College Lane  Chichester  West Sussex  PO19 6PE | Telephone:  Date:  Revision:  Email | 01243 816000  04/02/2022  0.1 Draft  [Tenders@chi.ac.uk](mailto:Tenders@chi.ac.uk) |

**Contents**

[1 Introduction and general background 1](#_Toc94782546)

[1.1 Purpose of this tender document 1](#_Toc94782547)

[1.2 Background to this tender 1](#_Toc94782548)

[1.3 High level requirements 1](#_Toc94782549)

[1.4 The bidding process 1](#_Toc94782550)

[1.5 Seeking clarification 1](#_Toc94782551)

[1.6 Procurement timetable 1](#_Toc94782552)

[1.7 The assessment process 1](#_Toc94782553)

[1.8 Confidentiality and Freedom of Information 2](#_Toc94782554)

[1.9 The template for your bid/quote 3](#_Toc94782555)

[1.10 The techncial requirements 4](#_Toc94782556)

[Appendix 1: Social Value Model: Model Award Criteria 5](#_Toc94782557)

1. Introduction and general background
   1. Purpose of this tender document

The purpose of this tender is to enable suppliers to demonstrate expertise and compliance with the University’s requirements, and to enable the University to assess the most economically advantageous solutions to its requirements, using the prescribed tendering methodology for requirements of this size and nature.

For this requirement we are obliged to by the Public Contacts Act (2015) and by our own financial regulations to undertake a competitive process. In order to enable an assessment of the best value for the University, we are undertaking the rapid tender process. The rapid process enables us to consider the value proposition, and based on this to short-list providers. Only for those who are short-listed, is the further due diligence of the competitive process undertaken.

* 1. Background to this tender

The University of Chichester is seeking an organization to work in partnership to plan, develop and deliver the Women’s Sports Leadership Academy 2022 residential (WSLA 2022).

The Women's Sport Leadership Academy (WSLA) is dedicated to developing tomorrow's leaders of sport with the aim of preparing and supporting them to step up and be part of an increased cohort of female leaders in sport.

Since 2014, 283 women based in 52 countries and spanning six continents have become graduates of the Academy. They come from a range of sports organisations, including:

* National Olympic and Paralympic Committees
* International and National Sport Federations
* Sport for development charities and organisations
* Sports departments in universities
* Sports clubs
* Media consultancy businesses

The aim for WSLA 2022, is to bring together another 36 outstanding women leaders from around the world and support them to fulfil their leadership potential and enhance their understanding of the global women and sport movement. Further information on WSLA can be found at <https://www.wsla.co.uk>

* 1. High level requirements

At this stage of development, we would like to engage an experienced sports leadership development organisation, with whom we can plan and deliver our WSLA 2022 residential at our Bognor Regis Campus, and then develop forwards to a sustainable annual programme and potentially co-develop into new areas. We recognise that sports leadership is a fast-moving environment and we are keen to implement new ideas into our established WSLA programme.

In this call, we are seeking an organization to partner with us to;

* Engage and take a lead on WSLA Programme development incl. facilitators and activities
* Lead the facilitation of the programme across the residential week
* Support the University in the selection process of attendees
* Support the University with ongoing attendee mentoring

We understand that there could be a range of interpretations of what is meant by the bullet points above, which makes it difficult to bid, and of course difficult to assess which is the most economically advantageous tender. We have set out guiding notes in section 1.9, to help guide you.

* 1. The bidding process

We are obliged by the Public Contacts Act (2015) and by our own financial regulations to undertake a competitive process. In this case the perceived value of the tender, process requires us to obtain 3 quotations. To help us assess quotations we have added a questionnaire, and ask that you complete this to help us understand the value your company can achieve.

Submission should be made by email to [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk) The closing date for submission is 18 February 2022 @ 17:00

* 1. Seeking clarification

For all queries please contact us by email [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk). Please note that during the tender period you should not contact University staff directly, as this might be considered canvassing.

Depending on the nature of the enquiry, and in so much as it does not identify your organisation, the answers to questions raised may be published on the procurement web pages <https://help.chi.ac.uk/tenders>

* 1. Procurement timetable

The procurement project is working to the following timescale:

|  |  |
| --- | --- |
| Stage | Key Dates |
| Publication of Tender Notice | 04 February 2022 |
| Closing Date for submission of Standard Selection Questionnaire | 18 February 2022 @ 17:00 |
| Clarifications (if required) | W/C 21 February 2022 |
| Award | Appointment Notice + 10 Days |

* 1. The assessment process

The University awards contracts on the basis of most economically advantageous tender, (quote) assuming that there is nothing that excludes the tenderer. All documents submitted are assessed by a panel to ensure fairness and understanding. The panel reviews the quotation for;

|  |  |
| --- | --- |
| Criteria | Weighting |
| Coherence and clarity to the University’s requirement | 30% |
| Organisational experience and capability | 10% |
| Costs | 30% |
| Compliance with the Social Value Model | 20% |
| Added value | 10% |
| Exclusion grounds \*see ([link](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/558520/PPN_8_16_StandardSQ_Template_v3.pdf)) | Pass / Fail |

* 1. Confidentiality and Freedom of Information

All tendering documentation and correspondence are treated as strictly confidential. However, the University is subject to UK Data Protection Legislation, and the Freedom of Information Act 2000. This means that the University can be asked to disclose procurement and contracting information. Please indicate any areas of your submission that you consider should be exempted from any disclosure requests and identify why they should not be disclosed.

* 1. The template for your bid/quote

We have set out a template below, and ask that you use this to help us understand your bid, in a way that allows us to compare its benefits against others. This anticipates question we / you may have.

You are welcome to submit other information, but please do help us by identifying what you can do, in relation to our requirements, and do please answer the questions below where it is possible to do so.

There is no limit to word count here, but please bear in mind the need for clarity etc

|  |  |
| --- | --- |
| 1 | Please describe your proposed input into programme planning/selection of attendees process ahead of WSLA 2022 with associated costs |
| There is no limit to word count here, but please bear in mind the need for clarity etc | |

|  |  |
| --- | --- |
| 2 | Please describe your approach to the design, development & preparation for the WSLA 2022 event (based on 4 days of event and includes design time & event agenda construction), with associated costs.  It will be helpful if you can supply examples of similar programmes you have been involved in. |
|  | |

|  |  |
| --- | --- |
| 3 | Please describe the approaches you will adopt to facilitating the WSLA 2022 residential to meet the objectives of WSLA and how this will operate from a participant’s point of view. Please include associated costs. |
|  | |

|  |  |
| --- | --- |
| 4 | Please describe any post WSLA 2022 activities assuming the University wishes to host the WSLA residential annually, with any associated costs |
|  | |

|  |  |
| --- | --- |
| 5 | Please tell us something about you and your organisation, for example in relation to the social value model |
|  | |

* 1. The techncial requirements

To comply with the Public Contracts Act 2015 and our own financial regulations, before it makes any final decisions, the University is required to ensure that any supplier meets a number of key characteristics. As well as ensuring suitability and value these include areas such as how you comply and support the Modern Slavery Act and the various aspects of the Social Value Model.

Please note that during the contacting phase of this procurement, we will ask questions about;

* The status and formation of your company
* The ownership of your company, and any exclusion grounds (for example convictions)
* Any sub-contractors that you might use
* Economic and financial standing
* Technical and professional ability (potentially to access references of relevant existing customers)
* Compliance with statutory obligations (Modern Slavery Act)
* Liabilities Insurance

How your company supports the Social Value Model (including recovering from Covid 19, tackling inequality, fighting climate change, equal opportunity and wellbeing). Principles of the SVM are described in **Appendix 1**

Appendix 1: Social Value Model: Model Award Criteria

|  |  |  |
| --- | --- | --- |
| SVM Theme | SVM Policy Outcome | SVM Model Award Criteria |
| COVID-19 Recovery | Help local communities to manage and recover from the impact of COVID-19 | Effective measures to deliver any/all of the following benefits through the contract:   * Creation of employment, re-training and other return to work opportunities for those left unemployed by COVID-19, particularly new opportunities in high growth sectors. * Support for people and communities to manage and recover from the impacts of COVID-19, including those worst affected or who are shielding. * Support for organisations and businesses to manage and recover from the impacts of COVID-19, including where new ways of working are needed to deliver services. * Support for the physical and mental health of people affected by COVID-19, including reducing the demand on health and care services. * Improvements to workplace conditions that support the COVID-19 recovery effort including effective social distancing, remote working, and sustainable travel solutions. |
| Tackling economic inequality | Create new businesses, new jobs and new skills[[1]](#footnote-2) | Effective measures to deliver any/all of the following benefits through the contract:   * Create opportunities for entrepreneurship and help new organisations to grow, supporting economic growth and business creation. * Create employment and training opportunities particularly for those who face barriers to employment and/or who are located in deprived areas, and for people in industries with known skills shortages or in high growth sectors. * Support educational attainment relevant to the contract, including training schemes that address skills gaps and result in recognised qualifications. |
| Increase supply chain resilience and capacity | Effective measures to deliver any/all of the following benefits through the contract:   * Create a diverse supply chain to deliver the contract including new businesses and entrepreneurs, start-ups, SMEs, VCSEs and mutuals. * Support innovation and disruptive technologies throughout the supply chain to deliver lower cost and/or higher quality goods and services. * Support the development of scalable and future-proofed new methods to modernise delivery and increase productivity. * Demonstrate collaboration throughout the supply chain, and a fair and responsible approach to working with supply chain partners in delivery of the contract. * Demonstrate action to identify and manage cyber security risks in the delivery of the contract including in the supply chain |
| Fighting Climate Change | Effective stewardship of the environment | Effective measures to deliver any/all of the following benefits through the contract:   * Deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions. * Influence staff, suppliers, customers and communities through the delivery of the contract to support environmental protection and improvement. |
| Equal opportunity | Reduce the disability employment gap | Effective measures to deliver any/all of the following benefits through the contract:   * Demonstrate action to increase the representation of disabled people in the contract workforce. * Support disabled people in developing new skills relevant to the contract, including through training schemes that result in recognised qualifications. |
| Tackle workforce inequality | Effective measures to deliver any/all of the following benefits through the contract:   * Demonstrate action to identify and tackle inequality in employment, skills and pay in the contract workforce. * Support in-work progression to help people, including those from disadvantaged or minority groups, to move into higher paid work by developing new skills relevant to the contract. * Demonstrate action to identify and manage the risks of modern slavery in the delivery of the contract, including in the supply chain. |
| Wellbeing | Improve health and wellbeing | Effective measures to deliver any/all of the following benefits through the contract:   * Demonstrate action to support health and wellbeing, including physical and mental health, in the contract workforce. * Influence staff, suppliers, customers and communities through the delivery of the contract to support health and wellbeing, including physical and mental health. |
| Improve community integration | Effective measures to deliver any/all of the following benefits through the contract:   * Demonstrate collaboration with users and communities in the co-design and delivery of the contract to support strong integrated communities. * Influence staff, suppliers, customers and communities through the delivery of the contract to support strong, integrated communities. |

1. The University will welcome the opportunity to develop degree apprenticeships, internships and placements, Continuous Professional Development, as well as collaborative programmes and career pathways with suppliers. [↑](#footnote-ref-2)