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Tender

## Sport Wales Service Mapping Project

Sport Wales

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-002912

Procurement identifier (OCID): ocds-h6vhtk-06053f

Published 14 January 2026, 8:53am

## Scope

## Description

Sport Wales is seeking to commission a suitably qualified and experienced partner to help us develop a comprehensive understanding of the services we provide, including how they connect and perform. We want to establish a clear, organisation-wide view of our services to identify where things are working well, where duplication or gaps exist, and where improvements could deliver the greatest benefit. This work will involve defining and mapping our services to create a shared and visual understanding of how they fit together. It should support us to move from a reactive to a more strategic, proactive position - enabling the Digital and Service Design Team and Sport Wales more broadly to make informed decisions about which services to prioritise, invest in, and improve.

Through this commission, we aim to produce an artefact or suite of artefacts that collectively form a service map or catalogue of services. This will help the organisation to see and communicate the impact of its services, understand the relationships between them, and maintain a live picture of how the service landscape evolves over time. Bringing together both operational and strategic perspectives, the overarching objective of this commission is to develop a clear and shared understanding of Sport Wales' services and how they collectively contribute to delivering impact across the organisation. These objectives will help Sport Wales move from a reactive to proactive service improvement – grounded in a clear service landscape, supported by a consistent taxonomy, mapped services, and completed service cards - to shape future priorities, inform planning, and strengthen decision-making at all levels.

## **Total value (estimated)**

- £60,000 excluding VAT
- £72,000 including VAT

Below the relevant threshold

## **Contract dates (estimated)**

- 23 March 2026 to 24 July 2026
- 4 months, 2 days

## **Main procurement category**

Services

## **CPV classifications**

- 73000000 - Research and development services and related consultancy services
- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

## **Contract locations**

- UKL - Wales

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## **Participation**

## **Conditions of participation**

Suppliers must demonstrate: Proven and demonstrable expertise in service mapping, cataloguing, and developing parent-child service taxonomies for complex public body, non-profit, or sport organisations. A track record of facilitating workshops and collaborative activities with diverse stakeholder groups, including operational staff, subject-matter experts [e.g., finance, governance, technology solutions], and senior leadership. Demonstrable experience measuring and presenting service performance and impact, using a range of quantitative and qualitative indicators [e.g., financial, participation, performance, demand, user experience]. Ability to translate complex systems and services into clear, actionable visuals and artefacts, including service maps, catalogues, and accessible documentation suitable for non-technical audiences. Evidence of delivering sustainable outputs, where artefacts [maps, taxonomies, templates] were successfully adopted and maintained independently by the client organisation. Experience using data-informed design approaches, drawing on existing evidence insight and performance data. Robust approaches to handling sensitive information, with data-governance practices compliant with the Data Protection Act 2018 and UK GDPR. Strong written and verbal communication skills, including experience producing clear final reports, executive-level presentations, and practical recommendations for next steps.

## **Particular suitability**

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

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## **Submission**

### **Enquiry deadline**

13 February 2026, 5:00pm

### **Tender submission deadline**

22 February 2026, 11:59pm

## **Submission address and any special instructions**

<https://www.sell2wales.gov.wales/>

## **Tenders may be submitted electronically**

Yes

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## **Award criteria**

<b>Name</b>	<b>Type</b>	<b>Weighting</b>
Quality	Quality	80.00%
Commercial	Price	20.00%

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## **Procedure**

### **Procedure type**

Below threshold - open competition

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## **Documents**

### **Associated tender documents**

[https://www.sell2wales.gov.wales/Assets/NoticeBuilder\\_FileDownload.aspx?id=357087](https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=357087)

Tender Document - Welsh

[https://www.sell2wales.gov.wales/Assets/NoticeBuilder\\_FileDownload.aspx?id=357088](https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=357088)

Tender Document - English

[https://www.sell2wales.gov.wales/Assets/NoticeBuilder\\_FileDownload.aspx?id=357089](https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=357089)

Form of Tender - Welsh

[https://www.sell2wales.gov.wales/Assets/NoticeBuilder\\_FileDownload.aspx?id=357092](https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=357092)

Form of Tender - English

[https://www.sell2wales.gov.wales/Assets/NoticeBuilder\\_FileDownload.aspx?id=357093](https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=357093)

Project Requirements - Welsh

[https://www.sell2wales.gov.wales/Assets/NoticeBuilder\\_FileDownload.aspx?id=357094](https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=357094)

Project Requirements - English

[https://www.sell2wales.gov.wales/Assets/NoticeBuilder\\_FileDownload.aspx?id=357095](https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=357095)

Commercial Response - Welsh

[https://www.sell2wales.gov.wales/Assets/NoticeBuilder\\_FileDownload.aspx?id=357096](https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=357096)

Commercial Response - English

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## Contracting authority

### Sport Wales

- Charity Commission (England and Wales): 524477

Sport Wales National Centre

Cardiff

CF11 9SW

United Kingdom

Contact name: Steffan Berrow

Email: [steffan.berrow@sport.wales](mailto:steffan.berrow@sport.wales)

Website: <https://www.sport.wales>

Region: UKL22 - Cardiff and Vale of Glamorgan

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Wales