

Sport Wales Education Consultant Framework

Invitation to Tender Document

20th May 2026



Open Procedure

Invitation to Tender for the provision of Education Consultant Framework

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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.

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 appoint a number of experienced education consultants to support and strengthen its work across the education sector in Wales. This work focuses on helping to ensure all children and young people have positive, meaningful and inclusive experiences of PE, school sport and physical activity (PESSPA).
- 2.2 This procurement will establish a framework agreement of suitably qualified and experienced consultants to support the delivery of Sport Wales' education priorities on a call-off basis.
- 2.3 The framework will provide access to specialist expertise to strengthen the role of education in enabling every young person to develop the skills, confidence and motivation to enjoy and progress through PE, school sport and physical activity. School settings play a significant role in shaping children and young people's experience of PESSPA and this framework will support improvements in both the quality, consistency and inclusivity of provision across Wales.
- 2.4 Consultants appointed to the framework will provide expertise across areas including professional learning, school and system support, and programme delivery and evaluation. This may include supporting practitioners, school leaders and partners to develop their understanding, confidence and capability in delivering high-quality PESSPA opportunities, aligned to the Curriculum for Wales, particularly the Health and Wellbeing Area of Learning and Experience (physical aspect).
- 2.5 The framework will support the translation of national strategy into practical delivery within education settings, including initiatives such as Daily Active and wider whole-school approaches to physical activity. Consultants may also support the ongoing development, review and enhancement of Sport Wales digital resources and CITBAG, to strengthen the quality, accessibility and relevance of resources available to teachers and practitioners across Wales.

- 2.6 Where appropriate, outputs and learning generated through the framework may also contribute to resources and content shared through the Sport Wales CITBAG platform to support wider system learning and practice.
- 2.7 Through this framework, Sport Wales aims to commission consultancy support to contribute to a range of priorities. Some of the work may include:
- Improving the quality and consistency of PESSPA provision within schools
 - Increasing teacher confidence and competence in delivering high quality PESSPA opportunities in and around the school day.
 - Supporting the implementation of a whole-school approach to physical activity and well-being
 - Strengthening alignment with the Curriculum for Wales, particularly the Health and Well-being Area of Learning and Experience
 - Generating insight and evidence on effective approaches within education settings
 - Supporting the development, review and sharing of high-quality resources via the Sport Wales CITBAG platform
 - Contributing to wider outcomes linked to health, wellbeing and lifelong participation in Sport and Physical Activity
- 2.8 The exact scope of work will vary depending on organisational priorities, with consultants engaged on a call-off basis to deliver specific pieces of work aligned to these aims. The intended impact is that more children and young people develop positive relationships with PESSPA, supporting long-term health, wellbeing and engagement in sport.
- 2.9 The proposed contract term is an initial period of 24 months.
- 2.10 Sport Wales reserves the right to extend the contract for a further period of up to 24 months, at its sole discretion, subject to performance, organisational need and available budget.
- 2.11 Consultant work will be commissioned on an ad-hoc basis and is not guaranteed.
- 2.12 The estimated framework agreement value is £200,000 (excluding VAT) per annum, for a total potential value of £800,000 over the proposed full term.
- 2.13 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.
- 2.14 The full Specification is provided below in Part 17

2.15 The number of suppliers that Sport Wales intends to appoint is up to 12 consultants. 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.

2.16 The use of Lots for this procurement had been considered, but it was decided not to use them in this instance because the services are closely aligned and interconnected in supporting Sport Wales education priorities. A single framework approach will provide greater flexibility, consistency and efficiency of delivery.

3. Submission of Responses / Timetable

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	20th May 2026	Sport Wales
Deadline for Submission of Clarification Questions	8th June 2026	Tenderer
Deadline for Submission of Responses	17 th June 2026	Tenderer
Evaluation (inc. all internal approvals)	22nd June 2026- 8 th July 2026	Sport Wales
Assessment Summaries Issued	21 st July 2026	Sport Wales
Contract Award Notice Published	22nd July 2026	Sport Wales
Standstill Period	22nd July – 4 th August 2026	/
Contract Details Notice Published	4 th August 2026	Sport Wales
Framework Agreement] Awarded	5 th August 2026	Sport Wales
Framework Agreement] Starts	10 th August 2026	Sport Wales and Tenderer

3.1 Tender submissions are to be submitted in electronic format to the Postbox facility on sell2wales.gov.uk by midday on 17th June. Responses received after the deadline may not be considered.

- 3.2 A [Suppliers' Postbox user guide](#) is available under the 'Help and Support' section of the Sell2Wales website.
- 3.3 Should tenderers encounter any issues when submitting clarification questions, please use the Sell2Wales support function.
- 3.4 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.
- 3.5 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.

4 Preliminary Market Engagement

- 4.1 In relation to this procurement, no formal preliminary market engagement was undertaken in relation to this procurement. Sport Wales considered that sufficient knowledge of the market and the requirements existed internally to proceed directly to tender.

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 Postbox. 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 17), 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. 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.

11.1 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.

11.2 All invoices are to be submitted to finance@sport.wales

11.3 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. 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.

12.2 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 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.

14.3 Further references are made to Sport Wales' bilingual requirements in Part 14(Specification) below.

14.4 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 Sport Wales is seeking to establish a framework of experienced education consultants to support and strengthen its work across the education sector in Wales. The framework will support Sport Wales' ambition to ensure that all children and young people have positive, meaningful and inclusive experiences of PE, school sport and physical activity (PESSPA).

- The framework will provide access to specialist expertise to support the delivery of national education priorities linked to PE, school sport, physical activity, health and wellbeing. This includes supporting schools, practitioners and partners to improve the quality, consistency and inclusivity of provision across Wales, aligned to the Curriculum for Wales and particularly the physical aspect of the Health and Well-being Area of Learning and Experience.
- Consultants appointed to the framework may support areas including professional learning, programme delivery, school and system support, evaluation, resource development and the sharing of effective practice. The framework may also support the continued development and enhancement of the Sport Wales CITBAG platform and associated bilingual digital resources for practitioners.

17.2 Sport Wales recognises the important role education settings play in shaping children and young people's lifelong relationship with sport and physical activity. Through this framework, Sport Wales is seeking flexible consultancy support that can respond to evolving organisational and sector priorities.

The framework will support work linked to

- Whole-school approaches to physical activity and wellbeing, including initiatives such as Daily Active, alongside wider education priorities. Consultants may be required to work collaboratively with schools, local authorities, regional sport partnerships, national governing bodies, Welsh Government, Public Health Wales and other stakeholders to support the development and delivery of high-quality PESSPA opportunities.
- Support commissioned through the framework may include strategic advice, professional learning delivery, programme support, evaluation activity, stakeholder engagement, resource development and practical support for schools and practitioners

17.3 Through this framework, Sport Wales aims to:

- Improve the quality, consistency and inclusivity of PE, school sport and physical activity opportunities across Wales
- Increase practitioner confidence, competence and capability in delivering high-quality PESSPA experiences
- Support the implementation of whole-school approaches to physical activity
- Strengthen alignment with the Curriculum for Wales, particularly the Health and Well-being Area of Learning and Experience
- Support the development and sharing of high-quality bilingual resources and effective practice through the CITBAG platform
- Generate insight, learning and evidence to support future development and decision making
- Support more children and young people to develop positive relationships with sport and physical activity, contributing to long-term health and wellbeing outcomes
- The intended benefit of the framework is to strengthen the education workforce and improve experiences and outcomes for children and young people through high-quality, inclusive and meaningful opportunities in and around the school day.

17.4 Key stakeholders and end users associated with this framework may include:

- Primary and secondary school practitioners
- School senior leadership teams
- PE leads and Health and Well-being leads

- School support staff
- Local authority education and sport development teams
- Regional Sport Partnerships
- National Governing Bodies of Sport
- Welsh Government representatives
- Public Health Wales representatives
- Sport Wales staff and programme leads
- Initial Teacher Education providers
- Children and young people within education settings
- Wider education, health and community partners

The Services

17.5 Consultants appointed to the framework may be commissioned to provide a range of education consultancy services on a call-off basis.

Services may include:

- Design and delivery of professional learning opportunities
- School and system support linked to PE, school sport and physical activity
- Strategic advice and consultancy support
- Programme design, implementation and review
- Monitoring, evaluation and insight gathering activities
- Stakeholder engagement and facilitation
- Development and review of bilingual teaching and learning resources
- Support for the development and enhancement of the Sport Wales CITBAG platform
- Research and evidence gathering activities
- Mandatory requirements:
 - Demonstrable experience within education and/or physical activity settings
 - Understanding of the Curriculum for Wales and the Health and Well-being Area of Learning and Experience
 - Ability to work collaboratively with a range of stakeholders
 - Commitment to inclusive practice and equality of opportunity
 - Compliance with safeguarding, Welsh language and data protection requirements
- Desirable requirements:
 - Experience of whole-school approaches to physical activity
 - Experience of working across education, health and sport sectors
 - Experience of digital resource development
 - Ability to deliver bilingually in Welsh and English
 - Experience of evaluation and evidence-informed practice

17.6 Tasks may include, but are not limited to:

- Planning and delivering professional learning sessions, workshops and training opportunities

- Supporting schools and practitioners to review and improve practice
- Developing practical tools, guidance and resources
- Facilitating stakeholder engagement sessions and collaborative learning opportunities
- Supporting programme implementation and delivery
- Conducting research, monitoring and evaluation activities
- Producing reports, recommendations, case studies and learning summaries
- Contributing to the development and review of CITBAG content and resources
- Supporting the sharing of effective practice across schools and partners
- The purpose of these tasks is to strengthen the quality and consistency of PESSPA provision and support improved outcomes for children and young people.

17.7 Expected outputs may include:

- Professional learning sessions and workshops
- Guidance documents, toolkits and teaching resources
- Reports, evaluations and recommendations
- Case studies and examples of effective practice
- Stakeholder engagement activities and summary findings
- Digital and bilingual resources for CITBAG

17.8 Expected outcomes may include:

- Increased practitioner confidence and capability
- Improved quality and inclusivity of provision
- Greater alignment with Curriculum for Wales expectations
- Increased sharing of effective practice
- Improved understanding of effective approaches within education settings
- Enhanced opportunities for children and young people to engage positively in sport and physical activity

17.9 Services may be delivered across Wales and may include:

- Primary and secondary schools
- Local authority venues
- Sport Wales National Centres and offices
- Community and partner venues
- Online or virtual delivery platforms
- Delivery may be undertaken through face-to-face, virtual or blended approaches depending on the requirements of individual commissions.

17.10 Consultancy support will be commissioned on an ad-hoc basis depending on organisational priorities and available budget, there is no guarantee of work or minimum level of spend under the framework agreement.

17.11 Indicative activity may include:

- Professional learning delivery sessions
- Resource development projects
- Programme support commissions
- Evaluation and insight work
- Stakeholder engagement and facilitation activity

17.12 The estimated total framework value is anticipated to be up to £800,000 excluding VAT over the full term of the agreement

17.13 The framework agreement is expected to operate for an initial period of 24 months, with the option to extend for up to a further 24 months at the sole discretion of Sport Wales

17.14 Individual commissions will be awarded on a call-off basis and timelines will vary depending on the nature of the work. Consultants may be required to work to agreed milestones, deadlines and delivery schedules linked to specific projects or programmes.

17.15 Delivery requirements may include one-off activities, short-term project support or longer-term programme involvement across the duration of the framework.

Standards

17.16 It would be desirable for the successful suppliers to have achieved Cyber Essentials accreditation by the time of framework award. Membership to the Market Research Society is considered a desirable requirement for the successful suppliers (not mandatory).

17.17 It would be desirable for the successful suppliers to have an Equality and Diversity policy within their organisation.

17.18 Recognition, appreciation and understanding of the Welsh language standards is a desirable requirement for the successful suppliers.

17.19 The successful supplier is 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 the Sport Wales.

Sport Wales Responsibilities

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

Record Keeping and Reporting

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

Governance

17.22 The intention is to award a position on the framework to up to 12 suppliers

17.23 Sport Wales will appoint a contract manager to act as the direct point of contact between the organisation and the successful supplier.

17.24 The successful supplier must also appoint a dedicated contract manager to act as the direct point of contact between their organisation and Sport Wales.

17.25 Any/all service issues, risks etc are to be brought to the attention of the contract manager(s) in the first instance.

Quality and Performance Management

17.26 All deliverables submitted to Sport Wales must be quality checked in advance of submission.

17.27 Quality will be managed throughout the term of the framework, with specific quality requirements to be confirmed at each instance of call-off.

17.28 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.

17.29 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

Entry and Exit Planning

17.30 If awarded, the framework agreement is expected to commence 10th August 2026.

17.31 Except for early termination, the framework agreement will run for a period of 24 months and will end 10th August 2028.

17.32 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 10th August 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, "Education Consultant Framework"
- 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 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.
- 18.8 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.
- 18.9 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).

- 18.10 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.
- 18.11 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

- 18.12 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)	80%
Commercial (Pricing and Fees)	20%
Total Quality Score Available:	100%

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

Quality Assessment

- 18.14 The Quality assessment carries 80% 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.

- 18.15 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.
- 18.16 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.
- 18.17 The Quality response template is provided as a supporting attachment titled "Education Consultant Framework Quality Response".

Commercial Assessment

- 18.18 The Commercial assessment carries the remaining 20% of the available 100%.
- 18.19 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 Commercial response template is provided as a supporting attachment titled 'Education Consultant Framework Commercial Response Template
- 18.20 The Commercial element will account for 20% 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 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

Question Reference	Question Text	Question Score	Question Weight
Quality (Service Provision and Experience) Criteria			
[Q1]	Detail your organisation's recent experience (within the last 3 years) of providing services equivalent or similar to those outlined within the requirement Please include examples of work within education, PE, school sport, physical activity, professional learning and/or whole-school approaches to physical activity.	5	4
[Q2]	Provide a detailed proposal demonstrating how your organisation will deliver the required services to Sport Wales. Your response should include your approach to supporting schools, practitioners and partners to improve the quality, inclusivity and consistency of PE, school sport and physical activity opportunities across Wales. Responses should demonstrate understanding of the Curriculum for Wales, particularly the Health and Well-being Area of Learning and Experience, alongside experience of supporting whole-school approaches to physical activity and wellbeing. Please also include your approach to collaboration, stakeholder engagement, professional learning and supporting positive experiences for children and young people.	5	4
[Q3]	Outline your organisation's experience of developing, reviewing or delivering professional learning, guidance, resources and/or digital content aligned to Curriculum for Wales and the Health and Well-being Area of Learning and Experience. Please include any relevant experience of bilingual delivery or supporting platforms such as CITBAG.	5	4
[Q4]	Sport Wales is committed to ensuring all children and young people have positive,	5	4

	<p>meaningful and inclusive experiences of PE, school sport and physical activity. Outline the steps your organisation takes to promote inclusive practice, address inequalities and support equitable opportunities through your work with schools, practitioners and partners.</p>		
Commercial (Pricing and Fees) Criteria			
	<p>Provide your organisation's consultant day rate to be applied to the Sport Wales requirement, based on a proposed 48-month framework agreement, including any extension period.</p> <p>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.</p>	5	1

Award

- 18.22 The total Quality score and total Commercial score will be combined to give a Total tender score. The highest scoring compliant tender shall be deemed the MAT.
- 18.23 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 supplier, 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.
- 18.24 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.

18.25 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.

Checklist of Response Documents for Return

- 21.3 Please respond to each of the requirements set out in Part 17 by midday 17th June 2026, using the response templates provided with this Invitation to Tender.
- 21.4 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).	Midday 17 th June 2026

Titled “Education Consultant Framework Quality Questionnaire”	
A response to the Quality award criteria via a completed Quality response template. Titled “Education Consultant Framework Quality Response”	Midday 17 th June 2026
A completed Commercial response template. Titled “Education Consultant Framework Commercial Response”	Midday 17 th June 2026