**Instructions for Completing the**

**Standard Selection Questionnaire (SQ)**

**for**

**The Approved People Support Suppliers List**

CONTENTS:

SECTION ONE

1. Background

2. Outline Statement of Scope of Work

SECTION TWO

**Section One**

UK Sport operate a number of people development programmes and initiatives aimed at supporting and developing key personnel in the World Class Performance System, from Chief Executives and Chairs to Performance Directors, existing world class coaches and those coaches and practitioners starting on their journey into high performance sport.

These development programmes range in length of contract term from one off interventions such as specific types of technical and non-technical coaching support to multi-year residential development programmes.

This Standard Selection Questionnaire (SQ) relates to the selection stage for the provision of obtaining a place on the UK Sport Approved People Support Supplier List. The Invitation to Tender (ITT) documentation that has accompanied the SQ is for information only. It should not be completed. The ITT for completion will be sent to those bidders that are selected to tender following this SQ stage.

The selection questionnaire is a preliminary round of the tender process. It is designed to highlight the necessary practical requirements of the four different Lots. Suppliers unable to illustrate that they are able to meet these practical requirements will not be invited to tender for the Lots specified.

**Background**

UK Sport is the brand name of the United Kingdom Sports Council which was established by Royal Charter on 19th September 1996 as one of the two successor bodies to the Sports Council. UK Sport’s mission is to works in partnership to lead sport in the UK to world-class success. UK Sport’s core responsibilities cover sports performance, hosting major events and international. UK Sport has a subsidiary company the English Institute of Sport which provides sports science, medicine, research & innovation, talent identification programmes and initiatives and performance lifestyle support to athletes.

UK Sport is the government agency responsible for investing National Lottery and Exchequer in high performance sport. It invests in Great Britain’s best Olympic and Paralympic sports and athletes to maximise their chances of success on the world stage.

UK Sport provides National Lottery Funding to help National Governing Bodies of Sport attract and stage some of the most important international sporting events to the UK, following the successful hosting of the 2012 Olympic and Paralympic Games.

UK Sport works with National Governing Bodies and other partner organisations to help them build positive working relationships with International Federations and other international bodies to ensure National Governing Bodies a voice on the world stage. Furthermore, UK Sport’s well-established International Development assistance programme is recognised worldwide in the development through sport sector.

**Outline statement of scope of work**

The UK Sport Approved People Support Supplier List (“**Supplier List**”) is being set up to support the development of individuals and teams within the world class performance system. The Supplier List will consist of four separate Lots.

UK Sport has an in-house people development team, providing support to sports in the development of their people. UK Sport requires external people development specialists to provide advice and support when sports demand for people development exceeds the specialist knowledge or capacity of the UK Sport people development team.

The proposed supplier list will be initially be for a period of three years, with an option to extend it for an additional one year period.

The following lots are available:

|  |  |
| --- | --- |
| Coach Developer  (Lot 1) | Coach Developers are skilled support practitioners who plan for, implement, and sustain strategies and interventions in support of expert performance in sport coaching. |
| Mentor  (Lot 2) | Mentors will provide support and when required advice to enhance knowledge/experiences of an individual around the high-performance environments. The Mentor will encourage people to manage their own learning and understand their own potential to improve their own performance. |
| Executive Coach  (Lot 3) | The Executive Coach is an accredited professional that provides a safe, structured and trustworthy environment in which to offer support for an individual or team. Executive Coaches operate a partnership approach where there is a thought provoking and creative process that inspires an individual to maximise their personal and professional potential. |
| Senior Leadership Team Developer  (Lot 4) | Senior Leadership Team Developers are experts in supporting and developing our leadership spine including the Chief Executive Officer and Performance Director to operate as a cohesive and effective unit adding value to the collective organisation and to ensure achievement of strategic objectives for their organisation/sport. The Senior Leadership Team Developer will ensure teams have an awareness and understanding of their dynamics and will create a safe, structured and trustworthy environment in which to offer support. |

**Timetable**

|  |  |
| --- | --- |
| **Date** | **Activity** |
| 18 December 2020 | Selection Questionnaire and ITT published |
| 12pm 4 January 2021 | Clarifying questions in relation to the Selection Questionnaire |
| 8 January 2021 | Answers to Selection Questionnaire clarifying questions published |
| 5pm on 13 January 2021 | Deadline for the receipt of Selection Questionnaires |
| 15 January 2021 | Notification of successful/unsuccessful Selection Questionnaire |
| 22 January 2021 | Clarifying questions in relation to the ITT/Tender |
| 27 January 2021 | Answers to ITT/Tender clarifying questions published |
| **12pm 3 February 2021** | Deadline for receipt of tenders |
| 22 February 2021 | Completion of assessment of tenders and notification of successful tenderer/unsuccessful tenderers |
| 22 February - 5 March 2021 | Standstill period 10 Days |
| 6 March 2021 | Contract commencement date |

**Selection Questions**

**If bidders are responding to multiple lots please complete the universal section and then the specific sections for the Lots bidders wish to bid for.**

Universal

**Part 1 – Supplier Information**

|  |  |  |
| --- | --- | --- |
| **Section 1** | Potential Supplier Information | |
| **Question Number** | **Question** | **Answer** |
| 1 | Full company name of the potential supplier submitting the information |  |
| 2 | Registered office address (if applicable) |  |
| 3 | Registered website address (if applicable) |  |
| 4 | Trading status  a) public limited company  b) limited company  c) limited liability partnership  d) other partnership  e) sole trader  f) third sector  g) other (please specify your trading status) |  |
| 5 | Date of registration in country of origin |  |
| 6 | Company registration number (if applicable) |  |
| 7 | Charity registration number (if applicable) |  |
| 8 | Registered VAT number |  |

|  |  |  |
| --- | --- | --- |
| **Section 2** | Contact details and declaration | |
| **Question Number** | **Question** | **Answer** |
| 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** | General questions | |
| **Question Number** | **Question** | **Answer** |
| 1 | Do you have experience of working in high performance environments in either sport or business? | Yes/No |
| 2 | Do you currently hold indemnity insurance? | Yes/No |
| 3 | What level of indemnity insurance do you have? (Minimum £2,000,000) | Amount |

Lot 1 – Coach Developer

|  |  |  |
| --- | --- | --- |
| **Section 4** | Coach Developer Questions | |
| **Question Number** | **Question** | **Answer** |
| 1 | Do you have experience of supporting coaches in high performance environments? | Yes/No |
| 2 | Have you had experience of providing coach development support to podium or development/age group coaches | Yes/No |
| 3 | What environments have you worked in with coaches?  Tick all the apply | Olympic/Paralympic coach  Professional sports coach  Pathway/academy coach |
| 4 | Do you currently hold or are working towards a relevant qualification and or a professional body/membership? | Yes/No  Please give details of the relevant qualification |
| 5 | Do you hold a driving license? | Yes/No |
| 6 | Do you have a current DBS/safe guarding? | Yes/No  Please give the date of your most recent DBS check |
| 7 | Please provide a brief description of experience providing coach development support to podium or development/age group coaches | 400 words |

Lot 2 - Mentor

|  |  |  |
| --- | --- | --- |
| **Section 5** | General questions | |
| **Question Number** | **Question** | **Answer** |
| 1 | Do you hold Recognised accreditation as a mentor or an equivalent qualification? | Yes/No |
| 2 | Please give the name and a description of the qualification you hold? | 100 words |
| 3 | Have you actively taken part in CPD over the last 12 months? | Yes/No  Please describe your CPD portfolio over the last 12 months |
| 4 | Have you worked with any of the roles listed below in an official mentoring relationship?  Performance Director, Head Coach, Coach, Head of Performance Support, other staff within sports World Class Programme or National Governing Body | Yes/No |
| 5 | Please give a brief description of the individuals you have worked with in a mentoring capacity over the last 12 months | 400 words |

Lot 3 – Executive Coach

|  |  |  |
| --- | --- | --- |
| **Section 6** | General questions | |
| **Question Number** | **Question** | **Answer** |
| 1 | Do you hold Recognised accreditation as an Executive (business) Coach to at least senior practitioner level (EMCC/APEC/ICF or equivalent? | Yes/No |
| 2 | Please give the name and a description of the qualification you hold? | 100 words |
| 3 | Have you actively taken part in CPD over the last 12 months? | Yes/No  Please describe your CPD portfolio over the last 12 months |
| 4 | Do you have a supervisor? | Yes/No |
| 5 | Do you undertake regular supervision, if so how often? | 100 words |
| 6 | Have you worked with individuals at C-suite level (Chair, CEOs or Directors)? | Yes/No |
| 7 | Please provide a brief description of work done with C-Suite individuals | 400 words |

Lot 4 – Senior Leadership Team Developer

|  |  |  |
| --- | --- | --- |
| **Section 7** | General questions | |
| **Question Number** | **Question** | **Answer** |
| 1 | Do you hold some form of exec coaching or organisational psychology qualification or behavioural qualification or equivalent | Yes/No |
| 2 | Please give a brief description of the qualification/qualifications you hold | 100 words |
| 3 | Have you actively taken part in CPD over the last 12 months? | Yes/No  Please describe your CPD portfolio over the last 12 months |
| 4 | Have you worked with teams at C-suite level (Chair, CEO’s or Directors)? | Yes/No |
| 5 | Please provide a brief description of the team development work you have done at this level and indicate the diagnostic tools you have used | 400 words |