



INVITATION TO TENDER

Title: Sustainable Sports & Physical Activity Programme

Deadline for receipt of tender proposals: 12 noon, 20th September 2021

Contract Value: £20,000 - £40,000

Duration of Contract: 12 - 15 months

Background

JU:MP, the Bradford Local Delivery Pilot (LDP) is a pilot programme led by Active Bradford that aims to test and learn what helps children and families to be active. The pilot is one of 12 Sport England LDPs across England <https://www.sportengland.org/our-work/local-delivery-pilots-community-of-learning/>, and has received £9 million of National Lottery funding, through Sport England to deliver and evaluate the programme. Born in Bradford, a research programme hosted at Bradford Teaching Hospitals NHS Foundation Trust, are leading the pilot on behalf of Active Bradford.

JU:MP aims to improve the health and wellbeing of children aged 5 – 14 and their families, through physical activity across a disadvantaged, ethnically diverse area of North Bradford. The aim is to pilot a whole systems approach to increasing children's physical activity by working with local families, communities, schools and organisations, by making improvements to the environment and influencing policy and strategy.

JU:MP aims to energise, inspire and support children and families to enjoy being active and to make this easier for them to do. The priority is to engage less active groups of children which local and national data shows include:

- Girls
- Children and young people from BAME communities
- Children with disabilities

Outcomes

The ambition of our pilot is to use physical activity as a vehicle to achieve three outcomes that the Bradford District Plan of 2016 set out as priorities for the District.

1. Better Health (improved physical and mental wellbeing)
2. Better Skills (improved academic and social skills)
3. Safe, clean and active communities (reduced crime, improved social mixing and inclusivity)

The pilot's objective is to increase the numbers of children achieving 60 minutes of moderate-to-vigorous physical activity (MVPA) per day at a population level, and thus improve outcomes for children and young people aged 5-14 years. Born in Bradford measured the physical activity levels of 1429 Bradford children aged 9-11 years from 2017-2019, using accelerometry (devices worn on the



hip that accurately measure activity). They found that there were major inequalities in physical activity levels across gender and ethnicity with White British Boys being the most active, and Pakistani Heritage girls being the least active. (See table below). JU:MP is committed to reducing these inequalities by addressing the barriers that less active groups of children face.

	All	Boys	Girls	White British	Pakistani Heritage	White British boys	Pakistani Heritage boys	White British girls	Pakistani Heritage girls
MVPA mins/day	46	54	38	53	40	62	49	47	33
% Meeting Guidelines	23%	34%	13%	32%	16%	42%	28%	24%	6%

MVPA mins = the average number of minutes of moderate-to-vigorous intensity physical activity each day

The pilot will work across a defined area of North Bradford; Eccleshill and Windhill; Fairweather Green, Heaton Toller, Manningham and City; Allerton and Bolton and Undercliffe (See Map Appendix 1). This area has high levels of deprivation and a population of 140,000, of which 27,000 are children and young people.

Sport England have tasked the Local Delivery Pilots with creating sustainable changes to tackle inactivity and JU:MP is taking a behaviour change approach to achieve this. This approach involves building the capability and motivation of children and families to be active, and creating sustainable opportunities to be active in the local area. This will be by creating sustainable opportunities for organised sports and active recreation and also encouraging children and families to do simple things to be active for themselves like walking to the shops, going to the park or playing active games together.

Our approach is to work in partnership with local organisations and communities, taking an asset-based approach and focussing on solutions.

Further information: <https://www.activebradford.com/jump>

The Neighbourhood Approach

Over the last two years, the JU:MP Pathfinder Phase has tested a whole systems approach to increasing children’s physical activity levels by working at a neighbourhood level with families, communities, schools and organisations, and by making improvements to the environment (e.g. parks and green space). JU:MP Neighbourhoods are hyper local areas identified as having a recipe for success, including engaged community and faith organisations, 4 - 6 schools and local green space with potential to be developed as an active, playful environment. The learning from the last two years has formed the basis for the Accelerator Phase, which will run from 2021/22 - 2023/24. (See JU:MP neighbourhoods map in Appendix 1).

The **JU:MP Accelerator Phase plan** has 15 workstreams which have been identified through evaluation of the Pathfinder Phase and wider research into what shows promise of working. The Sustainable Sports and Physical Activity workstream is a key cross-neighbourhood workstream linking into the local action plans, as well as engaging children and families across the whole area.



Details on the workstreams can be found on the JU:MP website: <https://www.activebradford.com/what-is-jump>

Section 1: Specification

Introduction

Sustainable Sport and Physical Activity programme

Recreational sport and physical activity are one of the eight best investments for a whole-system approach to physical activity. Aligned with JU:MP, it is essential that programmes are developed and delivered with a specific focus on those who are most in need or have the lowest participation rates.



Our insight work has shown that children enjoy organised and informal sport and active recreation, and want opportunities to participate.

Requirements

We require an organisation to develop and deliver a sustainable sports/physical activity programme taking an asset-based, collaborative approach.

We are looking for an organisation (or partnership of organisations) with:

- Strong and longstanding relationships with the local community and partners.
- Track record of successfully delivering sport & physical activity programmes in the local area.
- Track record of successfully working in partnership with local organisations.
- The ability to manage & deliver activities/projects that create sustainable sports/physical activity.
- A long-term commitment to the local community to maintain a legacy from JU:MP that benefits local children and families' health and wellbeing.
- A physical space (venue/green space) in the neighbourhood that has potential to be a hub for children and families physical activity is desirable, though not essential.

The services to be delivered are to:

Develop and deliver sport and/or physical activity opportunities to children/families that are sustainable longer term and/or achieve long-term behaviour change in children and families.

- Support and embed physical activity in the local community; working directly with children and families from the JU:MP area, particularly those who are less active such as girls and BAME children and young people.
- Initiate or deliver regular activities which could include informal games, sports, play, dance, walking or cycling to engage less active children aged 5 to 14 years from the JU:MP area.
- Deliver or facilitate activities in green spaces and/or in local venues to build confidence and regular engagement by children aged 5 to 14 years and their families that can be sustained.

To create sustainability, you may choose to take one or more of these approaches:

Charging	To develop, promote and deliver sport/physical activity with a charge to participants.
Run by volunteers	To identify, engage and train volunteers to be local leaders to deliver sport/physical activity (formally or informally) and provide them with the resources to be able to do so.
Run by families	Encourage, train and empower parents, family members and children to become local physical activity 'leaders' and provide them with the resources to be able to do so. This could include facilitating parent-led sports activity (formal or informal) and/or developing child-led or young person-led activities.



Children and families are active for themselves	Encourage behaviour change in children and families to be active independently and for themselves (rather than just leading activity sessions).
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In order to help create active communities, organisations will:

- Build strong relationships with children and families by engaging through schools, faith settings or community organisations.
- Support the Join Us: Move. Play Campaign and wider communications including social media activity, videos and local promotion of the campaign.
- Work with the JU:MP core team to feed into the relevant JU:MP neighbourhood action plans and link into the other JU:MP workstreams.
- Engage in regular training and development sessions with the JU:MP core team and share learning with wider JU:MP partners.

Research

Research is integral to the pilot and you will be part of a world-leading research programme. You will be expected to work closely with the research team to evaluate the implementation and impact of your work as part of the whole system approach to increasing levels of physical activity. This will be completed through:

- Creating a plan with support from the JU:MP core team that sets out what changes you want to achieve using the logic model approach (See appendix 2).
 - Submitting an evaluation report every 6 months using the JU:MP monitoring and evaluation reporting tool. The tool requires you to:
 - enter data around project delivery, attendee demographics and frequency of attendance, and data from the JU:MP 6-monthly satisfaction questionnaire,
 - document what's gone well and what could be improved, and
 - summarise the impact of your project, the challenges and the learning resulting from this.
 - Completing a survey related to your organisation at least two times during the Accelerator Phase
 - You may also be asked to participate in interviews as part of the process evaluation of JU:MP.
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The JU:MP Programme uses a behaviour change approach and applies a concept called the Theory of Change. The key actions required by the Sustainable Sport and Physical Activity programme and the changes that the actions will aim to achieve are mapped out below:

Actions	Change to be achieved
Local organisations develop organised sport/active recreation sessions or clubs to build engagement and create sustainable physical activity opportunities, e.g. self-funded, volunteer-led or affordable coaching models.	<ul style="list-style-type: none"> Organisations have the knowledge, skills and motivation to support families to be active Organisations provide opportunities for children to be active
Sport and physical activity providers engage and empower local people to support informal or formal physical activity. Develop local role models who are relatable and reflect the diversity of our communities.	<ul style="list-style-type: none"> Organisations provide opportunities for children to be active People can access resources and support children to be physically active in their community Organisations provide social support and encouragement for families to be active
Providers develop sport and physical activity opportunities, e.g. informal family cycling and cricket in the local park or self-led walking groups.	<ul style="list-style-type: none"> Organisations provide families with the knowledge and skills to be active Organisations provide social support and encouragement for families to be active Families allow children to be physically active Families think there are opportunities for children to be physically active safely

Outputs

Organisations are required to define their outputs (e.g. numbers children & young people engaged, number of sessions, number of sustainable activities, etc.) as part of their tender response.

They will also be required to meet the following minimum requirements:

- Create physical activity that becomes sustainable beyond the lifespan of the project.
- Engage in the JU:MP Programme and the Join Us: Move. Play. Campaign.
- Support at least 3 JU:MP fun days per year in local parks/green space(s).
- Carry out the monitoring and evaluation as required by the JU:MP research team.
- Organisation to submit 6 monthly reports on progress.



Our Values

- Collaborative working is at the heart of the JU:MP Pioneer Neighbourhood; doing with, not for, or to communities.
- Take a behaviour change approach focusing on the capability, opportunity and motivation of children and families to be active.
- Establishing an ethos for the programme that is fun, energising and inclusive.
- Community engagement and co-design are principles that will run throughout the programme.
- Establishing sustainable activity wherever possible and supporting communities to do things for themselves.
- Taking a test and learn approach, being open to taking risks and being innovative.
- Build on the assets and energy that is already in existence in the neighbourhood.

Procurement and Project Timetable

Event	Date/Time
Tender Notice posted	30 th July 2021
Tender response deadline	12 noon, 20th September 2021
Clarification (if applicable)	21 st September 2021
Interviews	13 th & 14 th October 2021
Decision made	15 th October 2021
Anticipated start date of contract	30 days after decision date
Start date for delivery	As soon as possible



Procurement Procedure

Bradford Teaching Hospitals NHS Foundation Trust (BTHFT) is leading the tender process and will manage and oversee the contract, once awarded on behalf of Active Bradford.

Bidders should raise any queries they have about the requirements by email to tenders.jump@bthft.nhs.uk with the subject "JU:MP Sustainable Sport & Physical Activity - Tender Query". We will publish all questions raised (without disclosing the source of the enquiry) and all responses to bidders on our website www.activebradford.com/jump-tender-opportunities, unless we consider the information to be commercially sensitive. Our view on the issue of commercial sensitivity shall be final, the bidder raising the question will be asked to withdraw it if it does not agree with this assessment.

We reserve the right to carry out clarifications if necessary; these may be carried out via email or by inviting bidders to attend a clarification meeting. In order to ensure that both BTHFT's and bidders' resources are used appropriately; we will only invite bidders to attend an interview and present proposals if deemed necessary. You are responsible for all your expenses when attending such meetings. BTHFT reserves the right to vary all dates in this Invitation to Tender, to request bidders to attend an interview, to terminate this procurement process and/or decide not to award a contract.

Duration of Contract: 12 - 15 months

An additional 9 – 12 months funding may be made available for programmes that are successful in achieving sustainable sports/physical activity programmes.

Service Levels

You must propose Service Levels in your tender response for agreement with BTHFT. You will be required to comply with the SLAs above and any others suggested and agreed with BTHFT as part of the contract.

Escalation Procedures

In the event of a major problem, a list of contacts will be required to manage any problem to a successful conclusion.

Account Management

In performing the services required under this contract, the supplier will report to Jan Burkhardt; JU:MP Programme Director.

Please specify in your proposal the named individual who will be responsible for the account management of this contract on behalf of your organisation.

Management Reporting/Review Meetings

Management and reporting to be agreed in liaison with successful bidder.



Contract Value

£20,000 - £40,000 inclusive of VAT.

Payment Structure and Billing Requirements

Payments to be made in quarterly instalments on achievement of agreed milestones.

Evaluation Criteria

You are required to respond to **ALL** of the criteria below. To assist our evaluation of your tender submission, please ensure you clearly cross-refer your responses to the assigned numbers.

(a) Quality Criteria

80% of the marks will be allocated to your response to the Quality Questions (table 1 below). Each question will be scored using the methodology below.

Your overall score for each question will be calculated by multiplying the quality score you receive with the weighting for that question, set out below. This score will then be divided by the total maximum available score for the Quality Criteria (325) and multiplied by 80% to get your final score for that question.

Example: assume Bidder A scores 3 for Question 1: the formula is **$10 \times 15 = 150$** , **$150 \div 325 \times 80 = 37\%$**

20% of the marks will be available for your Price Proposal. The methodology for scoring price is set out further below.

Your responses should be supported by evidence/previous successful implementation of proposed solution for meeting our requirements.

Please note – Though criteria are numbered, this does not relate to any order of importance

Table 1

	Criteria	Weighting
Question 1	<p>Provide a detailed summary of work your organisation has previously undertaken that is relevant to this tender</p> <p>Describe your track record of working successfully in partnership with relevant local partners and organisations. Outline your previous experience of providing sports and physical activity to the community in the local area including the following information in respect of each example provided:</p> <ul style="list-style-type: none">● Organisation name● Length and value of contract	15



	<ul style="list-style-type: none"> Two references who we may contact to verify the information. 	
Question 2	<ul style="list-style-type: none"> Provide details of how your existing local partnerships will help you to deliver the programme requirements. Outline your long term commitment to the aims of the Sustainable Sport and Physical Activity programme Outline how your organisation is committed/aligned to the values outlined above and give examples of how you have worked in this way 	15 10
Question 3	<ul style="list-style-type: none"> Provide your plan for implementation using the template in Appendix 3 - Project Map, this should include your specific outputs (numbers engaged, number of sessions etc) Provide a timeline for the one year programme. Describe why this approach is realistic and achievable based on your previous experience. How you will meet our required service levels and any additional services you can provide. 	10
Question 4	<ul style="list-style-type: none"> Describe how you will create sustainable activity & behaviour change beyond the lifetime of the JU:MP programme. Outline how your staff/coaches experience, knowledge and skills will be beneficial to the project. Outline your organisation's governance and internal reporting structure if appropriate. 	10 5

Scoring Methodology

0	Poor	No response or partial response and poor evidence provided in support of it. Does not give BTHFT confidence in the ability of the Bidder to deliver the Contract.
1	Weak	Response is supported by a weak standard of evidence in several areas giving rise to concern about the ability of the Bidder to deliver the Contract.
2	Satisfactory	Response is supported by a satisfactory standard of evidence in most areas but a few areas lacking detail/evidence giving rise to some concerns about the ability of the Bidder to deliver the Contract.



3	Good	Response is comprehensive and supported by good standard of evidence. Gives BTHFT confidence in the ability of the Bidder to deliver the contract. Meets the Fund's requirements.
4	Very good	Response is comprehensive and supported by a high standard of evidence. Gives BTHFT a high level of confidence in the ability of the Bidder to deliver the contract. Exceeds BTHFT's requirements in some respects.
5	Excellent	Response is very comprehensive and supported by a very high standard of evidence. Gives BTHFT a very high level of confidence the ability of the Bidder to deliver the contract. Exceeds BTHFT's requirements in most respects.

(b) Price Criteria

20 marks will be awarded to the lowest priced bid and the remaining bidders will be allocated scores based on their deviation from this figure. Your total costs figure including VAT and expenses in the schedule of charges below will be used to score this question.

For example, if the lowest price is £100 and the second lowest price is £125 then the lowest priced bidder gets 20 (full marks) for price and the second placed bidder gets 15 marks and so on. $(25/100 \times 20 = 5$ marks; $20 - 5 = 15$ marks)

The bidder with the highest score when the quality and price marks are added up will be invited to an interview process. Within this interview, we will explore further the tender and meet with your partner organisations.

Schedule of Charges

If VAT is chargeable on the services to be provided, this will be taken into account in the overall cost of this procurement contract.

Bidders shall complete the schedule of charges below estimating the number of days and travel and subsistence costs associated with their bid plus wider costs such as venue hire and materials, etc. The total fixed price will be inclusive of VAT and inclusive of expenses and all costs to be incurred.

Notes:

1. BTHFT reserves the right to reject abnormally low tenders.
2. The Bidder's total costs must not exceed **£40,000 inclusive of VAT and all expenses. Bidders whose costs exceed this amount will be excluded from further consideration in the tender process.**



3. You should not submit additional assumptions with your pricing submission. If you submit assumptions, you will be asked to withdraw them. Failure to withdraw them will lead to your exclusion from further participation in this competition.





Section 2: Instructions to tenderers

Please submit your tender offer in accordance with all of the instructions, requirements and specifications set out in the enclosed documentation. You must treat these documents and any further information provided by BTHFT as confidential at all times and only disclose them if necessary to prepare a compliant response to the tender.

Nothing in the enclosed documentation or appendixes, or any other communication made between BTHFT and any other party, can be considered a contract or agreement at this stage.

Compliance

BTHFT reserves the right to disqualify or reduce the evaluation score of any tenderers who do not fully comply with the requirements in the tender documentation, in particular the closing time and date.

BTHFT reserves the right to evaluate proposals on a variety of criteria. The tender with the lowest price will not automatically be accepted.

Validity of offer

You must offer your tender for acceptance for 60 days from the deadline for tender submission.

Please note that by submitting a tender response for consideration, you are confirming that, as an officer for the company/organisation that you represent, you have read and understood the tender documents and that your offer to BTHFT is open for acceptance for 60 days from the tender closing date.

Tendering

[Download the application form.](#)

Your submission should not exceed **3,000 words**.

If we need to amend any tender documents before the closing date, we will write to you with any changes. If we extend the deadline for tender responses, we will advise you.

BTHFT reserves the right, in its absolute discretion, to cancel or suspend this tender process at any time and for any reason. If we need to do this, we will notify you in writing as soon as reasonably practicably.

BTHFT is not responsible, and will not pay for any expenses or losses you incur during, but not limited to, the tender preparation, site visits, post-tender negotiations or interviews.

Return of Tender

You must complete and submit your tender response/proposal electronically to **tenders.jump@bthft.nhs.uk** by the tender response deadline of **12 noon, 20th September 2021**.

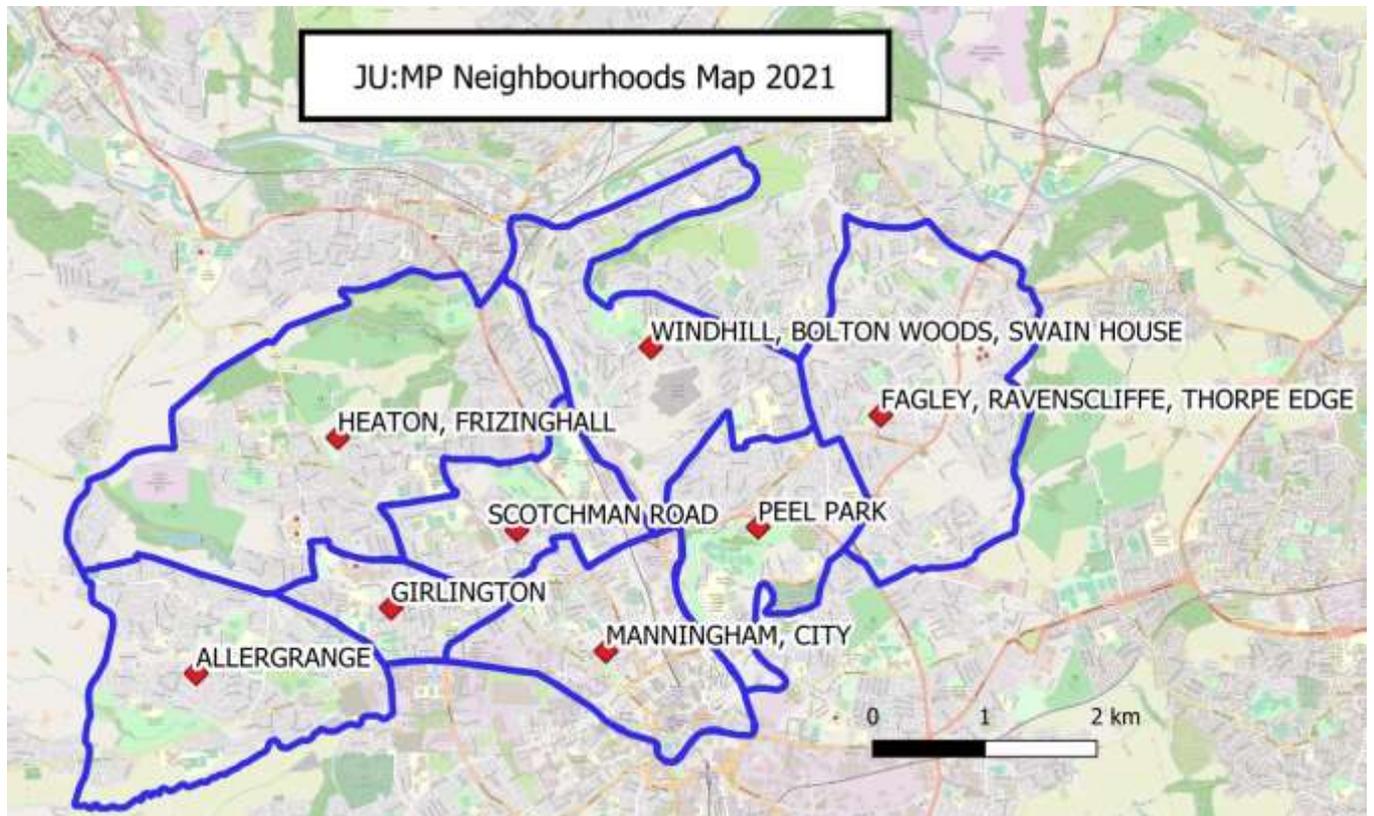
The email submitted must include the subject **Invite to Tender – JU:MP Sustainable Sports & Physical Activity**



If you are experiencing any problems submitting your document by email, please email **tenders.jump@bthft.nhs.uk** for further assistance.

We will only accept responses submitted via email. We will not accept any responses submitted by any other method. Any tender delivered after the closing date and time for any reason will be discounted. BTHFT is not responsible if all or part of your tender is not received.

Appendix 1



Appendix 2 - *Example

Project map – how do we get there?

Component	Example (SA girls cricket)
Inputs	Funding, staff to deliver cricket sessions, equipment (cricket bats, balls etc.)
Activities	Promotion / marketing of cricket sessions Community engagement Delivery of sessions
Outputs	Number of sessions delivered Number of SA girls attended sessions
Outcomes	<p>Short term - SA girls increase cricket skills, SA girls enjoyed playing cricket and are more motivated to try other sports and activities</p> <p>Medium term - SA girls increase physical activity levels</p> <p>Long term - SA girls have improved physical and mental health</p>
Moderators	Weather Whether SA girls have money / clothing to attend