



# **Sports, Arts and Culture or Food and Nutrition Activity Providers - Preferred Supplier Pool**

## **Opportunity to Tender**

**May 2022**

We are excited to invite specialist providers from across the region to offer their talent and creativity to the Active Fusion portfolio of services, projects and programmes. Our Open Tender Call invites existing and new freelance providers and partners to apply for the opportunity to be part of our preferred supplier pool.

Active Fusion is committed to delivering a range of high-quality experiences for children and young people (CYP) that compliment and add value to our core coaching and mentoring provision. To comply with Safer Recruitment practices and to align to procurement standards required by our funders and investors, this tender seeks to refresh and strengthen our freelance workforce for the period August 2022-2023.

## **Service Specification**

### **1. The Brief**

#### **Objective**

To deliver compelling workshop and training activities that provide high quality experiences that make a difference in the lives of CYP, all part of Active Fusion charitable service activity.

#### **Outputs**

The key outputs for this brief are to plan and deliver:

- Workshops/sessions for each Core Service area within Active Fusion brand. Our core service areas include:
  - i. Fusion Education– supporting physical education in schools.
  - ii. Fusion Communities – supporting active lives work in communities.
  - iii. Fusion Futures – supporting leadership and apprenticeships and pathways into employment.

- iv. Fusion Camps – Providing healthy and active holiday clubs during school term breaks.



- Delivery of Full or half day workshops.
- CYP to learn new skills, try new experiences or be able to challenge themselves as part of the workshop.
- Workshops must be fun, enriching and engaging for children aged 4 – 11, 12-16 and 16 plus.

## **2. Provider Requirements**

- Providers must be able to plan and deliver engaging workshops for children aged 4 – 24 years old.
- Providers must consider their services to fit into one of these categories: Sport, Creative Arts, Cultural Arts, Food & Nutrition, Health & Wellbeing.
- Must have the ability to travel and self-navigate across and within the Active Fusion geographical remit of South Yorkshire. It is important that prospective suppliers understand the likely demands in terms of organisation and logistics required to deliver this specification successfully.
- Provider to contribute to monitoring, evaluation, and Impact measurements.
- Providers must ensure that any staff delivering services on our provision would need to be Enhanced DBS checked.
- Providers are responsible and required to supply their own public liability insurance, risk assessments, and safeguarding policy.

## **3. Skills and Experience**

The successful suppliers should have:

- Vast experience in delivering workshops and experiences in schools and community settings and can demonstrate this in their proposal.
- Experience delivering briefs with complex logistical requirements.
- A confident and professional approach to customer service with good communication skills.
- A passion for and understanding of the UK's education, youth and community sectors and its work with CYP.

- Flexibility and responsiveness to client feedback.



#### **4. Pricing and Timescales**

Applicants are invited to apply/re-apply to the pool with details of costs to deliver work outlined in the brief. This may include proposals for one or more of the service provisions detailed in this brief, covering all or targeted offers to specified age ranges of the CYP we serve. Please indicate the age ranges of your service offer(s) within your proposal.

Proposals involving multiple suppliers should have a lead supplier who acts as the single point of contact for the work. Prices provided should include all expenses associated with the preferred supplier service to be delivered and should cover associated costs for planning, delivery and editing time. All costs should be inclusive of travel and VAT.

The successful supplier should be ready to deliver the most efficient and cost-effective approach to meet a variety of briefs. In applying to be part of our Preferred Supplier Pool you are signing up to support out charitable work and development of services as the year progresses.

There will be lots of opportunity throughout the year to work across our various programmes. Most of our commissioned work will be outside of education and delivering provision in school holiday periods.

Work will begin from Summer 2022

#### **6. Invitation to Quote**

You are invited to submit your proposed response in meeting this brief. Your proposal should include:

- A description of how you will meet the specification outlined in this brief and the services you could provide (maximum 2 sides of A4). You may include a CV in addition.
- Up to two relevant case studies of similar projects/work proposed.



- A breakdown of your daily costs/hourly costs covering relevant areas of the brief to which you wish to apply and details of any sub-contractors you will wish to meet the service brief(s).
- Two references for your work.
- Completed the Active Fusion Equal Opportunities form.

## 7. Quotation Evaluation

The successful suppliers will be selected for the pool based on an evaluation using the criteria set out below:

- Price criteria
- Quality criteria
- Case studies/proof of experience
- Creative approach to meet the brief
- Capability and capacity to meet the demands of the brief for the charity

## 8. Submission Details

The deadline for submission of proposals is **midday on Friday 17<sup>th</sup> June 2022**

Shortlisted applicants to the pool will be required to attend an informal meeting in June or July 2022.

Tender submissions should be emailed to: [recruitment@activefusion.org.uk](mailto:recruitment@activefusion.org.uk)

All enquiries regarding this commission and proposals process should be directed to Tom Foy, by email (as above) or on 07432 239617.