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Tender

## **Sports Coaches**

UNIVERSITY OF DERBY

F02: Contract notice

Notice identifier: 2023/S 000-015426

Procurement identifier (OCID): ocds-h6vhtk-03d0af

Published 31 May 2023, 3:14pm

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

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

UNIVERSITY OF DERBY

Kedleston Road

DERBY

DE22 1GB

#### **Contact**

Procurement Team

#### **Email**

[procurement@derby.ac.uk](mailto:procurement@derby.ac.uk)

#### **Telephone**

+44 1332591094

#### **Country**

United Kingdom

**Region code**

UKF11 - Derby

**Companies House**

3079282

**Internet address(es)**

Main address

<https://www.derby.ac.uk>

**I.3) Communication**

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

<https://www.derby.ac.uk/services/finance/procurement-suppliers-and-tendering/supplier-info/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.derby.ac.uk/services/finance/procurement-suppliers-and-tendering/supplier-info/>

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

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

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

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

Sports Coaches

Reference number

PROC JW ITT/947

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

- 79998000 - Coaching services

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

Services

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

Scope:

As part of our sport and physical activity delivery at UoD, we deliver a range of performance sport programmes which are reviewed annually. These programmes are currently for 2023/24 academic year are Volleyball, Badminton, Football, Cycling, Swimming, Basketball and Sports Psychology.

In collaboration with the Union of Students and the school of human sciences the sport and physical activity team will manage the performance sports programme under the Team Derby brand. The union of students will manage the sports coaches within all other Team Derby clubs and teams. It is expected that each performance coach works in collaboration with the student leaders of their sports club in collaboration with the Union of students sport staff.

We are looking to set up a framework of coaches for the different sporting activities offered at the University of Derby. These sporting activities are lead by student interest and as such they will be reviewed on an annual basis. The framework will be set up for a four year period, reviewed 3 months before the end of each contract and renewed annually as per the coaching requirements of the University of Derby. As such there is no commitment or guarantee that the renewal will take place with the current incumbent and we reserve the right to retender for any of the coaching positions at our discretion. The estimated spend is £52,700 per year (total expected spend over 4 years £210,800) combined for all lots.

Sports Coaches will be set up with a 14 day payment term. Invoices will need to be submitted with a valid Purchase Order and the sports coaches will need to ensure that Oracle is kept up to date with their information (including bank details), to ensure prompt payments.

The coaching requirements are broken down as follows:

Lot 1 - Volleyball Coaching

Lot 2 - Head of Badminton

Lot 3 - Badminton Coaching

Lot 4 - Basketball Coaching

Lot 5 - Football Coaching

Lot 6 - Cycling Coaching

Lot 7 - Swimming lead

#### **II.1.5) Estimated total value**

Value excluding VAT: £210,800

#### **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**

Volleyball Coaching

Lot No

1

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

- 79998000 - Coaching services

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

NUTS codes

- UKF - East Midlands (England)

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

This is a Head Coach lead programme

You shall use your best endeavours to promote the interests of the University and, unless prevented by ill health or accident, devote 526 hours during the term to provide the agreed services.

You are expected to carry out the following services in accordance with the terms of this agreement, all applicable law and the agreed KPIs aligned to the Performance Volleyball Programme.

The service hours are broken down as below: -

maximum coachable hours 38 wks x 8 hours

16 matches x 4 hrs

Beach Nationals 12 hrs

maximum administration hours 86 hours -2 hours per week

maximum recruitment hours 60 hours

To attend and coach all training session

Work closely with Team Derby staff to ensure your squad of players have a balanced training,

Attend one programme review meeting at the end of term to prepare for next academic year with the MDT and Team Derby staff.

Produce a monthly team report to be submitted by the final day of each month to the Performance Sport manager. Report to include:

Individual scholar update,

Monthly attendance record for all session,

Highlight potential recruits for the upcoming year,

Highlight any challenges,

Ensure all players accessing the basketball performance programme are University of Derby students and eligible for BUCS.

Undertake any administrative tasks deemed necessary in the provision and delivery of this service and support of the University of Derby performance sport programme.

Assist the Performance Sport manager to recruit 4 student athletes to the Performance Volleyball programme for 2023-24.

Undertake any media work/interviews as requested by Team Derby or local media; You must comply with the University's policies on social media, anti-harassment and bullying, information and communication systems; You must comply with our anti-bribery policy and procedures and the Bribery Act 2010. Failure to do so may result in the immediate termination of this Agreement.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £46,800

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

Start date

1 September 2023

End date

31 August 2027

This contract is subject to renewal

Yes

Description of renewals

Renewal is on an annual basis at the discretion of the University of Derby

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

Variants will be accepted: No

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

Options: Yes

Description of options

Renewal is on an annual basis at the discretion of the University of Derby

## **II.2) Description**

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

Head of Badminton

Lot No

2

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

- 79998000 - Coaching services

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

NUTS codes

- UKF - East Midlands (England)

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

This is a Head Coach lead programme.

You shall use your best endeavours to promote the interests of the University and, unless prevented by ill health or accident, devote 250 hours during the Term to provide the agreed services.

You are expected to carry out the following services in accordance with the terms of this agreement, all applicable law and the agreed KPIs aligned to the Performance Badminton Programme

Leadership and management of a coaching program for the high-performance badminton squad at the University of Derby.

Lead in working with the Performance Manager and Team Derby Badminton Committee, to create an effective management structure for the badminton club.

Lead an effective badminton program for both men's and women's high-performance badminton squads and manage an effective coaching program so that they can compete successfully within both student (BUCS) and, where appropriate, national (NGB) competitive structures. This includes assisting in the development of appropriate annual training programs covering pre-season as well as competitive season programs.

Co-ordinate the delivery of performance support (Psychology, Physiotherapy, and strength & conditioning) to the high-performance squad.

Work with Team Derby badminton Club to ensure that all members receive high-quality coaching commensurate to their ability and potential. Where appropriate delivering this yourself.

Work proactively to recruit high-level badminton players to the University of Derby.

Lead on and create positive working relationships with key partner organisations such as Badminton England.

The service hours are broken down as below.

October - May - 236.5 hrs

June-July - 13.5 hrs

Provide an updated risk assessment to the University before the start of the first pre-season date.

Undertake any administrative tasks deemed necessary in the provision and delivery of this service and support of the University of Derby performance sport programme.

Assist the Performance Sport Manager to recruit 4 student athletes to the Performance Badminton programme for 2023-24.

Produce a monthly team report to be submitted by the final day of each month to the Performance Sport manager. Report to include:

Individual scholar update,

Monthly attendance record for all session,

Highlight potential recruits for the upcoming year,



Highlight any challenges,

Ensure all players accessing the basketball performance programme are University of Derby students and eligible for BUCS.

Undertake any media work/interviews as requested by Team Derby or local media; You must comply with the University's policies on social media, anti-harassment and bullying, information and communication systems; You must comply with our anti-bribery policy and procedures and the Bribery Act 2010. Failure to do so may result in the immediate termination of this Agreement.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £25,200

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

Start date

1 September 2023

End date

31 August 2027

This contract is subject to renewal

Yes

Description of renewals

Renewal is on an annual basis at the discretion of the University of Derby

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

Variants will be accepted: No

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

Options: Yes

Description of options

Renewal is on an annual basis at the discretion of the University of Derby

## **II.2) Description**

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

Badminton Coaching

Lot No

3

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

- 79998000 - Coaching services

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

NUTS codes

- UKF - East Midlands (England)

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

This is a Lead Coach role.

You shall use your best endeavours to promote the interests of the University and, unless prevented by ill health or accident, devote 336.5 hours during the term to provide the agreed services.

You are expected to carry out the following services in accordance with the terms of this agreement, all applicable law and the agreed KPIs aligned to the Performance Badminton Programme.

The service hours are broken down as below, to attend and coach agreed training sessions;

31 weeks x 9.5 hours = 294.5 hrs

10 matches x average 3 hours = 30 hrs

BUCS Nationals =12 hrs

To attend and coach all training sessions.

Work closely with Team Derby staff to ensure your squad of players have a balanced training.

Attend one programme review meeting at the end of term to prepare for next academic year with the MDT and Team Derby staff.

Produce a monthly team report to be submitted by the final day of each month to the Performance Sport manager. Report to include: Individual scholar update, Monthly attendance record for all session, Highlight potential recruits for the upcoming year, Highlight any challenges, Ensure all players accessing the badminton performance programme are University of Derby students and eligible for BUCS.

Provide an updated risk assessment to the University before the start of the first pre-season date.

Undertake any media work/interviews as requested by Team Derby or local media; You must comply with the University's policies on social media, anti-harassment and bullying, information and communication systems; You must comply with our anti-bribery policy and procedures and the Bribery Act 2010. Failure to do so may result in the immediate termination of this Agreement

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £34,000

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

Start date

1 September 2023

End date

31 August 2027

This contract is subject to renewal

Yes

Description of renewals

Renewal is on an annual basis at the discretion of the University of Derby

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

Variants will be accepted: No

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

Options: Yes

Description of options

Renewal is on an annual basis at the discretion of the University of Derby

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

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

Basketball Coaching

Lot No

4

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

- 79998000 - Coaching services

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

NUTS codes

- UKF - East Midlands (England)

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

This is a Head Coach lead programme dealing with the Men's Team.

You shall use your best endeavours to promote the interests of the University and, unless prevented by ill health or accident, devote 424 hours during the Term to provide the agreed services.

You are expected to carry out the following services using reasonable care and skill, in accordance with the terms of this agreement, and comply with all applicable law and the agreed KPIs aligned to the Performance Basketball Programme.

The service hours are broken down as below:

maximum coachable hours 224 hours (allows for 16 matches)

maximum administration hours 80 hours: 2 hours per week to be used during the 40 weeks of coaching and matches.

a maximum recruitment work, 120 hours through the term of the agreement

To attend and coach all training sessions

Work closely with Team Derby staff to ensure your squad of players have a balanced training.

Attend one programme review meeting at the end of term to prepare for next academic year with the MDT and Team Derby staff.

Produce a monthly team report to be submitted by the final day of each month to the Performance Sport manager. Report to include:

Individual scholar update,

Monthly attendance record for all session,

Highlight potential recruits for the upcoming year,

Highlight any challenges,

Ensure all players accessing the basketball performance programme are University of Derby students and eligible for BUCS.

Provide an updated risk assessment to the University before the start of the first pre-season date.

Undertake any media work/interviews as requested by Team Derby or local media; You must comply with the University's policies on social media, anti-harassment and bullying, information and communication systems; You must comply with our anti-bribery policy and procedures and the Bribery Act 2010. Failure to do so may result in the immediate termination of this Agreement

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £37,200

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

Start date

1 September 2023

End date

31 August 2027

This contract is subject to renewal

Yes

Description of renewals

Renewal is on an annual basis at the discretion of the University of Derby

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

Variants will be accepted: No

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

Options: Yes

Description of options

Renewal is on an annual basis at the discretion of the University of Derby

## **II.2) Description**

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

Football Coaching

Lot No

5

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

- 79998000 - Coaching services

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

NUTS codes

- UKF - East Midlands (England)

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

This is a Head Coach lead programme dealing with the Men's Team.

You shall use your best endeavours to promote the interests of the University and, unless prevented by ill health or accident, devote 242 hours during the Term to provide the agreed services.

You are expected to carry out the following services in accordance with the terms of this agreement, all applicable law and the agreed KPIs aligned to the Performance Men's football Programme. The service hours are broken down as below:

maximum coachable hours 172 hours

maximum administration hours: 70 hours 2 hours per week

To attend and coach all training sessions

Work closely with Team Derby staff to ensure your squad of players have a balanced training.

Attend one programme review meeting at the end of term to prepare for next academic year with the MDT and Team Derby staff.

Produce a monthly team report to be submitted by the final day of each month to the Performance Sport manager. Report to include:

Individual scholar update,

Monthly attendance record for all session,

Highlight any challenges,

Ensure all players accessing the football performance programme are University of Derby students and eligible for BUCS.

Provide an updated risk assessment to the University before the start of the first pre-

season date.

Undertake any media work/interviews as requested by Team Derby or local media; You must comply with the University's policies on social media, anti-harassment and bullying, information and communication systems; You must comply with our anti-bribery policy and procedures and the Bribery Act 2010. Failure to do so may result in the immediate termination of this Agreement

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £26,000

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

Start date

1 September 2023

End date

31 August 2027

This contract is subject to renewal

Yes

Description of renewals

Renewal is on an annual basis at the discretion of the University of Derby

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

Variants will be accepted: No

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

Options: Yes

Description of options



Renewal is on an annual basis at the discretion of the University of Derby

## **II.2) Description**

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

Cycling Coaching

Lot No

6

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

- 79998000 - Coaching services

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

NUTS codes

- UKF - East Midlands (England)

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

This is a Head Coach lead programme.

You shall use your best endeavours to promote the interests of the University and, unless prevented by ill health or accident, devote 330 hours during the Term to provide the agreed services.

You are expected to carry out the following services in accordance with the terms of this agreement, all applicable law and the agreed KPIs aligned to the Performance Cycling Programme.

The service hours are broken down as below:

maximum coachable hours 178 hours (group rides 1 per month, track sessions 1 x session weekly/ BUCS)-

availability to coach up to a max 3 riders on a 1 2 1 basis 42 hours). The service includes training peaks account, training set weekly programme, weekly catch up for the week ahead, monthly overall catch up and progression/racing discussion. Daily amendments as per required by the rider.

A maximum of administration hours 80 hours: max 2 hours p/w

A maximum of 30 hours recruitment

To attend and coach all training session

Work closely with Team Derby staff to ensure your squad of players have a balanced training.

Attend one programme review meeting at the end of term to prepare for next academic year with the MDT and Team Derby staff.

Produce a monthly team report to be submitted by the final day of each month to the Performance Sport manager. Report to include: Individual scholar update, Monthly attendance record for all session, Highlight potential recruits for the upcoming year, Highlight any challenges, Ensure all athletes accessing the cycling performance programme are University of Derby students and eligible for BUCS.

Provide an updated risk assessment to the University before the start of the first pre-season date.

Undertake any media work/interviews as requested by Team Derby or local media; You must comply with the University's policies on social media, anti-harassment and bullying, information and communication systems; You must comply with our anti-bribery policy and procedures and the Bribery Act 2010. Failure to do so may result in the immediate termination of this Agreement

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £30,000

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

Start date

1 September 2023

End date

31 August 2027

This contract is subject to renewal

Yes

Description of renewals

Renewal is on an annual basis at the discretion of the University of Derby

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

Variants will be accepted: No

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

Options: Yes

Description of options

Renewal is on an annual basis at the discretion of the University of Derby

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

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

Swimming lead

Lot No

7

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

- 79998000 - Coaching services

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

NUTS codes

- UKF - East Midlands (England)

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

This is head coach lead of programme - You shall use your best endeavours to promote the interests of the University and, unless prevented by ill health or accident, devote 120 hours during the Term to provide the agreed services.

You are expected to carry out the following services in accordance with the terms of this agreement, all applicable law and the agreed KPIs aligned to the Performance swimming

Programme.

The service hours are broken down as below:

120hours of recruitment work

Produce a monthly team report to be submitted by the final day of each month to the Performance Sport manager. Report to include:

Individual scholar update,

Highlight potential recruits for the upcoming year,

Highlight any challenges,

Ensure all athletes are accessing the swimming performance programme are University of Derby students and eligible for BUCS.

Highlight any requirements for the UoD swimming programme and athletes to enable a successful start to the programme 2023.

Provide an updated risk assessment to the University before the start of the first pre-season date.

Undertake any media work/interviews as requested by Team Derby or local media; You must comply with the University's policies on social media, anti-harassment and bullying, information and communication systems; You must comply with our anti-bribery policy and procedures and the Bribery Act 2010. Failure to do so may result in the immediate termination of this Agreement

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £11,600

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

Start date

1 September 2023

End date

31 August 2027

This contract is subject to renewal

Yes

Description of renewals

Renewal is on an annual basis at the discretion of the University of Derby

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

Variants will be accepted: No

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

Options: Yes

Description of options

Renewal is on an annual basis at the discretion of the University of Derby

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## **Section IV. Procedure**

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

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

Open procedure

#### **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

30 June 2023

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

30 June 2023

Local time

1:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

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

University of Derby

Derby

Country

United Kingdom