

# ***Invitation to Tender Document***

## ***Sport Wales Framework: Consultants for Insight, Monitoring and Evaluation***

13<sup>th</sup> February 2026



# **Open Procedure**

## ***Invitation to Tender for the provision of a Consultancy Framework (Insight, Monitoring and Evaluation)***

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## 1. Background

- 1.1 The Sports Council for Wales (known by its trade name Sport Wales) was established by Royal Charter dated 4 February 1972. It is financed by annual funding from the Welsh Government and from income generated from its own activities. It is the main adviser on sporting matters to the Welsh Government and is responsible for distributing Welsh Government and National Lottery funding to sport in Wales.
- 1.2 Sport Wales is the national organisation responsible for developing and promoting sport and physical activity in Wales at both community and elite levels. It is also responsible for the distribution of significant amounts of grant funding across a broad portfolio of sports activity in Wales.
- 1.3 Sport Wales is one of the public sector bodies in Wales which are subject to Welsh Government's *Well-being of Future Generations (Wales) Act 2015*. Accordingly, Sport Wales has developed its own well-being objectives. Audit Wales is charged with auditing these organisations to assess the extent to which well-being objectives and the five ways of working that the Act promotes, have been delivered.
- 1.4 We aim to not only improve the level of sports participation at grassroots level but also provide our aspiring athletes with the support required to compete successfully on the world stage.

- 1.5 Sport Wales currently operates over four locations in Wales; the sites include our two National Centres, situated in Sophia Gardens, Cardiff and Plas Menai, Caernarfon (in partnership with Parkwood & Legacy Leisure); and satellite offices located in Deeside and Llanelli.
- 1.6 For further information and context, visit the Sport Wales website at <https://www.sport.wales/>.

## 2. Overview of the Requirement

This procurement process is being conducted in accordance with the Procurement Act 2023 using the Open procedure. This Invitation to Tender document describes how the procurement will be conducted, detailing the associated procurement timetable, the assessment process (including award criteria) and instructs tenderers how to respond to the opportunity.

- 2.1 Sport Wales is seeking to procure and implement a framework of capable and experienced research consultants to provide a range of research, insight and evaluation expertise.
- 2.2 The Sport Wales intention is to procure a multi-supplier framework to provide ad-hoc insight, monitoring and evaluation consultancy as and when may be required.
- 2.3 The successful suppliers that are placed on the framework will act as an extension to Sport Wales, providing additional support, capacity, resilience and expertise when required.
- 2.4 Sport Wales is seeking diverse expertise from various sectors to enhance its collective ability to enhance its ability to generate and understand data, as well as monitor and evaluate programmes of work internally and across the sector.
- 2.5 The intention is to award a position on the framework to up to 12 suppliers across two distinct Lots.
- 2.6 The Lots are described in further detail below (Part 3), but as an overview the titles of each Lot are:
  - **Lot 1:** Quantitative Research (up to 3 suppliers).
  - **Lot 2:** Qualitative Research (up to 9 suppliers).
- 2.7 Each instance of service provision required by Sport Wales will be called-off via the framework as a distinct package of work, in-line with the framework governance process as outlined below in Part 14.

2.8 As an indication of the Sport Wales requirement, demonstrating the breadth and expected quality of deliverables sought via the framework, examples of relevant similar content are shared below:

- **Partner Support Project 11/25 – 02/26 - £9,500:**

- This project helped Sport Wales understand what impact that wider support provided to funded partners has made, and the impact it has had on the wider sector.

- **Foundations Framework Wales – 1/4/25 – 31/3/26 - £20,000**

- This project aimed to allow Sport Wales to better understand the impact of the Foundations Framework Wales upon organisations and clubs.

2.9 The proposed framework agreement duration is an initial 24-months, with the option to extend for up to a further 24-months (at the sole discretion of Sport Wales).

2.10 The estimated framework agreement value is up to a maximum of £100,000 (excluding VAT) per annum, for a total potential value of up to a maximum of £400,000 over the proposed full 24-month + 24-month term.

2.11 **For the avoidance of doubt, note that Sport Wales makes no commitment to the total value of the framework, nor to the value or volume of work to be let during the term of the proposed agreement.**

2.12 The full Specification is provided below in Part 17.

### **3. Lots**

3.1 The framework agreement will be divided into Lots as set out below. More detailed information about each lot is included in Part 19 (Specification).

Lot Number / Name	Description	Preferred Number of Suppliers per Lot
Lot 1: Quantitative Research	We expect the successful candidates to be able to conduct robust quantitative research such as design, data analysis and to be able to present findings clearly and concisely for non-technical audiences. See 17.2 for further details.	3 (up to)
Lot 2: Qualitative Research	We expect the successful applicants to be able to conduct robust qualitative research design, data collection and analysis using a	9 (up to)

	range of traditional and creative methodologies. See 17.2 for further details.	
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- 3.2 The number of suppliers that Sport Wales intends to appoint for each Lot is stated in the table above. The numbers indicated represent the preferred number, but the actual number of suppliers appointed may vary depending on the outcome of the procurement and could be more or less than indicated.
- 3.3 Tenderers are permitted to bid for one or both Lots, in-line with the instructions provided in Part 18.
- 3.4 Tenderers must indicate which Lot(s) they are bidding for within their submission, as part of their Qualification Questionnaire response. Any tender response that does not comply with this instruction may be considered non-compliant and therefore excluded from the procurement, at the discretion of Sport Wales.

## 4. ***Submission of Responses / Timetable***

- 4.1 The proposed procurement timetable is set out below.

Note that the dates provided are indicative only, and that Sport Wales reserves the right to revise them at any time during the process without liability. All tenderers will be notified of any change(s) to the timetable.

Activity	Date	Responsible
Tender Notice Published	13 <sup>th</sup> February 2026	Sport Wales
Deadline for Submission of Clarification Questions	4 <sup>th</sup> March 2026	Tenderer
Deadline for Submission of Responses	13 <sup>th</sup> March 2026	Tenderer
Evaluation (inc. all internal approvals)	16 <sup>th</sup> March to 3 <sup>rd</sup> April 2026	Sport Wales
Assessment Summaries Issued	16 <sup>th</sup> April 2026	Sport Wales
Contract Award Notice Published	17 <sup>th</sup> April 2026	Sport Wales
Standstill Period	20 <sup>th</sup> to 29 <sup>th</sup> April 2026	/
Contract Details Notice Published	30 <sup>th</sup> April 2026	Sport Wales
Framework Agreement Awarded	1 <sup>st</sup> May 2026	Sport Wales
Framework Agreement Starts	4 <sup>th</sup> May 2026	Sport Wales and Tenderer

- 4.2 Tender submissions are to be submitted in electronic format to the Post-box facility on [sell2wales.gov.uk](https://sell2wales.gov.uk) by midday on 13<sup>th</sup> March 2026. Responses received after the deadline may not be considered.

- 4.3 A [Suppliers' Postbox user guide](#) is available under the 'Help and Support' section of the Sell2Wales website.
- 4.4 Should tenderers encounter any issues when submitting clarification questions, please use the Sell2Wales support function.
- 4.5 Clarification questions (queries) in relation to the tender are to be submitted via the Sell2Wales questions and answer functionality. Clarification questions received outside of Sell2Wales (e.g. via email) may not be responded to.
- 4.6 Responses may be received in Welsh or English. Responses submitted in Welsh will not be treated less favourably than those submitted in English. All subsequent correspondence/communication will be conducted in keeping with the language of the submitted response.

## ***5. Procedural and Response Requirements***

- 5.1 This Invitation to Tender document, together with any and all other associated tender documents provided to tenderers in connection with this procurement, contain procedural and response requirements that tenderers must follow.
- 5.2 Failure to comply with or adhere to any procedural or response requirement may result in the exclusion of the tenderer from the procurement and the invalidation of their response, at Sport Wales's sole discretion.

## ***6. Acceptance of Tenders***

- 6.1 Sport Wales will review all tenders received via the Sell2Wales Post-box. Note however that responses received after the deadline may not be considered.
- 6.2 Except for manifest error, or as may otherwise be expressly agreed by both Sport Wales and the tenderer, the content of submitted tender responses with regards to this procurement will be deemed to be binding upon the tenderer and open for acceptance by Sport Wales.
- 6.3 Prior to submitting their response, tenderers are responsible for ensuring that its staff, and those of any sub-contractors, are fully aware of all the technical, commercial and legal requirements relating to this procurement.
- 6.4 A tender should be valid for acceptance for a period not less than 120 days from the date of submission.
- 6.5 Sport Wales does not commit itself to accept the lowest priced tender or any tender submission received in response to this procurement. No submission shall be deemed to have been accepted unless such acceptance has been notified to the tenderer in writing.
- 6.6 No part of the submitted tender response will be returned to the tenderer.

## **7. *Modifying the Procurement***

- 7.1 Neither this Invitation to Tender document, any corresponding tender notice nor any additional information given as part of this procurement shall be regarded as a commitment or representation on the part of Sport Wales (or any other person) to enter into a contractual arrangement.
- 7.2 Sport Wales reserves the right to terminate or otherwise cancel this procurement at any point during the process, and/or to otherwise not award any contract as a result of this procurement. With regards to lots, any decision by Sport Wales to not to award a lot does not prevent Sport Wales from awarding the remaining lots.
- 7.3 With regards to terminating or otherwise cancelling the procurement and/or otherwise not awarding any contract as a result of this procurement; Sport Wales shall not be liable for any costs incurred by the tenderer resulting from this action.
- 7.4 Sport Wales reserves the right at any time to:
- Issue amendments, modifications or additional information to any documentation which forms part of this procurement, including the specification.
  - Require a tenderer to clarify any part of their response and tender submission in writing and/or provide additional information. Failure by a tenderer to respond in-line with instructions may result in their tender submission being invalidated.
  - Alter the procurement timetable for this procurement.
  - Re-run any part of the procurement on the same or alternative basis.
  - Otherwise amend the procurement as described herein.
- 7.5 The Specification (Part 17) sets out the Sport Wales requirements in full. It is possible that during the life of any implemented agreement that changes to the specification, service or other requirements will arise.
- 7.6 Changes to the Specification will be implemented by issuing written amendments to all those affected by the changes. Sport Wales holds the sole right to implement changes in this manner.

## **8. *Conditions of Tender***

- 8.1 By submitting a tender, you are acknowledging and agreeing in full to the following conditions:

- 8.2 The contents and requirements of the tender documentation have been read, understood and, where required, complied with.
- 8.3 This is a bona-fide tender, and that the prices and / or sums herein have not been adjusted or unfairly influenced by any arrangements or agreements with any third party.
- 8.4 You have not, nor will not, prior to any contract award communicated with others except Sport Wales with regard to the tendered amount or specific details thereof, except where the disclosure of this information is required to obtain information in support of your submission.
- 8.5 You have not and will not enter into any arrangement or agreement that could lead to others not submitting a tender or otherwise influencing the tendered amount submitted by others.
- 8.6 You have not and will not offer any inducement, financial or otherwise, directly, or indirectly to any person or third party in any way to influence any tender submitted, or part thereof.
- 8.7 You are hereby offering to enter into a contract with Sport Wales in accordance with the requirements contained in this Invitation to Tender document, for the costs and charges contained within your tender response.
- 8.8 Any and all matters, whether technical, operational, commercial, or contractual where your tender response does not comply, either fully or in part, with the requirements of this tender are clearly defined in a document to be headed 'Tender Qualifications' and submitted as part of your tender response.

## **9. *Expenses and Losses in Tender***

- 9.1 Tenderers must bear all the costs associated with the preparation and submission of their tender response and any further costs incurred prior to award of the contract.
- 9.2 Sport Wales will not be responsible for expenses or losses that may be incurred by any tenderer in the preparation and submission of their tender response and otherwise in their participation in the procurement process, regardless of the conduct or outcome of the procurement.

## **10. *Prices***

- 10.1 The prices stated in the tender response will be deemed to be the full inclusive value for the provision of the requirement as described in the Specification (Part

14), including all costs and expenses, risks and obligations set forth in or to be implied from the Invitation to Tender.

10.2 All prices are to be stated in pound sterling (£) exclusive of Value Added Tax (VAT).

## **11. Payment Terms**

11.1 In adherence to the Procurement Act 2023, payment will be made within 30-days of receipt of valid invoice. Invoices are to be issued in accordance with the payment scheduled agreed before or at contract award.

11.2 For an invoice to be considered valid and acceptable for payment it must be sent electronically (i.e. via email) and must include the following information as minimum:

- The name of the supplier.
- A purchase order number (where available / known).
- A description of the goods services and/or works supplied to Sport Wales.
- The sum requested.
- A unique invoice reference / number.

11.3 All invoices are to be submitted to [finance@sport.wales](mailto:finance@sport.wales)

11.4 Should an invoice be considered invalid and/or the sum payable is disputed the supplier shall be notified as soon as practicable and the 30-day payment term will be considered on-hold until all queries are resolved.

## **12. Confidentiality and Transparency**

12.1 The tenderer (whether their submission is accepted or not) and all other recipients of the Invitation to Tender document (whether they submit a tender response or not) shall treat the details of this document as private and confidential.

12.2 Any submission received in response to this Invitation to Tender shall be treated likewise by Sport Wales, except where requested in compliance with the Freedom of Information Act 2000.

12.3 Tenderers must note that, in accordance with general transparency obligations and procurement law obligations under the Procurement Act 2023, Sport Wales routinely publishes details of its procurement processes and awarded contracts. This includes, but is not limited to, the contract value, the identity of the successful supplier, compliance with payment obligations and contract performance. Compliance with these obligations may involve Sport Wales taking steps without consultation with suppliers.

## 13. Security

- 13.1 The successful Supplier must adhere to the obligations of a "Data Processor" as specified in the Data Protection Act 2018 (DPA 2018) and retained EU GDPR 679/2016, Article 28. In line with the Data Protection Act 2018, Chapter 2, the supplier is responsible for ensuring that all personal data processed while delivering services, goods, or works under this agreement is handled in compliance with the standards set out in Chapter IV.

## 14. Welsh Language

- 14.1 As a public sector body, Sport Wales has a duty to comply with the Welsh Government's Welsh Language Standards.
- 14.2 The successful suppliers will need to ensure that services provided via this contract are compliant with Sport Wales' Welsh language and inclusion needs.
- 14.3 The Welsh language, inclusion and accessibility requirements aligned to this procurement will be confirmed in each instance of call-off. However, common themes and requirements applicable to all call-offs will include (but not be limited to):
- An appreciation, awareness and understanding of Welsh language standards and culture.
  - Providing opportunities for research participants to engage through the medium of Welsh.
  - Providing inclusive opportunities for those living in underserved and/or diverse communities.
  - Issuing of bilingual Welsh/English communications to potential research participants (Sport Wales to provide translated copy for use).
  - Understanding and foresight to ensure that call-off delivery must include sufficient time to allow for Welsh translation (with specific Welsh requirements to be confirmed at each instance of call-off).
  - Continued adherence to Welsh language, inclusion and accessibility standards.
- 14.4 Further references are made to Sport Wales' bilingual requirements in Part 14 (Specification) below.
- 14.5 For further details regarding Welsh language requirements and responsibilities, see: <https://www.gov.wales/welsh-language>.

## **15. Sub-Contractors and Consortium**

- 15.1 Where a consortium or sub-contracting arrangement is proposed, all tenderer company information requested must be given in respect of the proposed prime contractor or consortium leader. Relevant information must also be provided in respect of consortium members or sub-contractors who will play a significant role in the delivery of the requirement. For the purposes of this procurement, a significant role is where the economic and financial standing and the technical or professional ability of the consortium member or sub-contractor is referred to or relied upon within the tenderers response.
- 15.2 If requested to do so by Sport Wales, tenderers will be required to enter into a legal arrangement with other members of a consortium or with any parties which are relied on in order to satisfy the conditions of participation relating to this procurement (in accordance with section 72 of the Procurement Act 2023). Acceptance of this request shall be considered a mandatory requirement and failure to accept the same may result in the tenderer's exclusion from the procurement, at the sole discretion of Sport Wales.
- 15.3 In the event that the successful supplier is not required to enter into a legal arrangement with other members of a consortium or with any parties which are relied on in order to satisfy the conditions of participation relating to this procurement, the prime contractor (lead supplier) is required to take the lead role and enter into the framework agreement with Sport Wales on behalf of itself and the other members of the consortium.

## **16. Conflicts of Interest**

- 16.1 Tenderers are responsible for ensuring that no actual, potential or perceived conflicts of interest (in-line the meaning of section 81 of the Procurement Act 2023) exist between themselves and Sport Wales. As per the Procurement Act, "interest" includes a personal, professional or financial interest and may be direct or indirect.
- 16.2 Tenderers are required to declare whether any actual, potential or perceived conflict of interest exist as part of their tender response and must notify Sport Wales immediately should the information provided change at any time during the course of the procurement.
- 16.3 In the event of any actual, potential or perceived conflict of interest, Sport Wales shall, at its sole discretion, decide on the appropriate course of action. Sport Wales reserves the right to:
- Exclude any tenderer that fails to notify Sport Wales of an actual, potential or perceived conflict of interest, or where an actual conflict of interest exists.

- Request further information from any tenderer and require any tenderer to take reasonable steps to mitigate a conflict of interest. Failure to do so may result in the tenderer being excluded from participating in, or progressing as part of, the procurement process.

- 16.4 Sport Wales encourages tenderers to make contact via the Sell2Wales questions and answer function as soon as possible should it have any concerns regarding actual, potential or perceived conflicts of interest.
- 16.5 Sport Wales confirms that, prior to the publication of the Tender Notice related to this procurement, a conflict assessment has been prepared in accordance with the Procurement Act 2023.

## 17. Specification

### Introduction

- 17.1 Specifically, regarding the provision of a consultancy framework (insight, monitoring and evaluation), Sport Wales is looking for the consultants to assume the following **key responsibilities** across both Lots:
1. **Capture and analyse** stories, case studies, and both quantitative and qualitative data from work across the sector and facilitate the sharing of this insight in real-time to showcase the work being done and its impact. Data must be shared and analysed reliably and accurately to ensure a rounded and comprehensive understanding.
  2. **Collaborate** with Sport Wales and its partners to design appropriate research proposals and methodologies, and with fellow contractors, fostering synergies between research exercises and cultivating an environment of shared knowledge and expertise.
  3. **Learn** by generating continuous learning opportunities for the broader sector to benefit others beyond Sport Wales.
  4. **Share** by delivering interactive and engaging feedback sessions to Sport Wales and its partners, facilitating understanding, strategic decision-making, and growth within the sector.
- 17.2 Across all the aforementioned responsibilities, Sport Wales requires that the consultants advise on and/or deliver a range of **research methodologies** for the Lot(s) on which they have been awarded a place. The remit of the Lots could include, but will not be limited to the following activity:

- **Lot 1 - Quantitative research**

**17.2.1. Research design and data strategy support**, including but not limited to the development of research questions, selecting appropriate quantitative methods [e.g., Surveys, Observational etc.], supporting sampling approaches, and facilitating data quality from the project outset.

**17.2.2. Statistical analysis & modelling**, working with new or existing data sets, cleaning and analysing data, undertaking descriptive analysis, building explanatory and predictive models, exploring relationships etc.

**17.2.3. Generating insight and supporting decision making**, including translating results into clear, actionable insights; quantifying impact and trade-offs; running scenarios to inform strategic, policy, or operational decisions.

**17.2.4. Disseminating complex findings** by utilising methods appropriate for non-technical audiences, such as data visualisation platforms [e.g., Power Bi, Tableau, Python etc.], and building internal quantitative capacity through guidance and training.

**17.2.5. Evaluation and Learning** by critically evaluating the methods and techniques used; assessing what worked well and what didn't; documenting limitations and lessons learned; making clear recommendations to improve the design, analysis, and delivery of future, similar work.

- **Lot 2 - Qualitative research:**

- **Research design support** by assisting Sport Wales with wider research design, such as creating research questions, objectives and assisting with selecting appropriate qualitative methodology to achieve the purpose and objectives.
- **Expertise in traditional forms of qualitative data collection methods** it is expected that traditional forms of qualitative research can be conducted. This would include but not be limited to, in-depth interviews, focus groups, ethnographic studies and usability tests.
- **Innovative and creative data collection methods** that the provider may recommend alternatively to 'traditional' methods in this area. Sport Wales

are open to new and innovative ways of conducting qualitative research e.g., AI assisted data analysis.

- **Conducting thorough data analysis**, it is expected that the successful applicants can demonstrate effective and robust methods of analysing in-depth qualitative data which can be translated into tangible findings.

The following activity could be encompassed across both Lots:

- **Evaluations** including programme evaluations to assess effectiveness and identify areas of improvement, and impact assessments to measure broader effects of sport initiatives within Wales.
- **Stakeholder engagement** including engaging and working with stakeholders across Wales at various levels, implementing strategies to involve communities to ensure all perspectives are heard and accounted for e.g., Change management, Theory of Change
- **Practical / Resource based support** such as conducting data collection and conducting data analysis at different sections of the research process.

17.3 The individual requirements, specification and allocated budget of each call-off work package as may be let during the term of the framework will be varied and dependant on the priorities and ongoing activity of Sport Wales and will be fully described and defined in each instance.

17.4 Common themes / requirements likely (but not definitely) to be consistent within the majority of call-offs might include, but will not be limited to, the following:

- Monitoring and evaluation of programmes
- Engagement with stakeholder groups
- Literature reviews
- Research projects

17.5 The likely key stakeholder/end users associated with the requirement include:

- Sport System Strategy Team, including Foundations and Participation, Coaching, Pathways and Performance
- People, Governance and Ethics Team
- Service and Partner Development Team; including Education and Health
- Insight, Policy and Public Affairs Team

## **The Services**

17.6 For the avoidance of doubt, intellectual property rights and other associated rights and licences inherent within any/all deliverable(s) completed on behalf of Sport Wales under the framework will be transferred to Sport Wales upon submission.

- 17.7 All intellectual property, methodology, technical know-how and proprietary information contained within resource and background materials used to prepare any/all deliverable(s) report will remain that of the original owner.
- 17.8 The provision of consultancy activity may include interviews with external third parties, depending on the specific requirement in each instance. The requirement for interviews will be confirmed in advance by Sport Wales at each instance of call-off.
- 17.9 Specific delivery locations and travel requirements will be confirmed in each instance of call-off. However, as an indication, pan-Wales delivery will likely be required, as previous research projects have included travel to North, West and South Wales. Some requirements may be delivered remotely, with no need for travel (again, to be confirmed at call-off).
- 17.10 Indicative volumes include between 8 – 16 projects per annum, with a total spend of £100k, across both Lots.

### ***Standards***

- 17.11 It would be desirable for the successful suppliers to have achieved Cyber Essentials accreditation by the time of framework award.
- 17.12 Membership to the Market Research Society is considered a desirable requirement for the successful suppliers (not mandatory).
- 17.13 It would be desirable for the successful suppliers to have an Equality and Diversity policy within their organisation.
- 17.14 Recognition, appreciation and understanding of the Welsh language standards is a desirable requirement for the successful suppliers.
- 17.15 The successful suppliers are required to comply with all applicable legislation (including without limitation the Data Protection Act 2018, Welsh Language Act 1993 and Modern Slavery Act 2015) in their dealings with Sport Wales.

### ***Sport Wales Responsibilities***

- 17.16 Sport Wales will assume responsibility for translation English content to Welsh language copy for use.

### ***Record Keeping and Reporting***

- 17.17 Specific reporting requirements, including regularity and feedback of reporting, will be confirmed at each instance of call-off.

## **Governance**

- 17.18 The intention is to award a position on the framework to up to 12 suppliers across two distinct Lots.
- 17.19 The Lots are described in further detail above (Part 3), but as an overview the titles of each Lot are:
- **Lot 1:** Quantitative Research (up to 3 suppliers).
  - **Lot 2:** Qualitative Research (up to 9 suppliers).
- 17.20 Each instance of activity required by Sport Wales will be called off via the framework as a distinct package of work.
- 17.21 For **Lot 1:** Quantitative Research, up to the 3 highest scoring and compliant tenderers, determined following the evaluation of all submissions, will be appointed as the framework suppliers.
- 17.22 For **Lot 2:** Qualitative Research, up to the 9 highest scoring and compliant tenderers, determined following the evaluation of all submissions, will be appointed as the framework suppliers.
- 17.23 Sport Wales shall be entitled to call-off activity via the framework by a threshold for direct award. Anything under £10,000 may be directly awarded; anything over £10,000 will be offered to consultants via an Expression of Interest.

## **Quality and Performance Management**

- 17.24 All deliverables submitted to Sport Wales must be quality checked in advance of submission.
- 17.25 Quality will be managed throughout the term of the framework, with specific quality requirements to be confirmed at each instance of call-off.

## **Entry and Exit Planning**

- 17.26 Each individual call-off requirement will be subject to an initial meeting between Sport Wales and the appointed framework supplier to discuss the specific requirement and expected deliverables in detail.
- 17.27 At the end of the framework agreement the outgoing suppliers will be required to return all relevant documents and/or data which is no longer required for legal or regulatory purposes to Sport Wales, and to give assurance that all other documentation and/or data has been destroyed.

## **Contract Duration**

- 17.28 If awarded, the framework agreement is expected to commence 4<sup>th</sup> May 2026.

- 17.29 Except for early termination, the framework agreement will run for an initial period of 24-months and will end 1<sup>st</sup> May 2028.
- 17.30 At the sole discretion of Sport Wales, the framework agreement may be extended by a further 24-months, giving a latest possible date of expiry of 6<sup>th</sup> May 2030.

## **18. Assessment Process**

### **Overview of Invitation to Tender Assessment Process**

- 18.1 The Assessment Process is comprised of three parts as detailed below:
1. Qualification Questionnaire
  2. Quality Award Criteria
  3. Commercial Award Criteria
- 18.2 Tenderers are required to respond to each part in full in order for their submission to be deemed compliant and eligible for inclusion within the final evaluation process.
- 18.3 Tenderers are required to use the response templates provided as part of the tender pack.

### **Qualification Questionnaire**

- 18.4 Refer to the Qualification Questionnaire response template issued as part of the suite of tender response documents, '*IME framework procurement\_Qualification Questionnaire*'.
- 18.5 The Qualification Questionnaire is derived from the Wales Procurement Standard Questionnaire (WPSQ).
- 18.6 Tenderers are required to respond to all of the preliminary questions within the Qualification Questionnaire.
- 18.7 As part of their Qualification Questionnaire response tenderers must indicate which Lot(s) they are bidding for. Tenderers who fail to indicate which Lot(s) they are bidding for, or who do not comply with the instructions as to how to bid in respect of the Lots, may be determined by Sport Wales to be non-compliant and therefore excluded from the procurement.
- 18.8 Tenderers are required to be registered on the Central Digital Platform and must provide core information in relation to their own organisation and their connected persons, as well as that of any associated persons or sub-contractors which they are relying on to satisfy the conditions of participation. At its sole discretion, Sport Wales may disregard any tender response where the tenderer fails to provide the relevant information from the Central Digital Platform in the format requested.

- 18.9 Once initial compliance checks have been carried out, Sport Wales will confirm that neither the supplier nor any related persons within its corporate group, associated persons relied on to meet the conditions of participation, or proposed sub-contractors are listed in the Cabinet Office debarment list. To the extent that any such entities are listed on the debarment list, Sport Wales will consider whether to exclude the tenderer from participating in the procurement in accordance with its obligations under the Procurement Act 2023.
- 18.10 Sport Wales will also consider, in respect of each tenderer that submitted a response, whether the tenderer or any related persons within its corporate group, associated persons relied on to meet the conditions of participation, or proposed sub-contractors, are excluded or excludable suppliers and will consider whether to disregard the tender submitted in accordance with its obligations under the Procurement Act 2023. If the tenderer is an excluded or excludable supplier only by virtue of an associated person or proposed sub-contractor, Sport Wales will notify the tenderer of its intention to disregard its tender response and provide the tenderer with reasonable opportunity to replace the associated person or sub-contractor. If as a consequence of this process Sport Wales disregards a tender response from an excluded or excludable supplier or is aware of an associated person or sub-contractor having been replaced, it will give notice of this fact within 30-days of its decision to the Procurement Review Unit (PRU).
- 18.11 The Qualification Questionnaire may include a number of conditions of participation relating to the minimum, mandatory requirements that a tenderer must meet to be considered suitable for consideration; unless otherwise clearly stated, wherever a question within the Qualification Questionnaire is stated as Pass / Fail a response of 'No' will be deemed as a failure to meet the Sport Wales conditions of participation and will invalidate the tenderers response. The response will be discounted and will not be evaluated further.
- 18.12 Submissions that meet all of the Qualification Questionnaire criteria, including conditions of participation, will progress to the next stage of the evaluation process, the Quality and Commercial evaluation. The award criteria are detailed below.

### **Quality and Commercial Assessment**

- 18.13 The agreement (if awarded) shall go to the tenderer submitting the Most Advantageous Tender (MAT), assessed in terms of value for money based on the award criteria specified below:

Question	Weighting
Quality (Service Provision and Experience)	70%
Commercial (Pricing and Fees)	30%
<b>Total Quality Score Available:</b>	<b>100%</b>

- 18.14 The Invitation to Tender Award Criteria has a maximum score of 100%.

## Quality Assessment

18.15 The Quality assessment carries 70% of the available 100%. The Quality responses will be assessed by an evaluation panel against the matrix detailed below:

Score Value	Score Description
Score 0 where	No response or response not relevant to the question or question not answered
Score 1 where	Poor Response - Answer has partially addressed the question but lacks evidence of requirements sought. Lack of real understanding of the requirement or evidence of the ability to deliver.
Score 2 where	The response addresses the question but provides limited detail or weak evidence. There is some understanding of the requirement, but confidence in the ability to fully deliver is only partial. The response is better than poor but does not meet an acceptable standard.
Score 3 where	Acceptable Response - The response complies with the question and provides evidence requested.
Score 4 where	The response addresses the question directly with relevant and sufficient evidence to support the answer. The tenderer shows they can meet the requirement and potentially exceed it in some areas, though not to the comprehensive or exceptional level required for a score of 5.
Score 5 where	Excellent Response - Address the question directly with clear evidence to support answers. The tenderer demonstrates that they can meet or exceed the requirement.

18.16 The score for each question will be multiplied by the corresponding weight to provide a weighted score. The total weighted score will then be apportioned to the overall quality score.

18.17 For the Quality assessment tenderers are required to complete and return a Quality response template. Complete the template by responding to each of the Quality questions as per the guidance outlined within the template document and within the Invitation to Tender document.

18.18 There are Quality response templates provided as supporting attachments titled '*IME ITT Lot 1\_Quality Response Template*' and '*IME ITT Lot 2\_Quality Response Template*' i.e. one for each Lot.

## Commercial Assessment

18.19 The Commercial assessment carries the remaining 30% of the available 100%.

18.20 The Commercial element will account for 30% of the total score. The lowest priced bid received will automatically receive the maximum score for price. All other bids will be scored proportionally against the lowest bid, ensuring a fair and consistent assessment of value for money.

- 18.21 For the Commercial assessment tenderers are required to complete and return a Commercial response template by inserting the requested information as per the workbook guidance. The are Commercial response templates provided as supporting attachments titled '*IME ITT Lot 1 Commercial Response Template*' and '*IME ITT Lot 2 Commercial Response Template*' i.e. one for each lot.
- 18.22 Sport Wales may disregard a tender response if the tender proposes a commercial response (price) that Sport Wales considers to be abnormally low for the performance of the contract. Where Sport Wales considers that a price offered by a tenderer is abnormally low, the tenderer will be notified and given reasonable opportunity to demonstrate that it will be able to perform the contract for the price offered. Sport Wales will only disregard the tender response if the tenderer cannot satisfactorily demonstrate to Sport Wales's satisfaction that it will be able to perform the contract for the price offered.

### **Award Criteria**

- 18.23 In-line with the instructions provided below, tenderers may bid for one or both Lots.
- 18.24 In order to prepare a compliant submission, tenderers must provide a response comprised of:
- A response to all of the **Lot Specific Questions** for the Lot(s) bidding for. For example, if bidding only for Lot 1 then a tenderer need only reply to the Lot 1 Specific Questions, but if bidding for both Lots then a response to the Lot 1 and Lot 2 Specific Questions are required.
  - A response to the **Non-Lot Specific Questions**. These questions only need to be answered once, regardless of the number of Lots bid for.
  - A **Commercial** response, with day rates provided for each Lot bid for.

Question Reference	Question Text	Maximum Score	Question Weight
<b>Quality (Service Provision and Experience) Criteria</b>			
<b>Lot Specific Questions</b> Suppliers tendering for more on than one Lot <b>must</b> provide a clearly separate submission for each Lot (i.e. a separate response document per Lot), responding to all questions specific to the chosen Lots.  <b>Tenderers must only respond to the questions relevant to the Lot(s) that their organisation is tendering for.</b>			
<b>Lot 1: Quantitative</b>			
<b>Lot 1: Q1 (a)</b>	Detail your organisation's recent experience (within the last 3-years) of providing services	5	2

	equivalent or similar to those outlined within the Lot 1 requirement (17.2)		
Lot 1: Q2 (a)	Expanding on your response to Q1(a), please detail your organisation's previous experience of delivering; <i>17.2.2. Statistical analysis &amp; modelling,</i> <i>and</i> <i>17.2.4. Disseminating complex findings</i>  (detailed in Part 17.2) above with respect to the Lot 1 requirement specifically.	5	4
Lot 1 Q3 (a)	Describe in detail your organisation's proposed approach for the effective delivery of the Lot 1 requirement, outlining the ways of working with Sport Wales, its partners and other consultants, and detail your organisation's general approach to delivery and reporting of research results.	5	2
<b>Lot 2: Qualitative Research</b>			
Lot 2: Q1 (b)	Detail your organisation's recent experience (within the last 3-years) of providing services equivalent or similar to those outlined within the Lot 2 requirement.	5	2
Lot 2: Q2 (b)	Detail your organisation's experience of delivering data collection methods detailed in Part 17.2 above, with respect to the Lot 2 requirement specifically.	5	2
Lot 2: Q3 (b)	Detail your organisation's experience of delivering data analysis detailed in Part 17.2 above, with respect to the Lot 2 requirement specifically.	5	2
Lot 2: Q4 (b)	Describe in detail your organisation's proposed approach for the effective delivery of the Lot 2 requirement, outlining the ways of working with Sport Wales, its partners and other consultants, and detail your organisation's general approach to delivery and reporting of research results.	5	2
<b>Non-Lot Specific Questions</b> Regardless of the number of Lots tendered for (one or more) tenderers <b>must</b> only provide a single response to the Non-Lot Specific Questions outlined below (i.e. tenderers only need to respond to the Non-Lot Specific Questions once).			
Q5	Detail your organisations experience of working with clients of a similar basis and operating context to Sport Wales.	5	1
Q6	Detail how your organisation ensures the provision of quality, error-free and timely output	5	2

	/ deliverables, outlining the processes, procedures, systems and tools (etc) utilised.  Please detail proposed steps to mitigate risk and how Sport Wales would be.		
Q7	Sport Wales is committed to addressing inequalities within sport. Outline the steps taken to ensure equal opportunities for all within your organisation.	5	1
Q8	Demonstrate how your organisation will ensure alignment to the Sport Wales Pledge ( <a href="https://www.sport.wales/strategy/ambition-approach">https://www.sport.wales/strategy/ambition-approach</a> ) through the provision of services under the framework.	5	2
<b>Commercial (Pricing and Fees) Criteria</b>			
	Provide your organisation's consultant day rate to be applied to the Sport Wales requirement, based on a 24-month framework agreement.  Provide a single-day rate to be applied to call-off requirements under the framework. If multiple rates or a schedule of rates is provided, then an average will be taken for the purpose of the evaluation.	5	1

### **Award**

- 18.25 The total Quality score and total Commercial score will be combined to give a Total tender score. The highest scoring compliant tenderers per Lot (top 3 scoring for Lot 1, top 7 scoring for Lot 2) shall be deemed the MAT suppliers.
- 18.26 Once the assessment process has concluded Sport Wales will provide an assessment summary to all tenderer's that submitted an assessed tender response in order to:
- Inform them whether they have been successful in being awarded the framework agreement.
  - Provide an explanation of the assessment of the tenderer's response against the relevant award criteria, in accordance with the requirements of the Procurement Act 2023.
  - Where different to the successful suppliers, provide information in respect of the most advantageous tender submitted, including details of the assessment of this tender against the relevant award criteria and the supplier's name.
- 18.27 Once the assessment summaries have been provided to all tenderers that submitted an assessed tender, Sport Wales will publish a Contract Award notice

on the Central Digital Platform (via Sell2Wales) and commence the mandatory standstill period.

- 18.28 Subject to completion of the mandatory standstill period, the procurement will end with Sport Wales entering into the framework agreement with the successful supplier(s) and publication of a Contract Details notice on the Central Digital Platform (via Sell2Wales) within 30-days of the date on which the framework agreement is entered into.

## **19. Further Guidance**

- 19.1 Tenderers must examine the Invitation to Tender document, as well as any supporting documentation, in full as these indicate what information must be provided in order for their response to be deemed complete and compliant. Incomplete or unqualified tenders may be rejected as non-compliant, at the sole discretion of Sport Wales.
- 19.2 These instructions are designed to ensure that all proposals are given equal and fair consideration. It is important therefore that tenderers provide all of information requested.
- 19.3 The tenderer shall ensure that each and every sub-contractor, consortium member and adviser abide by the terms of these instructions and conditions of tender.
- 19.4 It is the tenderer's responsibility to ensure that all information required is supplied and is accurate and, should there be doubt as to the content of the Invitation to Tender and/or supporting documentation, to seek additional information as required via formal clarification questions.
- 19.5 Tenderers must ensure that they read all questions carefully and respond in accordance with the criteria below:
- Where supporting information is expressly requested (e.g. CVs, policies, process documents etc.) this can be provided as an appendix to your response. For the avoidance of doubt, this will be in addition to the maximum page limit outlined.
  - Supporting information not expressly requested by Sport Wales (e.g. attachments and appendices) will not be considered nor evaluated as part of the submission.
  - Unless directly requested by Sport Wales, tenderers must not include links or shortcuts to external resources (e.g. websites etc.). These links will not be opened and will not be considered nor evaluated as part of the submission.

- Tenderers must outline in their response any areas in which they do not fully meet the Sport Wales requirement.
- The name of the file(s) submitted must include your organisations name.
- No commercial information is to be provided within the Quality response.
- Tenderers must provide itemised pricing for all envisaged costs for the provision of proposed the services as per their response.

## **20. Non-Compliance**

- 20.1 Tender submissions will first be evaluated for completeness and adherence to the mandatory response requirements. Failure to comply with the response instructions or provide the information requested may invalidate the submission entirely, at Sport Wales's sole discretion.
- 20.2 In the event of non-compliance with the specification during the term of contract, if awarded, the following procedure will be followed:
- Notification of complaint and requirement to comply.
  - Notification of unacceptable practices and/or substantial noncompliance to the specification.
  - Recourse to the conditions of contract.

## **21. Financial Standings and Resources**

- 21.1 Sport Wales wishes to ensure that tenderers have the necessary financial standing and resources to meet their obligations throughout the duration of the procured arrangement. This may include (where appropriate) considering the tenderer's level of existing work commitments and the potential impact on resources that awarding a contract would have.
- 21.2 In deciding whether to submit a tender response, tenderers should also be aware and take into consideration the risks of becoming over-reliant on Sport Wales business, or indeed that of any customer. In doing so, tenderers should take into account earnings from any other work undertaken for Sport Wales as well as potential earnings from this procurement opportunity.

## **22. Checklist of Response Documents for Return**

- 22.1 Please respond to each of the requirements set out in Part 18 by 13<sup>th</sup> March 2026, using the response templates provided with this Invitation to Tender.

22.2 The following table summarises the documents which tenderers must complete and return:

Document Title	By When
A completed Qualification Questionnaire (including signed Form of Tender). Titled ' <i>IME framework procurement_Qualification Questionnaire</i> '.	13 <sup>th</sup> March 2026
A response to the Quality award criteria via a completed Quality response template for each Lot tendered for. Titled ' <i>IME ITT Lot 1_Quality Response Template</i> ' and/or ' <i>IME ITT Lot 2_Quality Response Template</i> '	13 <sup>th</sup> March 2026
A completed Commercial response template for each Lot tendered for. Titled ' <i>IME ITT Lot 1_Commercial Response Template</i> ' and/or ' <i>IME ITT Lot 2_Commercial Response Template</i> '	13 <sup>th</sup> March 2026