



**JudoScotland**

Invitation to Tender

JudoScotland Grand Prix Series: 2023 - 2025



## Invitation to Tender

1. JudoScotland (JS) hereby invites tenders for the staging of JudoScotland Grand Prix events from 1 February 2023 for a period of three calendar (3) years, through to 31 December 2025.
  - a. The agreement inferred within this document is subject to JudoScotland's new Strategic Plan (2024+) retaining a continued focus and support of Grand Prix events.

## Introduction

2. As the sportsScotland-recognised national governing body for the Olympic sport of Judo, JudoScotland (JS) represents its individual members, clubs and hundreds of qualified, enthusiastic and committed volunteers delivering Judo across Scotland.
3. JS believes that the Olympic sport of Judo has the potential to have a major impact on the lives of the Scottish population and in particular on our younger citizens. The sport of Judo has an inherent ability to engender respect for others, a sense of fair-play, develops a personal confidence and self-discipline within its participants, along with the potential for contributing to the physical health of the nation.

## Grand Prix Events

4. The purpose behind the delivery of the JS Grand Prix (GP) Events series is to provide competition experience that supports the development of judoka within positive, enjoyable and developmentally appropriate environments, in line with The JudoScotland Player Development Framework.
5. It is against this that JS currently invites tenders for the service delivery of GP Events for a three year period.
6. The GP Series is just one stage of the JS development pathway. In addition to the athlete development pathway, it also provides developmental opportunities for the Events Workforce (EW), including: Referees; Technical Officials; and general volunteers. All GP events will play a key role as we look to support the progress of those dedicated individuals either striving to achieve their potential or supporting judo-in-Scotland.

## Invitation to Tender

7. To this end JS are extending an Invitation To Tender (ITT), to become a 'Service Provider' to deliver JudoScotland GP Event(s) from 1 February 2023 for a period of three calendar (3) years.
8. The application process will guide you through the provision of evidence to ensure that all parties are clear about the expectations of a GP Event and the measures and actions that are required to maintain that status.
9. The process is clearly focussed on the delivery of high quality judo events (both developmental and competitive) and JS are committed to supporting those that are successful in tendering to achieve that.
10. The tender document seeks to set out a clear set of guidelines and criteria that JS believes will provide a framework with which to further 'raise the bar' of JS membership events across Scotland.

## The Grand Prix Event

11. The successful Service Provision Tender shall provide the following GP Event delivery service to JS:
  - a. To deliver one (or more) GP Event(s) annually - in line with guidance provided by JS – between 1 February 2023 and 31 December 2025.
12. Through delivering a GP Event(s), a Service Provider will:
  - a. assist in the provision of education and development opportunities for local competition officials;
  - b. assist in the provision of deployment opportunities for local competition officials;
  - c. assist in the provision of education and development opportunities for local coaches and;
  - d. assist in the provision of education and development opportunities for local volunteers.

## Communication

13. Tenderers may submit enquiries regarding clarification or interpretation of the brief to: Jo Imrie (Events Executive) at JudoScotland, South Platt Hill, Ratho, Newbridge, EH28 8AA.

## Mistakes

14. Information supplied to Tenderers in writing, or contained in any publication notified to the Tenderer, is only for general guidance in the preparation of a Proposal. Tenderers must satisfy themselves, by their own investigations, with regard to the accuracy of any such information, and no responsibility is accepted by JS for any direct or consequential loss or damage, of whatever kind and howsoever caused, arising from the use by Tenderers of such information.

## Contract

15. This Invitation to Tender (ITT) is not a contract offer by JS and, therefore, a response to this ITT does not bind JS in any way.

## Expenses

16. All costs, expenses or charges incurred by the Tenderer in the preparation of a proposal, whether a proposal is submitted to JS or not, must be borne by the Tenderer and may not be charged by the Tenderer to JS under any circumstances.

## Validity

17. Tenders shall remain open for acceptance up to noon on Monday 8 August 2022. Proposals may be accepted by JS at any time up to this date.

## Changes to Tender procedure

18. JS reserves the right to change the tender timetable, to reject any or all of the proposals received or not to invite any tenderer to proceed further. Under no circumstances shall JS incur any liability in respect thereof.

## Tender Selection

19. Service providers will not be guaranteed any business.
20. In particular, JS reserve the right to appoint other service providers, whether by open competitive tender or otherwise, in the event that they consider that sufficient or suitable expertise is not available from service providers, that there is insufficient competition between service providers, that the service providers may not provide a cost-effective solution or for any other reason.
21. Where possible, all procurement of services will consider sourcing Real Living Wage organisations.
22. There may be no clear 'winner' and JS may elect not to proceed with any of the received bids.

## Financial Obligation

23. Those that are ultimately successful in the ITT process should be aware that any and all financial obligations – outside those stipulated in advance to be those of JS - associated with the staging of a GP are the sole responsibility of the successful tender/ service provider.

## Tender Submission: Arrangements

24. Tenders should be submitted electronically to the email address 'info@judoscotland.com' by noon on Monday 8 August 2022. Late proposals will not be considered.
25. Submitted Tenders should extend to no more than 4 sides of A4 and – in addition to covering the elements contained within this ITT document - contain the following information:
- The name(s) of the JS Member Club(s) submitting the Tender;
  - The name of the Service Provider's 'Lead Contact' and full contact details;
  - The name of the provisional Competition Controller;
  - The name of the provisional Referee-in-Charge;
  - The provisional event venue, including full contact details;
  - The proposed date(s) of the GP Event(s).

## Selection

26. All Tenders received by the stipulated closing date will be evaluated by a JS-appointed panel, who will then make recommendations to the JS Board.
27. The selection criteria and weighting to be used in consideration of selecting the successful Tender will be:

Experience of the Service Provider/Event Delivery Team submitting the ITT	15%
Proposed venue suitability, location and accessibility	25%
Proposed development/deployment of local Volunteer Officials	25%
Additional Judo-development opportunities/Legacy for the local area	15%
Added value and innovation for Grand Prix customers	20%

28. Alternatively, there may be no clear 'winner' and JS may elect not to proceed with any of the received bids.

## Timetable

29. The outline procurement timetable is shown below and may be subject to change.

Tender Milestone	Responsibility	Completion Date
Tender issued	JudoScotland	14 July 2022
Clarification of Tender	Tenderer	14 July – 8 August 2022
Tender return date (Deadline: noon)	Tenderers	8 August 2022
Panel Meeting	JudoScotland	w/k Beg. 8 August

Issue of Contract Award Letter	JudoScotland	w/k Beg. 22 August
Grand Prix Delivery Commences	Successful Tenderer	February 2023

## APPENDIX ONE: JUDOScotLAND GRAND PRIX TENDER INFORMATION

### Applications

30. Tenders to stage a JudoScotland Grand Prix Event(s) are welcomed from:
- An Individual Club in current membership of JudoScotland;
  - A partnership of Clubs in current membership of JudoScotland.

### Event Delivery

31. The GP event(s) will be staged over one-day and will comprise as a minimum, the following competitive categories:
- A Band (Minors);
  - B Band (Pre-Cadet);
  - C Bands (Cadet).
  - Seniors
32. The above categories only will be awarded the title of JudoScotland Grand Prix Champion.
33. The service provider will be responsible for the sourcing, supply, and cost of all medals/prizes.

### Cancellation

33. The service provider will be responsible for any costs incurred following the cancellation of a GP event.

### Delivery Timescales

34. Tenders are welcomed from interested parties to stage events following the broad timescale windows:
- Between 1 February & 28 February and 1 April and mid-May.
  - Mid-September to mid-October
  - Exact dates to be confirmed each year with JudoScotland Events Executive to ensure cohesion with the 'global' events calendar.

### Inclusion Criteria

35. A GP event must adhere to the British Judo Association (BJA) Tournament Handbook rules & regulations and operate within the conditions of the relevant BJA Tournament Licence, except where indicated by JS in writing.

### Venue

36. GP Events should be staged at appropriate venues that:
- have the capacity to hold up to four mat areas (6 metres x 6metres);
  - have three metre surrounding safety areas and;
  - three metres between all mat areas;
  - an additional warm up area is preferable - but not essential.
37. An effective public address system should be provided to ensure the smooth running of the event.
38. The venue should have bleacher/tiered seating for a minimum of 400 persons.
39. The venue must have adequate car parking and public transport links.
40. The availability of refreshments at the venue is preferable, but if unavailable this should be communicated through the event outlines.

### Financial Considerations

41. The Service Provider will be responsible and accountable for the overall financial performance of the event.

### Assessment Criteria

42. There are limited opportunities for inclusion as a GP event and JS will determine the most suitable Service Provider(s) based on a number of factors. These are outlined in the generic tender criteria.

## APPENDIX TWO: JUDOScotLAND GRAND PRIX 'SERVICE PROVIDER' RESPONSIBILITIES

43. The GP Service Provider will:

### Pre-Event

- Meet with/communicate regularly with the JudoScotland (JS) Membership Events Executive (MEE);
- Ensure that event information communication is approved by JS and displays the GP logo prominently;

46. Sign a confidentiality agreement in order for JS to share personal information relating to competitors and Referee & Officials from the JS database;
47. Indicate that online entry via the JS website is the only method of entry for JudoScotland members.
48. Non JudoScotland members can make entry by calling JudoScotland officer 0131 333 298.
49. Conform to the standard GP age & weight categories in any calendar year.
50. Ensure GP entry fees are limited to a maximum of £25.00;
51. Identify and submit a named Safeguarding and Wellbeing Officer for the event;
52. Where a spectator fee is applied, this is communicated in advance and limited to a maximum of £3.00. Moving forward, JudoScotland plans to eradicate spectator fees from all JudoScotland events. JudoScotland hopes to work in partnership with Grand Prix Service Providers during the period of this tender to aid in the sourcing and securing of sponsorship to offset spectator fees.
53. Invite all JS-recognised Referees & Officials in full consultation with the Referee-in-Charge (RIC) and JS Membership Events Executive (MEE):
  - a. firstly local to the geographical area and;
  - b. then nationally if required;
54. Print weigh-in sheets/cards in advance of the event.
55. Supply volunteers for initial hall set-up prior to competition, to include (though not exclusively): installation of scoring system(s) and installation of the CARE video system(s); laying of mats; field of play & event collateral.
56. Reimburse JudoScotland for the appropriate Tournament Licence.

#### **Day of the Event**

57. Conduct a formal Risk Assessment of the GP event venue - with the MEE - prior to the event commencing;
58. Cover the costs for all consumables in association with the staging of the event on the day (i.e., paper, printer ink etc.);
59. GP service provider must provide all volunteer workforce with a substantial lunch and refreshments throughout the day.
60. Supply coaches, spectators, and players with a timetable on the day of the event.
61. Provide ongoing information to spectators (and others) via an effective PA system;
62. Operate a customer-focussed system (including staggered weigh-in times) that ensures participants, and their parents/guardians are provided with the most positive experience possible at the event.
63. Appropriate back drop must be in place for medal presentations.
64. Display appropriate JS logo and branding at GP events (to be supplied by JS).
65. Ensure the provision of First-Aid cover, appropriate to the BJA Tournament licence;
66. Ensure only valid personnel enter the field of play;
67. Award medals after each category has been completed, in line with BJA guidelines (as amended by JS);
68. Utilise young volunteers in the staging and running of the event.
69. Identify and invite a representative/ person(s) to award medals.
70. Adhere to all JS modified coaching protocols (where appropriate).
71. Provide an area for a JudoScotland stand/presence.
72. Provide a designated event photographer (this can be either a club volunteer or a professional photographer), who must be identified to JudoScotland events executive before or on the day of the event. Images of the event must be circulated and shared with JudoScotland and will be used to promote the Grand Prix for the remaining time of the tender.

#### **Post Event**

73. Supply volunteers for hall break-down following competition, to include (though not exclusively): lifting of mats; recovery of scoring system(s) and securing of the CARE video system(s); de-rigging of field of play & event collateral.
74. Review the Risk Assessment document with the MEE following the close of the event;
75. Email the results of the competition to JS within 24 hours of the finish of event in an agreed format;
76. Email the list of attending officials and coaches to JS within 24 hours of the event in an agreed format;
77. Reimburse the expenses of the GP Referees and Officials (volunteers) within 10 working days following the event;
  - a. Mileage expenses must be reimbursed in line with HMRC guidelines
  - b. Cars and Vans 0.45 per mile
78. Ensure the payment of the facility hire charge;
79. Submit an event report to JS in an agreed format within 10 working days.

## **GP General**

80. Only the following organisations are permitted to engage in sales/fundraising at all JS events;
  - a. The GP Service Provider (Organiser);
  - b. JudoScotland.
  - c. Any organisation with mutual agreement of both parties named above.
81. Each GP Service Provider will ensure that two delegates will attend an annual GP Event Summit (meeting) organised by JS.

## **APPENDIX THREE: JUDOSCOTLAND GRAND PRIX EVENT SUPPORT**

82. To support the effective staging of GP events, JudoScotland (JS) will provide the Service Provider(s) with additional resources as follows:

### **Pre-Event**

83. Will Meet with/communicate regularly with the Service Provider;
84. Will process the application, payment and provision to BJA of a suitable Tournament Licence on behalf of the GP organiser;
85. Will advertise and promote the event on the JS website and via JS social media platforms;
86. Will produce and distribute entry forms to all member Clubs within Scotland electronically;
87. Will provide monitoring and/or support meetings leading into the event if required;
88. Will provide a generic risk assessment/ event check-list to assist the Service Provider in the successful staging of the event;
89. Will process all event entries, withdrawals and refunds (via the JS website) up to 7 days prior to the date of competition;
90. Pre-register coaching passes by the closing date of the event;
91. Will transfer 75% of the entry fees received (via BACS) a minimum of 7 days prior to the GP event.

### **Day of the Event**

92. Will provide the following equipment:
  - a. One (1) main competition computer and printer;
  - b. One video replay system (CARE system) for each competition mat;
  - c. Three (3) referee radios per competition mat;
  - d. Shiai system, monitor, laptop & speakers.
93. Will arrange transport and deliver the above equipment where required;
94. Will provide GP promotional material for use at the event;
95. Will provide one member of JS staff to support the GP event as required.

### **Post Event**

96. Will upload the results of the event(s) to the JS website and distribute via other social media outlets;
97. Will coordinate and lead a review meeting following the event;
98. Will provide written feedback on the event;
99. Will seek feedback from customers and stakeholders from each GP event;
100. Will organise an annual GP Event Summit (meeting) to review and further develop the GP Event product and delivery.
101. Will transfer (via BACS) the remainder of the entry fees received within 7 to 10 working days following the GP;
  - a. The cost of van hire for transporting JudoScotland equipment for the use at the event will be deducted from this settlement.
102. Will transfer (via BACS) the JS event financial investment of £600, following a successful GP review process and confirmation of delivery in line with these guidelines.
103. Each Service Provider will ensure that two representatives attend this annual meeting.

## APPENDIX FOUR: JUDOSCOTLAND GRAND PRIX EVENT FORMAT

### Grand Prix Event Format:

104. All GP Events will have a standard format.

105. The age band categories for GP events are detailed below, with weight categories commensurate with the BJA Tournament Handbook:

- a. AA Band (Minors) - Optional
- b. A Band (Minors);
- c. B Band (Pre-Cadet);
- d. C Band (Cadets);
- e. Seniors.
  - i. Senior categories must be split into 2<sup>nd</sup> Kyu and below and 1<sup>st</sup> Kyu and above
  - ii. Senior Male weight categories will be divided into three groupings, -73kg, -90kg, +90kg
  - iii. Senior Female weight categories will be divided into three groupings, -57kg, -70kg, +70kg

106. No 'double entries' are permitted.

### Monitoring & Reporting:

107. To maintain the high standards of the GP Events and to continuously develop the concept, JS will monitor the success of each event. This will be done on the basis of:

- a. comparison with the GP inclusion criteria and;
- b. rating of overall success/satisfaction as determined by sampling those in attendance.

108. Service Providers will be provided with feedback from JS on their events to help them improve the service they provide for players, parents, volunteer workforce and coaches.

109. Serious and/or consistent breaches of the agreement will result in the contract with the Service Provider being terminated.