

Provision of Comprehensive Legal Representation and Advice Pilot Scheme for Coaches within the British High-Performance System

Clarification Questions and Answers – Part One

- 1. Issues with the EDI and Environmental Sustainability Questionnaire link in the ITT document and access to the questions prior to completing the document.**

We received several questions related to the link for the EDI and Environmental Sustainability Questionnaire.

The link to EDI and Environmental Sustainability Questionnaire in the ITT document was fixed and updated on Friday 28th November 25. It was then uploaded to the Government Portal. We have also produced a PDF and Word version of the Questionnaire which has also been uploaded to the Government Portal. Bidders can submit the questionnaire via any of the provided working versions i.e., Microsoft Forms (ITT Link), PDF or Word.

- 2. Can you please confirm if you are happy to receive the response in a branded document matching the layout and criteria defined by UK Sport?**

We are happy to receive responses from suppliers in branded documents.

- 3. Will you accept a joint bid between providers, or would you prefer to appoint a single provider?**

We are happy to accept a bid from a single supplier or a joint bid between suppliers. However, UK Sport will only be awarding one contract for the services.

- 4. Does UKS have a set position on whether they want a single supplier for all the Services? I note that in the ITT it does say “the successful supplier(s)”.**

We are happy to accept a bid from a single supplier or a joint bid between suppliers. However, UK Sport will only be awarding one contract for the services.

- 5. If UKS will allow a combination of suppliers do those suppliers have to put in a combined tender or is there a possibility of putting in a tender for specific elements and UKS will consider other tenders to determine if there is a best combination?**

UK Sport requires one bid from any suppliers working together. We will be awarding one contract for the services.

- 6. On page 13 – in the worked example - it says that 50% of the weighting is on price: “Overall weighting for pricing is 50% and comprises sub-criteria 1 (weighted 20%) and sub-criteria 2 (weighted 30%).” This appears to be inconsistent with the 30% referenced through other parts of the contract, would you be able to clarify this?**

The Working Example is for illustrative purposes only and is not reflective of the actual weightings which will be applied to tenders and as referred throughout the ITT.

- 7. Please confirm that you don’t want to see a specific budget amount called out for the education budget – and that you want this to be wrapped into the retainer?**

As per the ITT specification the costs for the development and delivery of educational resources and training materials should be built into the monthly retainer fee.

- 8. How should bidders account for the cost of developing quarterly educational resources—does UK Sport expect standalone pricing or full inclusion within the retainer?**

As per the ITT specification the costs for the development and delivery of educational resources and training materials should be built into the monthly retainer fee.

- 9. Will KPIs be shared during the clarification period? If not, can UK Sport confirm when KPIs will be finalised, given they form part of the Contract?**

See Schedule 2 – Performance Regime of the contract. As outlined in Schedule 2 elements of the KPIs will be agreed with the preferred bidder.

- 10. Are there required response times for:**
– initial contact after a coach requests help,
– urgent disciplinary/safeguarding issues,
– employment contract reviews?

As outlined in Schedule 2 of the contract, this will be agreed with the preferred bidder.

- 11. Will UK Sport collect demographic/EDI data from coaches directly, or is the Supplier expected to collect it as part of service delivery?**

This to be done via the supplier, appropriately reported back to UK Sport as part of the management reports.

- 12. What constitutes “full requirements” for ED&I and Sustainability minimum standards (Appendix 6)? Are any questions pass/fail?**

The questionnaire is not a pass-or-fail exercise. It will be scored as per the scoring matrix outlined in the ITT. Many questions include free-text fields where you can provide additional comments, including explanations for why certain policies or processes may not be in place.

- 13. If you're in an organisation of fewer than 7 employees, do you need to answer all of the questions in the EDI questionnaire?**

All questions are required to be answered in the EDI and Environmental Sustainability Questionnaire. If policies/procedures do not exist due to the organisation having a small number of employees, the free text questions available provide an opportunity to explain why this is the case.

- 14. Do you require us to submit our EDI and sustainability policies as part of our response? It also states in appendix 9 that policies are to be submitted ‘if UK Sport request it’, but we assume this will be at a later stage, perhaps upon award**

There is no requirement to provide policies, but UK sport does reserve the right to request any policies throughout the assessment process.

- 15. Will UK Sport review/approve educational materials before they are shared with coaches?**

UK Sport will review/approve all educational materials before they are shared with coaches.