



Active Dorset

Active Gloucestershire



active CORNWALL



wesport

Wiltshire and Swindon Sport



wasp



active devon



# INVITATION TO TENDER

## SOUTH WEST PLACE BASED CLUSTER BRIEF

**Date: 21<sup>st</sup> March 2024**

## **1. Introduction and background**

Our 7 South West Active Partnerships: Active Gloucestershire, WASP, Wesport, SASP, Active Dorset, Active Devon and Active Cornwall and Sport England would like to develop a regional place based cluster model.

Although this responds to the strategic intent for a place expansion operating model which Sport England have set out, we are keen to ensure that the regional cluster is collaboratively designed to ensure it is appropriate to the unique context of our region, our shared context and our desire to learn together. We have a long history of collaboration, support, and friendly challenge and we are determined to make the most of the opportunities which the cluster model presents.

Two documents are attached to give supporting background information:

- Sport England update on proposed approach to place expansion/cluster models
- SW Active Partnerships 'Place Working' discussion paper. A collaboratively created summary of our collective thinking to date.

We are committed to driving forward the ambitions set out in Sport England's strategy, Uniting the Movement and addressing the inequality in sport and physical activity across the region.

We believe the regional cluster approach can be a catalyst to build on our work together and so we wish to secure specialist support and capacity to help drive the formation and structure of the cluster and allow us a strong platform from which to build in the future.

There is also work emerging around the Universal Place Offer at a cluster level from Sport England and we are interested in linking this work in with our approach here.

## **2. Tender Brief**

The outputs required from the work are:

- An agreed vision that captures our common purpose
- An agreed governance model which sets out initial structure, membership, Terms of Reference and connectivity to local place / regional partners
- An agreed outline set of priorities for the immediate next steps

Deliverables

We anticipate that the required approach will need to include the preparation and delivery of 2x facilitated (half-day, in person) workshops, with associated background research and written output reports. The deliverables are likely to include the following (although different approaches to achieve the above will be considered):

- Individual background consultation 7x Active Partnerships and Sport England
- Workshop 1 – to agree vision and explore governance model
- Written output – draft terms of reference and operating model
- Preparation for workshop 2
- Workshop 2 – to explore and agree next steps, including agreeing early priorities and resources
- Written output – action plan framework and summary report

### 3. **Estimated Timescales**

<b>Activity</b>	<b>Timing</b>
Brief issued	22 <sup>nd</sup> March 2024
Deadline for submissions	15 <sup>th</sup> April 2024
Shortlisting with partners	16-19 <sup>th</sup> April 2024
Organisations informed of decision and a maximum of 5 shortlisted	By 19 <sup>th</sup> April 2024
Interviews	w/c 22 <sup>nd</sup> April 2024
Organisation appointed	30 <sup>th</sup> April 2024
Project delivery period	From May 2024 (3 months)
Final report and framework returned	TBC

There is some flexibility on the above timescales in terms of the project delivery period, we are happy to discuss this with interested parties.

### 4. **Assessment**

Tenders will be evaluated on the basis of price, best value and quality for what we require as stated in the Tender Brief.

### 5. **Contract Value**

The estimated value for this contract is £6,000 - £7,000 exclusive of VAT. Please note Workshop venues will be provided.

### 6. **Approval and contract management**

The 7 Active Partnerships and Sport England are jointly commissioning this piece of work. Whilst key approvals will be collectively agreed a key point of contact and contracting body will be advised to the successful bidder.

### 7. **Submissions**

All submissions must be emailed to [enquiries@sasp.co.uk](mailto:enquiries@sasp.co.uk)

Interested parties should provide an outline of how you would approach the brief and clearly state who will deliver the work, including a brief synopsis of their previous experience and track record. Please also provide two peer reviews/references.

Deadline: By Midnight on 15<sup>th</sup> April 2024

## 8. Further enquiries

To discuss the brief and opportunity in further detail, please contact any of the following:

Name: Jane Knowles, CEO (Somerset Activity and Sports Partnership)

Email: [jknowles@sasp.co.uk](mailto:jknowles@sasp.co.uk)

Tel: 01823 653990

Name: Matt Evans, CEO (Active Devon)

Email: [matt.evans@activedevon.org](mailto:matt.evans@activedevon.org)

Tel: 01823 653990

Name: James Watmough, Strategic Lead, Place Partnerships (Sport England)

Email: [james.watmough@sportengland.org](mailto:james.watmough@sportengland.org)

Tel: 07766 070808