

## SE1168 – Buddle Support Services – Supplier Engagement Event

#	Question	Sport England Response
Buddle Supplier Engagement: – Stakeholder Engagement, Content and Programme Co-ordination Development – 24 <sup>th</sup> July 2024 at 10:00 am		
1	Please would you expand more on the Programme Coordination point – in terms of data on a day-to-day basis.	The Buddle programme has a KPI tracker, which is updated monthly. The Programme Co-ordination role involves setting up some of that information. KPI data comes from website analytics, workshop delivery and other places. The Programme Coordination role is more about sending out requests and reminders for other suppliers to provide information and/or update the tracker than finding the information themselves. Its more administrative and communication. Some other practicalities would be talking to the team about agenda items for the project board and providing secretariat. Such as tacking agenda items and minutes for the project board.
2	Stake holder engagement there is different activities; in terms of Focus work, do you have a sense of how many places and partners, and how frequently we would be doing that focus work?	Over the last 3 years we were aiming to work with five places or partners each year, for those of you that have been place based work you will know that progress is at the speed of trust, it can be stop – start so we have not reached that many. Through dialogue with colleagues internally we would be able to identify places or partners who are more ready, so are anticipating 10 to 12 places or partners per year, this is not a definitive, this is an ambition. This s where we are aiming and are looking for a supplier to be able to provide that resource and are leaning towards more places than partners.
3	How will management of KPIs fit with evaluation contract?	The KPI provide us with a monthly guideline, number of website users pages they are looking at, what content has been engaged with and seasonality impact. The KPIs feed through to the evaluation partner who collate and summarise them. The operational impact looks and who is using the website and most engaged and popular resources as well longitude picture whereas the KPIS provide as with a monthly snapshot.
4	Do you have indicative budgets for each lot at this stage?	For the Stakeholder Engagement, Content Development and Programme Co-ordination the budget was published to indicative budget as £1.2m ex VAT or £1.4m inc VAT, this will be clear in the ITT. We will also build in some contingency budget to enable us to scale up or add things in within the scope of the contract.
5	Can you clarify if you are looking to appoint one provider per lot, or multiple providers per lot?	We are open to any supplier of suppliers bidding for any of the lots. This will be assessed individually. We are open to the same supplier covering multiple lots. With the exception of the evaluation Lot which will need to be independent to the other 2 lots. To clarify the supplier that is awarded the evaluation lot will not be awarded either of the other Lots.
Buddle Supplier Engagement: Workshops and Learning Development 24 <sup>th</sup> July 2024 at 2pm		
1	Are you wedded to Eventbrite as a booking system?	No, not absolutely. It is a platform we presently use and have been using it for about 6 months. We have to give it time to bed in and ensure we are confident in using it and all its functionality before making a decision. If it doesn't work and we can find a better option, we will do so in due course with digital marketing and comms colleagues.
2	Is there an expectation that courses are accredited or certified?	No there isn't, there are no courses that are certified, that is not our intention. They don't form part of any club accreditation for any of our partners. That's not a direction that we were thinking off.  We don't particularly want participation in the programme to become a tick box exercise or a collection of certificates that the workshops are a great opportunity to build knowledge and understanding but also networking opportunities for volunteers and the professional workforce.
Buddle Supplier Engagement: – Evaluation 25th July 2024 at 2pm		
1	Can you please share an indicative budget for the work?	The indicative budget is around £400 thousand, that is for the period and includes the optional 1-year extension. This equates to about £100k per year.

<b>2</b>	Are there any previous published evaluation reports?	<p>We haven't previously shared the evaluation publicly.</p> <p>The current 3-year contract period ending March 2025 is the first time we have had an evaluation partner for Buddle for a longitudinal period, evaluations before this have been moment in time spot checks.</p> <p>We will not be sharing the current contract evaluation reports as we don't want to prejudice potential suppliers approach and methodology to the work.</p>
<b>3</b>	Could you give a bit more information on the balance of users and non-users in the evaluation?	<p>We feel it is important to hear from both, we will be guided by you and your expertise as to what you think is an appropriate balance and your methods for engaging users and non-users. The proportions of that and the design approach.</p>
<b>4</b>	Are the processes, reporting templates etc. already set? or is the provider also given the opportunity to design the approach and processes as part of the ITT?	<p>Providers have the opportunity to design the approach and processes, this is the opportunity we are giving you.</p> <p>The thing we want to stick with is our theory of change, we have had it for the last 3 years and are happy that it gives us a really good view of the strategic impact the difference the programme is making.</p>