



Invitation to Quote for:

The Preparation of a Facilities Strategy for Snowsport England

Issue Date:	January 5th 2010
Return Date:	January 18th 2010
Appointment Date:	w/b January 25th 2010
Project Completion Date:	June 30th 2010

1 General Requirement

Quotes are invited for the supply of services in respect of a Facilities Strategy for Snowsport England. The successful supplier will be responsible for providing this service, liaising closely with the Project Manager – Tim Fawke.

Detailed requirements are defined in the Brief.

2 Background

Snowsport England has never had a comprehensive facilities strategy. There was a strategy produced in 1988 but this failed to make an impact and was not comprehensive. As a result of funding from Sport England, Snowsport England is now in a position to commission the preparation of a comprehensive facilities strategy for snowsport in England. This will examine the issues of:

- Where are we now?
- Where do we want to be?
- How will this be delivered?

This will need to be examined from the perspective of all the different snowsport disciplines (Alpine, Nordic, Snowboarding and Freestyle), as well as the different facility types that currently exist and that are being proposed for the future. It also need to examine issues from the perspective of population distribution.

3 Submission of Quote

Quotes, which should be received no later than **noon on 18th January 2010**, and any queries, should be addressed to

Tim Fawke
Chief Executive
Snowsport England
Area Library Building
Queensway Mall
The Cornbow
Halesowen, West Midlands
B63 4AJ

Tel 0121 501 2314

Email tim@snowsportengland.org.uk

Quotes shall be submitted **via e-mail**.

4 Non-Consideration of Quotes

Snowsport England may in its absolute discretion refrain from considering any quote if:

- it is not received within the deadline;
- if it is not received with all the information required by Snowsport England.

Those quoting will have carried out all researches, investigations and enquiries which can reasonably be carried out and be satisfied as to the nature, extent, and character of the requirements of the work, the extent of the materials and equipment which may be required and any other matter which may affect the quote.

Snowsport England shall make no payments save as expressly provided for in this project brief and no compensation or remuneration shall otherwise be payable by Snowsport England in respect of the scope of the project being different from that envisaged by those quoting.

5 Checking and Acceptance of Quotes

Those quoting should satisfy themselves of the accuracy of all fees, rates and prices quoted, since they will be required to hold these or withdraw their quote in the event of errors being identified after submission.

Snowsport England will accept the quote, which it considers to be the most advantageous.

It will take into account: the following factors:

- Experience and expertise of consultants
- Proposals for carrying out the project to meet the terms of the brief;
- Project management, staffing and resources available to ensure delivery;
- Quoted costs;
- Consultant's responses (written and oral) to any supporting information that may be requested;
- References provided by third parties (written or oral).

Snowsport England reserves the right not to award the Contract to the lowest or to anyone quoting.

6 Confidentiality

The Conditions of Contract and the Specification and all other documentation or information issued by Snowsport England relating to the Project shall be treated by

those quoting as private and confidential for use only in connection with the Project and any resulting contract and shall not be disclosed in whole or in part to any third party without the prior written consent of Snowsport England.

7 Objectives

The Aim is to provide Snowsport England with a framework for the delivery of facilities for snowsports, which meet the needs of current and future participation, and are economically, environmentally and socially sustainable.

The **Key Objectives** of the Project are to :

- provide a comprehensive and robust Facilities Strategy for snowsports for the period to 2015 and in broad terms until 2030, which can:
- influence the development and retention of facilities for snowsports
- be a guide for the development of quality facilities which meet the needs of all participants regardless of level or discipline
- be used as an evidence base for planning policies and proposals across England

8 The Brief

Snowsports are diverse and have many differing needs. The sport is growing and becoming more discerning as the end user become more sophisticated. As part of the whole sport plan, Snowsport England has been set targets to raise participation. This can only be achieved with a network of facilities which meet the needs of the customer. With this in mind, a facilities strategy is required. This strategy will need to be developed in three separate but interlinked stages.

The first of these is where are we now? This stage will require an accurate audit of the facilities that currently exist in England. It will require, as a minimum, the following information to be determined:

- Location
- Facilities provided, slope, lifts, car parking, ancillary facilities
- Condition
- Management
- Ownership
- Programme
- Usage
- Planned developments (if any)

In addition information about any known developments that are being planned, this could include new slopes, or extensions of current facilities. Sites will need to be mapped.

In addition a review of topical issues in snowsport relating to participation, and the impact that facilities have on this, will need to be undertaken. This will include sport development

issues as well as the current status of the market. This will require a thorough investigation and interpretation of participation data relating to snowsports. Issues such as surface choice and other factors will also need to be explored.

The second stage will examine issues relating to where do we want to be? A specification will need to be prepared for each discipline identifying needs for competition, training, and recreational activity which can inform facility requirements for the future. This will include issues relating to the following:

- Slope, surface, terrain, uplift and gradient
- Storage
- Timing, judging, and scoring
- Changing
- Lighting
- Viewing and spectators
- Equipment hire
- First aid, and other ancillary indoor accommodation
- Access and external accommodation ie carparking

Snowsport facilities can have a significant environmental impact. Consideration must be given to issues relating to:

- Planning
- Sustainability
- Green Issues
- Innovation in the market
- New technologies

All of the above issues need to be discussed in the context of market trends in the industry for the term of the strategy

The first two stages will all be used to develop the case for the last stage which will examine the case for snowsports. This section will include the development of a hierarchy of facilities which will include:

- Standards
- Catchments including population and drive times
- Facility specifications
- Facility mixes

This will need to look at the different facility types and how they can interact with one another, looking at national, regional and more locally based facilities. Once again the full spectrum of snowsport activities will need to be considered.

Taking into account the audit of facilities undertaken in stage one, an identification of facilities required will then be able to be produced, identifying gaps in current provision which can be filled by extension to current facilities, or new facilities. An important part of

this will be examining strategic facilities which are at risk, due to lack of investment, poor management or other factors. Priorities will need to be determined which will create the basis upon which an action plan for the development of facilities can be determined.

Funding and cost implications of the action plan are important and therefore for each facility type indicative costs will need to be indicated based on current day prices. In addition an indication of funding sources will need to be provided. This may be in the form of grant aid sources, but more likely in the form of the development of partnerships. These partnerships will include the commercial and public sectors as well as the role that the voluntary sector can play in the delivery of facilities.

9 Required Outcomes

Final reports should include:

- an executive report which can be used to influence a wider audience
- a short methodology report setting out the process undertaken in drawing up the work.
- a facilities strategy, incorporating an Action Plan for snowsports facilities

In addition consultants should include for

- A short presentation to be made by on completion of the Project to key Officers and Board Members
- This may need to be made to other selected groups (to be arranged separately)

Ownership rights for all mapping, The Facilities Strategy and all information, including any consultation responses, gathered to prepare it shall rest with the Snowsport England. All publicity material should include the logo of Snowsport England.

All work will need to be in both paper and CD format and include an Executive Summary. The format should enable the information to be transferred to the word processing, spreadsheet, and be suitable for external publication. Electronic versions of documents shall be prepared in a form suitable for downloading from the Internet

10 Timetable

Deadline for Submission of Quotation	Noon 18th January 2010
Interviews (if necessary)	w/b 25 th January 2010
Appointment	w/b 25 th January 2010
Commissioning Meeting	w/b 1 st February 2010
Draft Report for Comment	by 30 th June 2010

Invoicing

Dates to be agreed

11 Meetings

The consultant will need to allocate time for meetings with the project manager and other meetings felt necessary to deliver the project. These will need to be included in all costings.

12 Requirements

The successful company is expected to work largely under their own direction. Any assistance or information anticipated to be required from Snowsport England should be specified in the submission.

13 Financial Accounts

Any company submitting a tender will need to provide the latest financial accounts in full.

14 Payments

These are to be agreed at the Commissioning Meeting. However, it is anticipated that staged payments will be made on:

- On appointment 30%
- Draft submission of Strategy (30%)
- Satisfactory completion of Project (40%)

The Consultant's invoices shall state the completed stage of work to which it relates

Appendix A – Tender Form

Note – Please adjust the size of the text boxes to suit your response.

SECTION A Company Details

A-1 Company Name

A-2 Registered Office

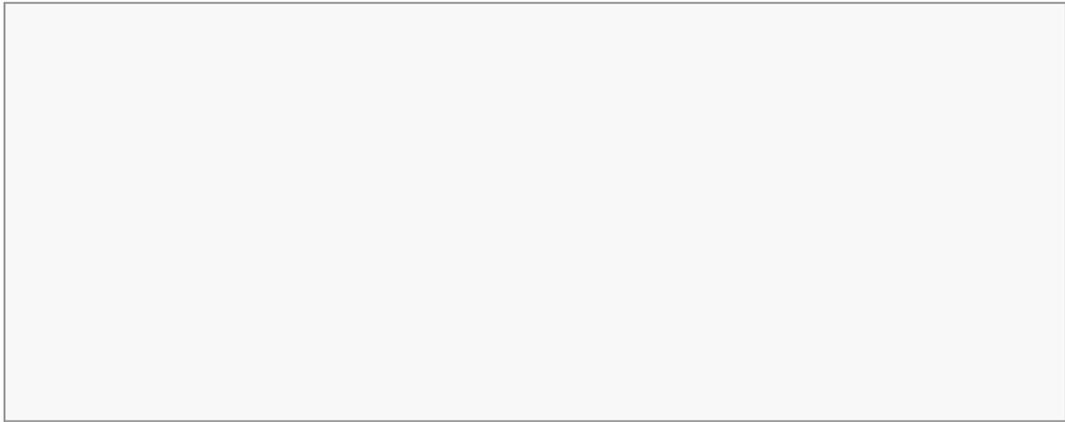
A-3 Registration Number

A-4 If the Company is a member of a group of companies, give the name and address of the ultimate holding Company.

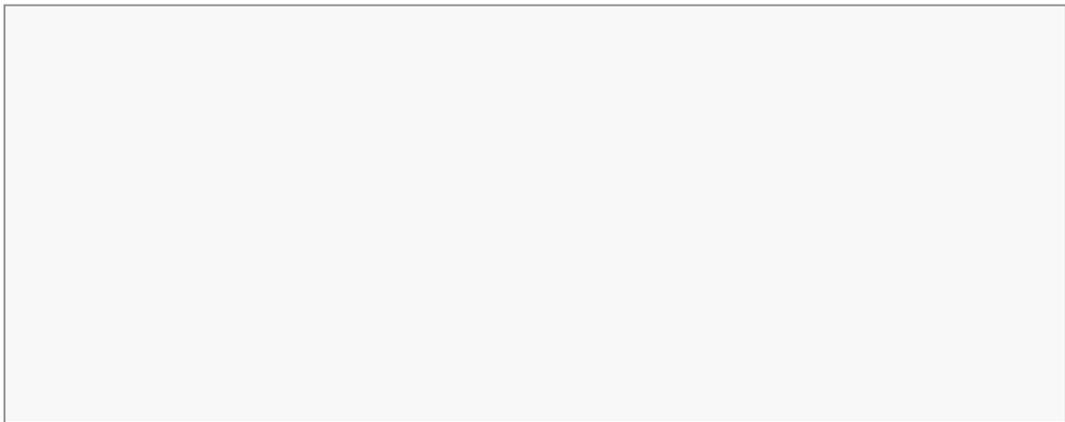
A-5 Does your company or any of your company's Directors (of a company), partners (of a firm) or anyone in an equivalent position e.g. any other senior managers who have powers of representation, decision or control have any convictions relating to any of the offences listed under regulation 23(1) of the Public Contracts Regulations 2006. If so, please list each conviction with full details.

SECTION B Experience of the Company

B-1 Please provide a brief history of the Company and its evolution.

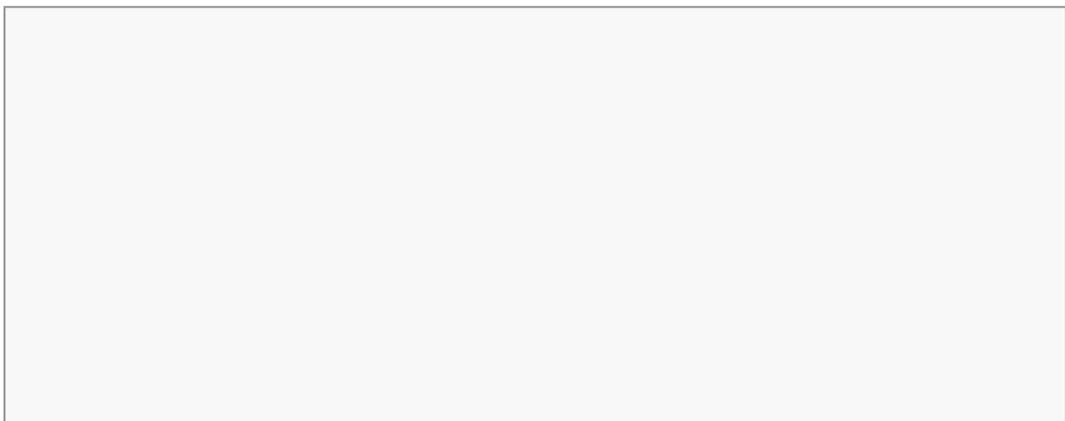
A large, empty rectangular box with a thin black border, intended for the user to provide a brief history of the company and its evolution.

B-2 Please provide an overview of the range of services that the company supports.

A large, empty rectangular box with a thin black border, intended for the user to provide an overview of the range of services that the company supports.

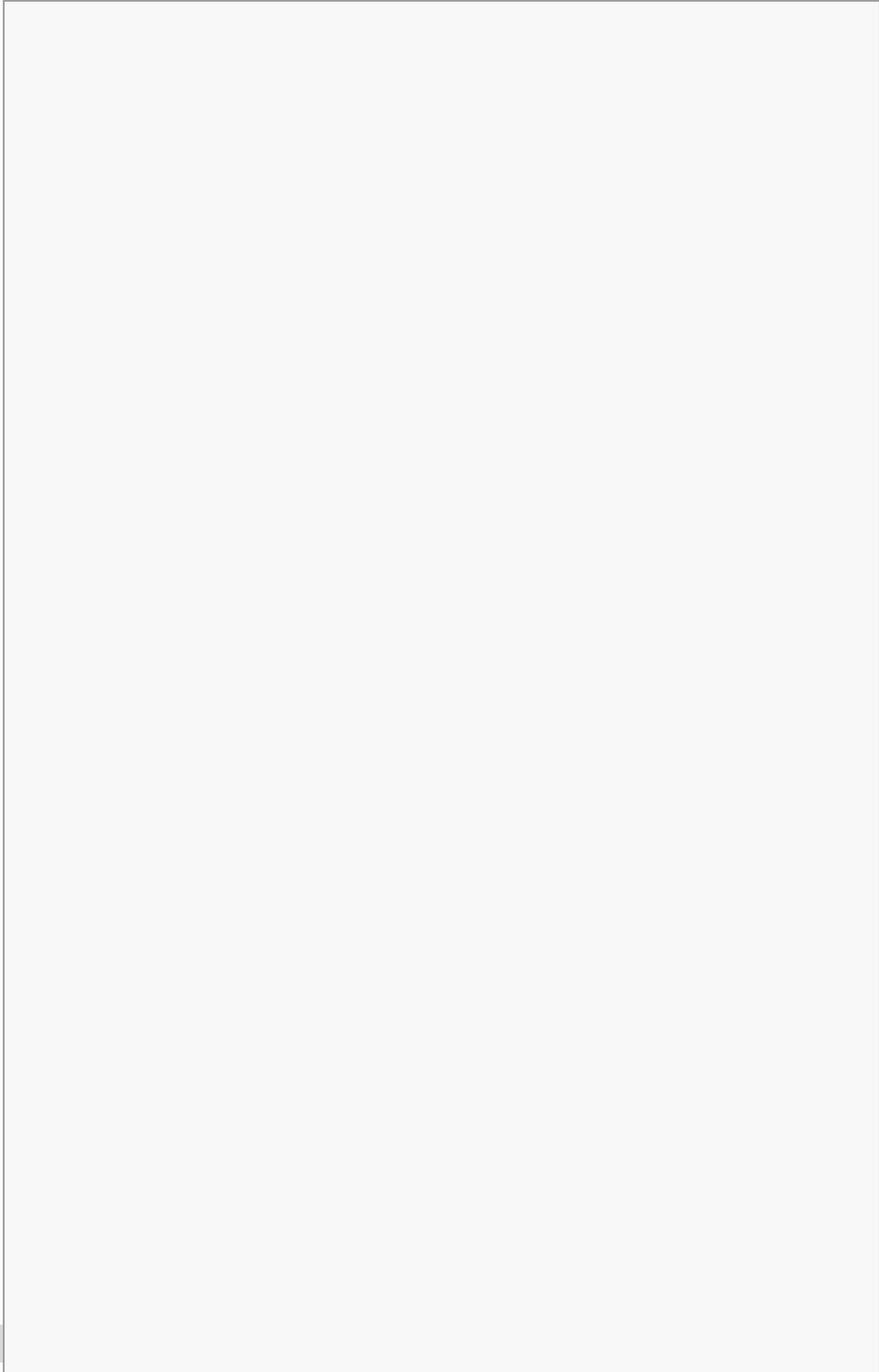
B-3 Company and Management Structure

Please detail your company and management structure.

A large, empty rectangular box with a thin black border, intended for the user to detail their company and management structure.

B-4 Curricula Vitae

Please provide CVs of the key employees that you are proposing to commit to this contract (*should it be awarded to your company*). Please also provide the name and contact details for each of your Colleagues.

A large, empty rectangular box with a thin black border, intended for providing CVs and contact details for key employees. The box is currently blank. There are two small grey rectangular tabs at the bottom left and bottom right corners of the box.

SECTION C References

C-1 Please state the Company names, site addresses, telephone and contact names of referees from whom references may be sought, and indicate if you require the initial contact to be made by your company.

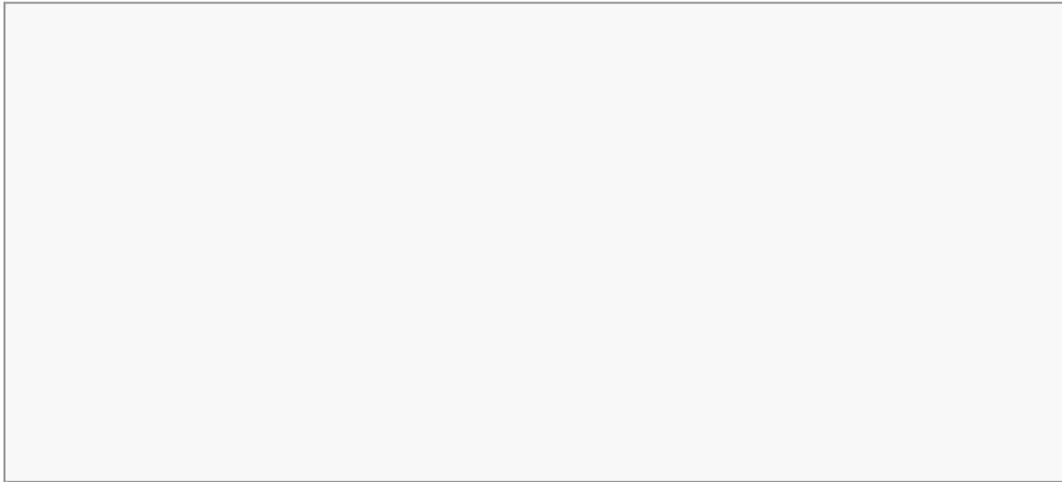
Contact name and position in company	Company name and full postal address; telephone number; fax number (if available)	Initial Contact to be made by yourselves? (Yes/No)



SECTION D Proposed Working Methods

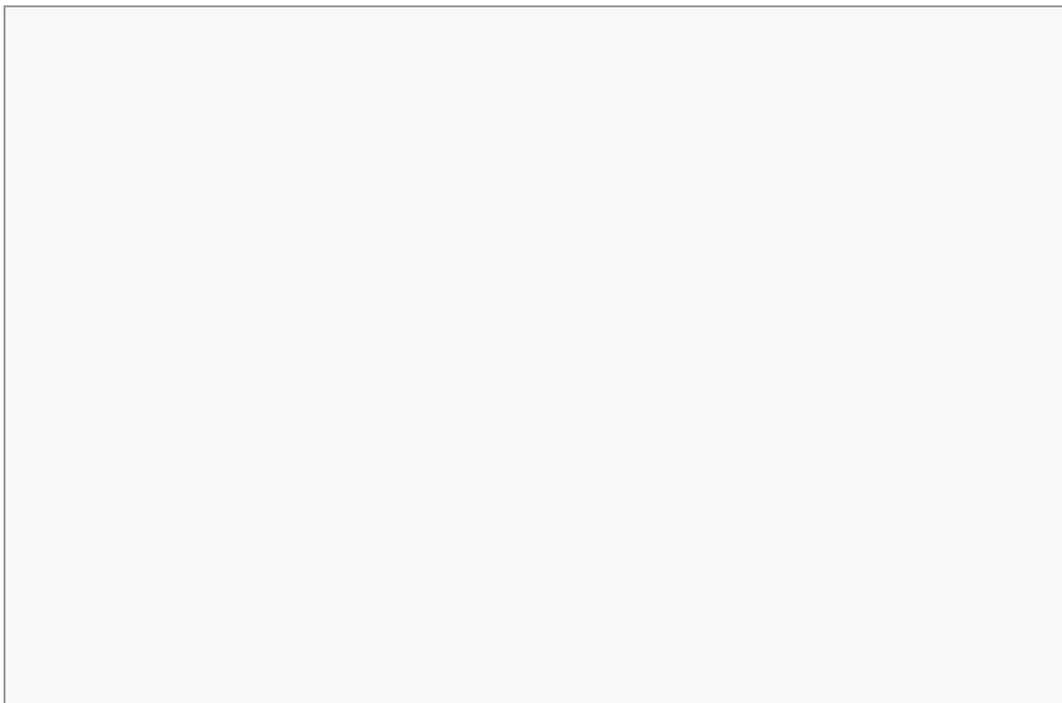
D-1 Method Statements

Please provide method statements that describe, in some detail, the work methodology that will be used to carry out the work. This should include the processes to be used to prepare the report, present the proposals and how you will ensure that relevant stakeholders are involved.



D-2 Assumptions

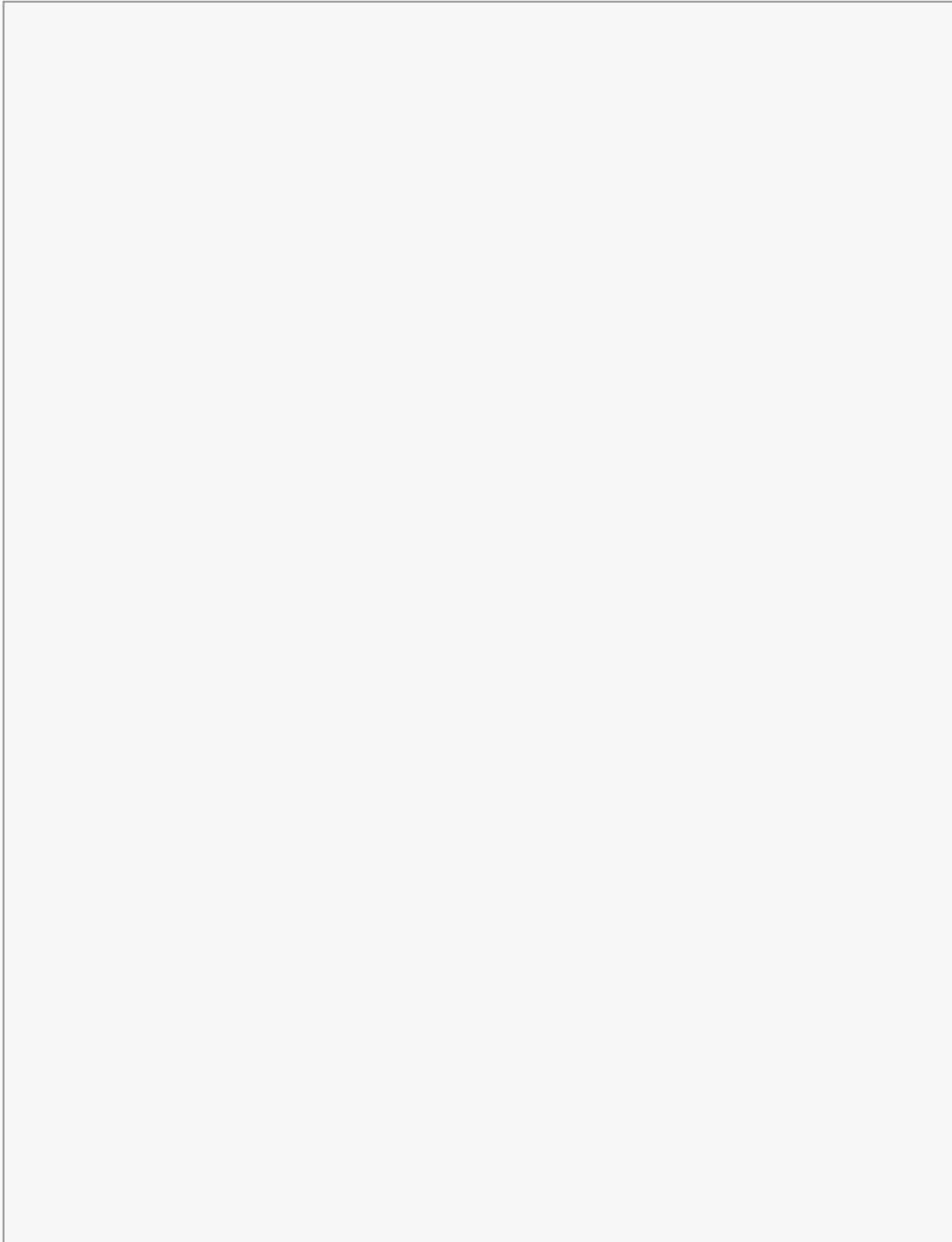
Please detail the assumptions that have been made about Snowsport England's management of, and input to, this piece of work, including time commitment.



SECTION E Project Plan

E-1 Please detail your proposed project plan (including resources and timescale).

Weekly checkpoint reports, providing a high-level status summary of progress to date, will be required. The exact detail of these and additional formal reporting requirements will be clarified during the interview stage.

A large, empty rectangular box with a thin black border, intended for the respondent to provide their proposed project plan details, including resources and timescale.

E-2 Please detail your projected timescale

Milestone	Snowsport England Timetable	Consultant Timetable
Closing date for Quotation	Noon on 18th January 2010	
Interviews	w/b 25th January 2010	
Appointment	w/b 25 th January 2010	
Initial briefing on appointment	w/b 1 st Feb 2010	
Project commences	1 st Feb 2010	
Draft Report to SSE for Comment	By 30 th June 2010	
Issue Final Report to Project Manager	Final Report By To be agreed	

Following agreement, time-scales will be incorporated into the Agreement for the provision of the Services

SECTION F Any Other Information

- F-1 Please indicate here any other information which you consider may be relevant to support your submission e.g. examples of similar work undertaken (please attach as hard copy, enclose on disc or provide e-mail address link).

G-2 Payment Details

The standard payment terms are 30 days from receipt of invoice.

Payment is by BACS

Form of Quote...

We hereby offer to supply the Service subject to the terms and conditions set out in the Specification and other documents (if any) at the prices and rates contained in the Pricing Schedule.

We understand you are not bound to accept the lowest or any tender you may receive and you will not pay any expenses incurred by us in connection with the preparation and submission of this tender.

Unless and until a formal Contract is prepared and executed this Quote together with your written acceptance thereof shall constitute a binding Contract between us.

Signature

Duly authorised agent of the Tenderer

Position held

Name and Address of Tenderer

.....

.....

.....

Dated

It must clearly be shown whether those quoting are a Limited Company, Statutory Corporation, Partnership, or Single Individual, trading in their own or another name, and in what capacity those signing are employed.

Contact Information

Name of person to whom any queries relating to this quote should be addressed

Telephone

Fax

Email

Organisation Name

Address

Appendix 1 Conditions of Contract

Terms and conditions are as follows:

1. General

- (a) Any quotation made by the Supplier shall be good for at least 30 days from the date thereof.
- (b) The Supplier shall supply the goods and services specified.
- (c) The price quoted shall be unambiguously expressed and exclusive of of VAT. Companies are required to make it clear whether or not they are VAT registered.

2. Delivery and Storage

- (a) Time shall be the essence of the contract and the Supplier shall comply with delivery date or dates for the performance of the service quoted. Any failure on the part of the supplier shall entitle Snowsport England to consider the contract as terminated without any liability on its behalf and it shall be entitled to obtain alternative supplies or services.
- (b) If, after arrival of documents they are found to be not in accordance with the order Snowsport England will notify the Supplier within 3 working days and it shall then be the duty of the Supplier to remove them at its own expense within seven days.
- (c) Unless expressly agreed Snowsport England will not pay a charge for delivery.

3. Insurance

- (a) The Supplier shall indemnify and save harmless Snowsport England against all actions, suits, claims, demands, costs or expenses arising in connection with injuries suffered by persons employed by the Supplier, of his/her sub-contractor, during the performance of his/her contract where at Common Law or under the Fatal Accidents Act 1848, the Employers' Liability Act, the Workmen's Compensation Acts, or any other legal provision dealing with the question of liability of employers for injuries suffered by employees or injury to the person or property of any third party.
- (b) The Supplier shall, during the performance of this contract, insure himself and Snowsport England and keep himself and Snowsport England insured with some responsible insurance company against all liability in respect of such injuries to persons employed as aforesaid and third parties in the sum of £2,000,000 in respect of any one accident unlimited and shall at all times when required by Snowsport England produce the policy of such insurance and the receipts for the last premium payable in respect thereof.

4. Specification and Standards

- (a) Where an appropriate International (ISO), European (EN) or British (BS) Standard is current at the date of tender or quotation, all goods and materials used or supplied and all workmanship (as the case may be) shall be in accordance with that standard or an equivalent standard issued by a member state of the European Union or European Economic Area, unless alternative requirements have been specified explicitly in writing.

5. Assignment

- (a) The Supplier may not transfer, assign or sub-let to any person, the contract or any portion of it without the written permission of Snowsport England. However, the use of labour-only sub contractors does not hereby require the approval of Snowsport England. The Supplier shall be liable for the acts and omissions of any sub-contractors (including labour-only sub-contractors) as it is liable for its own acts and omissions.

6. Prevention of Corruption

Snowsport England may at any time cancel the contract and recover from the contractor the amount of any loss resulting from such cancellation, if:

- (a) The contractor shall have offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relation to the obtaining or execution of the contract or any other contract with Snowsport England, or for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with Snowsport England; or
- b) If the like acts shall have been done by any person employed by him or acting on his/her behalf (whether with or without the knowledge of the contractor); or
- c) If in relation to any contract with Snowsport England, the contractor or any person employed by him or acting on his/her behalf shall have committed any offence under the Prevention of Corruption Acts 1889 to 1916, or shall have given any fee or reward the receipt of which is an offence under section 117(2) of the Local Government Act 1972.

7. Health and Safety and the Environment

- (a) The Supplier shall take all necessary steps to comply with the duties imposed upon him by the Health and Safety at Work etc. Act 1974 and the Environment Protection Act 1990 and all other legal requirements relating to health, safety and the environment.
- (b) Where the supply of goods or services entails a significant environmental aspect, the Supplier shall take all necessary steps to comply with current waste and other

environmental legislation. Snowsport England shall communicate all relevant procedures and requirements to contractors and suppliers.

8. Accounts

- (a) Accounts to be rendered not later than the end of each month following delivery of goods or completion of work.

9. Rights

- (a) Any rights acquired by Snowsport England under statute are not excluded by these conditions.
- (b) No rights are hereby granted to any third party under the terms of the Contracts (Rights of Third Parties) Act 1999.