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Tender

## **Sport Educator Framework**

sportscotland

F02: Contract notice

Notice identifier: 2024/S 000-009110

Procurement identifier (OCID): ocds-h6vhtk-044b06

Published 21 March 2024, 8:39am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

sportscotland

Doges, Templeton on the Green

Glasgow

G40 1DA

#### **Contact**

Procurement Manager

#### **Email**

[jeremi.bielecki@sportscotland.org.uk](mailto:jeremi.bielecki@sportscotland.org.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

<http://www.sportscotland.org.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00433](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00433)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publiccontractsscotland.gov.uk/>

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Recreation, culture and religion

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Sport Educator Framework

#### **II.1.2) Main CPV code**

- 80000000 - Education and training services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

sportscotland is seeking to establish a Sport Educator Framework of suitably qualified sport educators with learning design and delivery experience. It is anticipated that the contract will commence in July 2024 for a period of two years with the option to extend for two periods of up to twelve months each.

#### **II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for all lots

### **II.2) Description**

#### **II.2.1) Title**

The Learning Journey

Lot No

1

#### **II.2.2) Additional CPV code(s)**

- 80000000 - Education and training services

#### **II.2.3) Place of performance**

NUTS codes

- UKM - Scotland

#### **II.2.4) Description of the procurement**

This will take learners on a journey through courses accredited through SQA to support our partners tutor workforce and ensure they are trained to deliver sport/organisation specific education or development programmes and develop local tutor networks. Delivery will include Professional development awards in Sport Education Tutoring, Assessor and Internal Verifying.

The PDA in Sport Educator Tutoring at SCQF level 7 covers areas such as preparing to support learning; facilitating, enabling and evaluating learning; and sports education in Scotland.

PDA Conduct the Assessment Process at SCQF level 8 is for assessors of non-workplace standards, e.g. HNs or qualifications assessed during training courses or as part of off-the-job training. This PDA has been developed to align to the current National Occupational Standard (NOS) in assessment, L&D9 'Assess Learner Achievement' and omitting the requirement for the assessor-candidate to assess in the learner's workplace.

PDA Conduct the internal verification process at SCQF level 8 is designed for those conducting the assessment processes and decisions within an organisation and helping to maintain and improve the quality of workplace assessment. Also known as internal verifying.

The contractor will also support the development of new materials and course resources for Assessor training which reflects the needs of the Scottish Coaching Certificate and Sports Governing Bodies and support approval either through Chartered Institute for the Management of Sport and Physical Activity (CIMSPA) or SQA.

Once created, develop CPD opportunity to upskill existing Assessors and map learning to CIMSPA Assessor Standard.

#### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

This contract is subject to renewal

Yes

Description of renewals

Two periods of up to 12 months each.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

Coaching Network Support

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 80000000 - Education and training services

### **II.2.3) Place of performance**

NUTS codes

- UKM - Scotland

### **II.2.4) Description of the procurement**

Support for those responsible for Coach Education to develop their Coaching qualifications and align to the Scottish Coaching Certificate. The Coaching network is made up of individuals in Scottish Governing Bodies who are responsible for Coaching.

The Scottish Coaching Certificate is a suite of qualifications which have been designed to replace UKCC and awarded by SQA. The Coaching Network are taking the qualifications and building a coaching course which will deliver the qualification in their sport's context.

This lot will focus on a programme of support or a mechanism for support which builds skills around developing qualifications. The coaching network should be challenged to consider the needs of participants, coaches, clubs and their sport. We are looking for sports to be intentional with what and how they deliver rather than continue to deliver something in a way that has always been done. This work should include exploring the support needs for the tutor workforce.

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Two periods of up to 12 months each

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

Child Wellbeing and Protection in Sport Learning Design and Tutor Network Support

Lot No

4

### **II.2.2) Additional CPV code(s)**

- 80000000 - Education and training services

### **II.2.3) Place of performance**

NUTS codes

- UKM - Scotland

### **II.2.4) Description of the procurement**

In partnership with Children 1st sportscotland had developed various child wellbeing and protection training courses. The training has been developed to provide learners with the knowledge and skills required for their role in sport.

Delivery of CWPS and CWPO is achieved through a well-trained network of tutors highly skilled facilitators and knowledge in safeguarding. Contractors will develop learning content suitable for eLearning (working with sportscotland digital specialists) and also provide support for the tutor network (new and existing tutors) and deliver training and/or CPD for this network.

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Two periods of up to 12 months each

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

Innovative Learning Design and Facilitation

Lot No

5

### **II.2.2) Additional CPV code(s)**

- 80000000 - Education and training services

### **II.2.3) Place of performance**

NUTS codes

- UKM - Scotland

### **II.2.4) Description of the procurement**

This requires innovation in designing and creating learning opportunities that is not covered in the above Lots. It could be facilitating networking events or delivering hot topics based on the needs of our partners.

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Two periods of up to 12 months each

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

Direct Delivery of Short Courses

Lot No

3

### **II.2.2) Additional CPV code(s)**

- 80000000 - Education and training services

### **II.2.3) Place of performance**

NUTS codes

- UKM - Scotland

#### **II.2.4) Description of the procurement**

Contractor will provide support in content development and delivery of these programmes:

- Coach Connect & Coaching Talent with delivery of our blended learning content on the topics of physical literacy, growth and maturation, coordination and control and understanding talent, aimed at coaches.
- Community of practice by planning and delivering facilitated sessions on a collective area of interest, with the aim of understanding group needs, drawing on group strengths and experience and encouraging sharing of ideas and best practice, before ultimately, after a pre agreed period of time, handing the community of practice over to the members to be self-managed and self-driven. The target group of learners for this will vary from community to community, based on topic and need.
- Introduction to Coaching Children is based on training to support people working with children aged between 5-12 to understand the principles that influence all round development of basic movement skills and physical literacy, building a holistic approach to child development through sport and how to develop basic multi skills.
- Mentoring programmes aim to develop a network of mentors to support the wider Scottish sporting workforce. This is achieved by delivering an introduction to mentoring, designing mentoring programmes and delivering mentoring hot topics. This training is aimed at professional staff, coaches, officials and volunteers.
- The Multi Skills award aims to provide coaches and deliverers with a supporting framework for the development and design of fun, safe and inclusive sports and physical activity sessions that develop the whole child through positive youth development approaches. The course is tailored to meet the needs of the audience and facilitated to encourage group discussion and peer learning. It is highly practical and can be delivered using a hybrid model.
- Officials in Sport to develop new materials to support Officials around dealing with conflicts and decision making.
- Volunteer management programme is the delivery of training to local and national partners focusing on how to recruit, develop and retain volunteers in sport. Target groups of learners vary depending on if it is focused on club development or within a local setting.

#### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

**II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Two periods of up to 12 months each

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

**II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

##### **Lot 1 - The Learning Journey**

For Lot 1 it is essential that the Tenderer holds appropriate Assessor qualification which could include; L&D9 DI, A1 or A2 D32 or D33 plus recorded CPD, RQF Level 3 certificate in assessing vocational achievement or Teaching Qualification in Secondary or Further Education. It is desirable to have knowledge of SQA L&D qualifications and systems and experience of working with the SQA. Familiarity in use of online learning platforms is desirable.

##### **Lot 2 - Coaching Network Support**

For Lot 2 it is essential to have experience in coach education and developing qualifications on a recognised framework. Experience in learning and development environment is essential, with a sporting context being desirable. Familiarity in use of online learning platforms is desirable.

##### **Lot 3 - Direct Delivery of Short Courses**

For Lot 3 it is essential to have knowledge and facilitation experience in the related topic. Must have experience in developing coach and volunteer support programmes and delivery experience to a wide range of professionals and volunteers working in schools and education, clubs and communities. Familiarity in use of online learning platforms is desirable.

##### **Lot 4 - Child Wellbeing and Protection in Sport Learning Design and Tutor Network Support**

For Lot 4 it is essential to have knowledge of Child Wellbeing and Protection in Sport and Facilitation experience of facilitating CPD training. Familiarity in use of online learning platforms is desirable.

##### **Lot 5 - Innovative Learning Design and Facilitation**

For Lot 5 it is essential to have learning design and facilitation skills and be innovative in developing content based on the needs of partners and networks. This could be

facilitating learning at events or designing and facilitating topics based on need or developing online learning.

### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

## **III.2) Conditions related to the contract**

### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 25

In the case of framework agreements, provide justification for any duration exceeding 4 years:

N/A

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

## **IV.2) Administrative information**

### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

24 April 2024

Local time

12:00pm

### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

### **IV.2.7) Conditions for opening of tenders**

Date

24 April 2024

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

Additional information available in ITT

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=761625](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=761625).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(SC Ref:761625)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=761625](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=761625)

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Glasgow Sheriff Court

Glasgow

Country

United Kingdom