

INVITATION TO TENDER

Energy Partner



Brief issued by: England Athletics

England Athletics Energy Partner

England Athletics is looking for an energy partner to work alongside [our other facility partners](#) to help athletics venues develop energy solutions which reduces their energy consumption and carbon production, lowers the cost of their energy bills, whilst also developing funding models to support the solutions proposed.

Pitch Process: We seek to be as transparent as possible throughout the process. As part of England Athletics' (EA) tender process we are advertising this opportunity on the EA website for two weeks. We aim to decide and inform all organisations on 25th February 2021, assessed against the following criteria:

- Overall strategic approach
- Ability to demonstrate relevant experience of working on similar projects and with similar organisations
- Ability to help venues make energy savings
- Ability to help venues reduce energy consumption
- Ability to support venues transition to a low carbon strategy
- Ability to support venues through development and applications of funding models
- Commercial value to England Athletics

Interested organisations should be complete the Method Statement and Supplier profile and send via email to Andy Anstey aanstey@englandathletics.org

Shortlisted organisations will then be invited to work with an affiliated club on an outline development of an energy strategy as the second part of the tender process.

Tendering Timetable: EA has set the following tendering timetable to ensure that the evaluation and award process is completed, and the Contract executed prior to the Commencement Date. EA reserves the right to amend the timetable at any time during the tender process at its sole discretion.

Activities	Proposed Dates & Deadlines
Invitation to Tender Advertised on EA Website	4 th Jan – 18 th January 2021
Deadline for receipt of Method Statement and Supplier Profile Form	19 th January 2021
Organisations informed whether they are invited to second stage	21 st January 2021
Submission deadline for example approach with athletics club	18 th February 2021
Preferred partner notified	25 th February 2021
Period of exclusive negotiation	25 th February – 11 th March 2021
Partnership start date	No later than 25 th March 2021

INVITATION TO TENDER

Energy Partner



About England Athletics:

EA develops grass roots athletics in England, supporting affiliated clubs to prosper, developing more and better coaches, recruiting and supporting volunteers and officials. England Athletics provides and supports competition opportunities at an international (England representative), national, area and county level.

- **Mission:** To grow opportunities for everyone to experience athletics and running, to enable them to reach their full potential
- **Vision:** Athletics will be the most popular and inclusive sport in England, led by a network of progressive clubs and organisations and supported by a sustainable, respected and trusted governing body
- **Key Values:**
 - **Pride** - We take pride in the work that we do and demonstrate commitment to our athletes in recognition of the important role that we have to play. Athletics in England has a rich history and heritage and we will celebrate the achievements of our athletes from today and yesteryear to inspire future generations.
 - **Integrity** - Our sport is founded on integrity. We will demonstrate this in all that we do to earn respect and to build effective partnerships at all levels. We will challenge ourselves and each other to ensure that we adhere to this value at all times.
 - **Inclusivity** - Inclusivity is an important aspect of athletics and must be embraced at all levels of the sport. We believe that athletics can contribute towards a healthy lifestyle and a sense of achievement, whatever the age, ability or background of the athlete or volunteer. We should promote inclusive working at all times and reflect this in our actions.
- **Strategic Priorities**
 1. To expand the capacity of the sport by supporting and developing its volunteers and other workforce
 2. To sustain and increase participation and performance levels in our sport
 3. To influence participation in the wider athletics market

INVITATION TO TENDER

Energy Partner



Facilities Context

England Athletics ambition is to create an innovative and inspiring network of sustainable athletics facilities, with the capacity to meet both current and future demand across England. England Athletics has published [a national facilities strategy](#) to explain how it will work towards achieving this ambition.

In England there are 367 outdoor athletics tracks and 30 indoor tracks - synthetic, cinder and permanent grass.

- 73% of tracks are synthetic – and thus provide a reasonable or better ‘all weather’, all year round option.
- 67% of tracks are floodlit - making evening/all year-round use possible
- 88% of athletics tracks are publicly owned
 - 47% local authority
 - 41% education

England Athletics recognises the vital role that local authorities and educational institutions such as schools, colleges and universities play in providing for our sport and we will continue to work closely with partners in these sectors and to share ideas for encouraging the integration of athletic disciplines into a wide variety of settings.

Outlined below are England Athletics facility priorities and how we are supporting them

Ensure that the allocation of resources to new and existing track and field facilities is prioritised to those that have the greatest potential to impact positively on general participation, club membership growth and retention, and improved personal performance.

- Encourage all tracks to seek accreditation through TrackMark
- Help venues to identify the level in the Hierarchy of Facilities that is most appropriate for them and will support clubs seeking to raise funding to maintain facilities at that level.
- Prioritise new and innovative track and field facilities
- Seek to be actively involved in the development of local planning policies wherever possible.
- Support new indoor tracks and indoor athletics training facilities where there is a proven demand and a clear geographical gap in supply.

Actively encourage athletics and running facilities to be used to their fullest possible extent by the sport and by all sections of the community in order to maximise viability.

- Support clubs and groups to ensure the facilities they use for athletics activity are accessible to all.
- Help clubs to develop a strong partnership with facility owners/ operators and will share examples of good practice.
- Provide advice and guidance to clubs actively pursuing the asset transfer of an athletics facility.
- Help athletics and running clubs to become more professional and sustainable in how they operate.
- Encourage new partnerships between athletics clubs and schools that have available indoor facilities.

Encourage innovative approaches to the location and design of facilities for individual components of the sport in order to increase reach and create sustainability and viability.

- Expect all new and refurbished floodlight schemes to deliver a minimum of 200lux across the whole of the track and the infield.
- Support clubs in exploring options for improved environmental sustainability and will share examples of good practice.
- Support the development of compact athletics facilities where there is a viable business case based on proven demand, good coaching and strong partnership working.
- Support facility innovations involving non-standard track shapes, designs and uses providing they are backed by a sound business case and do not negatively impact on our core market.
- Continue to lobby bodies with an influence over urban design, to ensure that the needs of runners are considered alongside those of cyclists and pedestrians.

INVITATION TO TENDER

Energy Partner



- Continue to lobby for the free use of public parks and open spaces by runners and voluntary running groups.
- Assist road running clubs that are looking for somewhere to meet, by introducing them to sports clubs in their area that have suitable facilities.
- Produce guidelines on the key characteristics of a good running route and encourage future route providers to self-assess against this.
- Engage with tech companies to explore how new products and platforms could be used to benefit the wider running community

What England Athletics can offer an energy partner?

England Athletics can offer our energy partner a range of benefits

- Designation
 - Official Energy Partner
 - Ability to use England Athletics logo across digital and print
- Database
 - Access via newsletters and solus emails to a number of databases
 - Facility Managers database – covering all athletics venues in England
 - Athlete database
 - Coaches database
- Education
 - Working alongside our other facility partners development of
 - Guides and education resources for clubs and facility managers
 - Online webinars
 - Face to face seminars
- Expertise and staff engagement
 - Close collaborative working with EA staff, in particular Facilities & Planning Manager
- Branding
 - EA website partner page
 - Event branding at our National Championships
- Athlete ambassadors
 - Sourcing elite or club athletes to act as brand ambassadors
- Category exclusivity

Questions

Please feel free to contact Andy Anstey or Ed Hunt if you have any questions on the brief:

Andy Anstey // Commercial Manager aanstey@englandathletics.org // 07718 394753

Ed Hunt // Facilities & Planning Manager // ehunt@englandathletics.org // 07585 128228

INVITATION TO TENDER

Energy Partner



METHOD STATEMENT AND SUPPLIER PROFILE FORM

METHOD STATEMENT

Please provide a method statement for how you would approach the partnership including

- A proposal for how you would approach the partnership, including indicative timescales and milestones and how you would meet the criteria for a successful partnership
 - Ability to help venues make energy savings
 - Ability to help venues reduce energy consumption
 - Ability to support venues transition to a low carbon strategy
 - Ability to support venues through development and applications of funding models
 - Commercial value to England Athletics
- Details of the person (or people) to be employed on the project, their qualifications to carry out the work and role in the partnership
- Supporting information that would provide EA with evidence of relevant skills, knowledge and experience suitable for the partnership. Please demonstrate with case studies understanding and experience of delivering partnerships of a similar nature to this tender
- An outline of any value-added proposals.

ORGANISATION IDENTITY

1.1 Name of the company (Prime or single contractor) in whose name the tender would be submitted	
1.2 Contact name:	
1.3 Address:	
1.4 Telephone number:	
1.5 Facsimile number:	
1.6 E-mail address:	
1.7 Company Registration number:	
1.8 Date of Registration:	
1.9 Registered address if different from the above:	
1.10 VAT Registration number:	
1.11 Website address (if any)	

INVITATION TO TENDER

Energy Partner



2. FINANCIAL

PROFITABILITY		
Year	Actual	Budget
Current		
Last		
Previous		

TURNOVER		
Year	Actual	Budget
Current		
Last		
Previous		

3. ORGANISATION INFORMATION

3.1 Is your organisation:	i) a public limited company?	Y/N	iii) a sole trader?	Y/N
	ii) a limited company?	Y/N	iv) a partnership?	Y/N
3.2 Is your company a subsidiary of another company?		Y/N		
The holding or parent company				
The ultimate parent company (if applicable)				
3.3 Executive Directors/ Partners:				
Name	Responsibility			
3.4 Brief history (not more than 400 words) of your organisation and your main line of business.				

INVITATION TO TENDER

Energy Partner



--

4. BUSINESS INFORMATION

4.1 Evidence of Professional Indemnity and Public Liability Insurances.			
4.2 To which professional or trade bodies your organisation belongs			
4.3 Number and locations of premises from which your organisation provides services similar to those required by EA. If you have multiple offices within the UK, which is your proposed service office that will service EA's account?			
4.4 How many staff do you have at that office:			
Staff numbers		Third party staff numbers	
4.5 Is your organisation registered under the Data Protection Act 1998?	Y/N	If Yes, please provide your registration number:	

5. REFERENCES

Please provide three client references that are comparable to EA requirement. Contracts for the supply of goods or services should have been performed during the past five years.			
The customer contact should be prepared to speak to EA to confirm the accuracy of the information provided below if we wish to contact them.			
		Contract 1	Contract 2
5.1	Customer Organisation (name):		

Please treat all information in this document as private and confidential; strictly not to be shared outside of your agency.

INVITATION TO TENDER

Energy Partner



--

8. FORM COMPLETED BY:

I declare that to the best of my knowledge the answers submitted in this Supplier Profile Form (and any supporting modules) are correct. I understand that the information will be used as part of the selection process in the tender.

Signature	
Name	
Position	
Date	
Telephone number	
E-mail address	

Please treat all information in this document as private and confidential; strictly not to be shared outside of your agency.

INVITATION TO TENDER

Energy Partner



Supplier Profile Form

ORGANISATION IDENTITY

1.1 Name of the company in whose name the tender would be submitted	
1.2 Contact name:	
1.3 Address:	
1.4 Telephone number:	
1.5 Facsimile number:	
1.6 E-mail address:	
1.7 Company Registration number:	
1.8 Date of Registration:	
1.9 Registered address if different from the above:	
1.10 VAT Registration number:	
1.11 Website address	
1.12 Overview (not more than 400 words) of your organisation	

Please treat all information in this document as private and confidential; strictly not to be shared outside of your agency.

Appendix - Conditions and Considerations of Tender

CONSIDERATIONS PRIOR TO SUBMISSION OF TENDER

1. Any modification to the Tender Documents will be notified to all tenderers. If necessary, EA shall revise the tender closing date in order to accommodate this.
2. The tender and all accompanying documents are to be submitted in the English language.
3. Further Information and Enquiries
 - 3.1 At any time before 18th January 2018 the tenderer may write to EA requesting any information or raising any query in connection with the Tender Documents, the procedure leading to award of Contract or seek clarification if any part of the document or procedure is unclear, contradictory or contains provisions that mitigate against efficient and effective provision of the supply described in the scope. Any such communication must be emailed to Gemma Mason, Marketing & Campaign Manager, Running Participation, at gmason@englandathletics.org
 - 3.2 Questions will be answered in anonymised form to all tenderers.
 - 3.3 EA reserves the right to take up one or all of the references and/or visit one or more of the reference sites cited by tenderers on the Supplier Profile form.

CONDITIONS OF TENDER

1. **SUBMISSION.** The completed tender responses must be sent to Gemma Mason, Marketing & Campaign Manager, Running Participation, at gmason@englandathletics.org by 4pm of the closing date. Failure to meet this will result in the tender being rejected. EA will not accept tender documents in any other way other.
2. **OFFICIAL DOCUMENTS.** Tenders must be submitted in the exact format and sequence as listed in the Method Statement, which will enable the evaluation to be carried out fairly.
3. **CONDITIONS.** EA reserve the right to amend the Conditions of Tender, the Tender process and/or the selection criteria at any time in writing before or after the application closing date.
4. **PARTICIPATION.** All costs, expenses and liabilities incurred by the tenderer in connection with preparation and submission of the tender will be borne by the tenderer. The tenderer shall have no claim whatsoever against EA in respect of such costs and in particular (but without limitation) EA shall not make any payments to the successful tenderer or any other tenderer save as expressly provided for in the Contract and (save to the extent set out in the Tender Documents) no compensation or remuneration shall otherwise be payable by EA to the successful tenderer in respect of the Services by reason of the scope of the Services being different from that envisaged by the successful tenderer or otherwise.
5. **CORRESPONDENCE.** Communications relating to the tender must be addressed to the person identified in 4.1 (above).
6. **ADJUDICATION.** EA will endeavour to assess the proposals and presentations and inform the tenderer of the result within the timetable laid out.
7. **ACCEPTANCE AND REJECTION OF TENDERS.**
 - 7.1 The successful tenderer will be required to commence the provision of the Services as specified in the Invitation to Tender document.
 - 7.2 EA reserve the right to change any aspect of, cancel or withdraw from the tender process at any stage at its absolute discretion.
 - 7.3 EA reserve the right not to award a contract.
 - 7.4 EA shall not be bound to accept the lowest price or any Tender.
 - 7.5 EA reserve the right to reject any or all Tenders, may accept any Tender in whole or in part, or to award contract(s) in whole or in part.
 - 7.6 EA reserves the right to reject any tender submitted by a tenderer in respect of which the tenderer:-
 - 7.6.1 Has submitted the tender not in accordance with the requirements of this Conditions of Tender, by the closing date or not conform with the requirements of the tender documents; or
 - 7.6.2 Discloses to any third party prices shown in its tender except where such disclosure is made in confidence in order to obtain quotations necessary for the purposes of financing or insurance; or
 - 7.6.3 Enters into any agreement with any other person that such other person shall refrain from submitting a tender or shall limit or restrict the prices to be shown by any other tenderer in its tender; or
 - 7.6.4 Fixed prices in its tender in accordance with any arrangement with any person or by reference to any other tender; or
 - 7.6.5 Offers or agrees to pay or give or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tenderer or any other person's proposed tender any act or omission; or
 - 7.6.6 Has directly or indirectly canvassed any member or official of EA concerning award of the Contract or who has directly or indirectly obtained or attempted to obtain information from anyone concerning any other tenderer or tender submitted by any other tenderer; or
 - 7.6.7 Has done anything improper to influence EA during the tender period; or
 - 7.6.8 Has failed to use the English language; or
 - 7.6.9 Has failed to return the Response Document fully completed. It may not be possible to consider a Tender if complete information or data is not given at the time of tendering.

Please treat all information in this document as private and confidential; strictly not to be shared outside of your agency.

INVITATION TO TENDER

Energy Partner



8. **THE CONTRACT.** The successful tenderer shall be liable for any loss or damage incurred by EA if the Services do not commence at the Commencement Date as a result of the successful Tenderer's failure to execute the Contract properly.
9. **ALTERNATIVE CONDITIONS OF CONTRACT.** Tenders are subject to the conditions stated in the Tender Document. Offers made subject to additional or alternative conditions may be rejected on the grounds of such conditions alone.
10. **CONFIDENTIALITY.** The Tender Documents and all other documentation issued by EA relating to the Contract shall be treated by the tenderer as private and confidential, and ensure such by all their employees and agents involved in this process, for use only in connection with the tender and any resulting contract and shall not be disclosed in whole or in part to any third party without the prior written consent of EA save where such information has been disclosed for the purposes of obtaining quotations from proposed insurers and/or sub-contractors and other information required to be submitted with the tender.
11. **INFORMATION.** EA reserve the right to take into account any knowledge of an organisation that EA may have, but the tendering organisations should not assume that any such information will be taken into account and should restate it in the tender response if they consider it relevant. Tendering organisations are required to reply to all questions even if they have previously provided this information or if they think that EA are already aware of it. This is to ensure that evaluation is in a fair, like-for-like and reasonable manner.

The information contained in the tender document does not purport to contain all of the information which an organisation may require. While EA has taken all reasonable steps to ensure, as at the date of this document, that the facts which are contained in this document are true and accurate in all material respects, EA do not make any representation or warranty as to the accuracy or completeness or otherwise of this document, or the reasonableness of any assumptions on which this document may be based. All information supplied by EA to organisations is subject to organisations' own due diligence. EA accept no liability to organisations whatsoever resulting from the use of this document, or any omissions from or deficiencies in this document. Organisations should note that any quantities or volumes contained in the tender document are for indicative purposes only and any future quantities or volumes may vary from those stated.
12. **CIRCULATION OF INFORMATION.** EA may request organisations to give additional information or clarification at any time during the tender process.

If EA considers any question or request for clarification to be of material significance, both the query and the response will be communicated, in a suitably anonymous form, to all tenderers who have responded. All responses received and any communication from tenderer will be treated in confidence.
13. **ISSUE OF TENDER DOCUMENTS.** All intellectual property rights in the tender documents, and any specifications, plans, drawings, patterns, samples or information issued or furnished by, or on behalf of, EA in connection with it, are issued solely for the purpose of enabling a tender to be completed and may not be used for any other purpose. They remain the property of EA. EA will supply any additional documents which are required in connection with this tender (if not already in the tenderer's possession).
14. **TENDER VALIDITY.** The tender offer and prices quoted will remain open for acceptance for a minimum of 12 months and for the avoidance of doubt, until the formal Contract document has been executed and completed.
15. **PRICES.** Tendered prices must be net and, where applicable, carriage paid with all cash and trade discounts being allowed for. Tenderers offering settlement discounts for prompt payment of invoices must state such terms in the tender. The net prices quoted on the tender should be those before settlement discount is applied.
16. **CURRENCY OF TENDER.** The currency in which all prices and rates must be tendered, and which payments under the resulting contract, in pounds sterling.
17. **VALUE ADDED TAX.** Tenders must be exclusive of any VAT chargeable. However, tenderer must highlight any item where VAT is applicable and its percentage.
18. **OFFER.** All tender prices or rates will be regarded as firm offers for the whole of the contract period unless the tender clearly indicates when and how prices or rates are subject to variance.
19. **SAMPLES REQUIRED.** If samples are required after the opening of the tenders, the tenderer submits samples without charge. Failure to comply with such a requirement within five working days of the requested date may prejudice consideration of the tender. Every sample must be clearly labelled with the following particulars:
 - 19.1 Tenderer's name and address
 - 19.2 EA's contact person on the Invitation to Tender letter and date of return of tender

Please treat all information in this document as private and confidential; strictly not to be shared outside of your agency.