

# BASES Consultancy Brief: Core SEPAR workshop development and delivery

## Overview

The British Association of Sport and Exercise Sciences (BASES) is the professional body for sport and exercise sciences in the UK. Our mission is to drive excellence in sport and exercise sciences through the promotion of evidence-based practice and the development and enhancement of professional and ethical standards.

In 2020, BASES launched the Sport and Exercise Psychology Accreditation Route (SEPAR). The SEPAR is designed to ensure that candidates acquire the knowledge, skills, and experience required to be eligible, on successful completion, to apply for registration with the Health Care Professions Council (HCPC) as a Practitioner Psychologist. Whilst the majority of the candidate journey throughout the SEPAR is via practice supervision, there are additional knowledge-based core-CPD activities that candidates are required to complete. Following feedback from the SEPAR reviewer, supervisor and candidate representatives, end-users and external examiners, BASES is now keen to enhance the core-CPD offering to SEPAR candidates. To date, there have been ~100 candidates registered on the SEPAR and there is a sustainable throughput of applicants for the coming years.

## Requirements

BASES is seeking to appoint a consultant to develop the outcomes, learning and resources for an on-line, one-day workshop covering 'Equity, Diversity, and Inclusivity in Sport and Exercise Psychology', then to deliver this twice a year to all new SEPAR candidates, for an initial period of two years. As such, BASES is seeking a consultant with relevant skills and experience in the content area and mode of delivery, and who is also able to evidence current professional BASES membership, and experience of developing and delivering related material. It is not stipulated that applicants be registered with the HCPC as a Practitioner Psychologist.

## Outputs/Deliverables

In keeping with the processes employed across the existing core training CPD on the SEPAR, the following are the minimal requirements for delivery:

- Development of the outcomes, learning and resources of workshop material for an on-line, one-day workshop;
- Provision of relevant preparatory materials for the workshop;
- Cross referencing to the SEPAR competency profile;

- Delivery of two, one-day, on-line workshops per year;

## Contract Management

BASES is seeking for the contract to start as soon as possible with the first delivery of the workshop to be scheduled for Spring 2022.

Although all SEPAR candidates will be required to complete the workshop prior to their mid-point submission, there is expected to be a minimum of 10 and maximum of 25 attendees per delivery. The payment schedule is outlined below and there will not be any development and/or preparatory time included within the payment.

- 10-15 attendees = £55 per delegate
- 16-20 attendees = £50 per delegate
- 21-25 attendees = £45 per delegate

BASES is content to use the standard terms and conditions of the successful tenderer. Alternatively, a suitable specimen form of agreement can be provided on request.

## Submission and Award Criteria

### Submission

BASES expect the following information to be included within the tender response, which will be considered when evaluating tenders:

- Curriculum vitae of the lead deliverer. Not to exceed two pages A4.
- Overview of CPD delivery experiences and suggested content for the material to be covered within the workshop. Not to exceed two-pages A4.

As a guide, an expectation for content would likely include the following:

- Awareness of language/relevant terminology to facilitate discussion of EDI related issues/topics;
- Awareness of biases and/or prejudice implied through language, voice, and non-verbal communication;
- Overview of (un)conscious biases and their effects on relationship development/management;
- Introduction to cultural competence in sport and exercise psychology;
- Tackling representation within sport and exercise psychology/science;
- Introduction to generational diversity.

Note: if the number of workshop deliverers is to be >1 then CVs for each individual will need to be submitted, and an outline to how the content will be delivered will need to be confirmed in the overview document. The payment structure will remain unchanged and it will be for the lead deliverer to determine how they allocate the payments.

Tender responses should use a standard font and spacing, at not less than 11pt font size.

## Evaluation of tenders

All tenders will be evaluated fairly and independently by three members of the SEPAR AG / EDI AG.

Should a tender include a deliverer who is not a BASES professional member then the submission, will be excluded from further consideration.

A points-based scoring system will be used to assess tenders with a maximum of 10 points awarded to each section.

Experience and suggested content will be assessed as shown in the table below. Any tender which fails to achieve a score of 4 or higher for both experience and suggested content will be excluded from further consideration.

9-10	Superior	Deliverer/s is able to demonstrate a broad range of relevant and transferrable CPD delivery experience, and a strong understanding of BASES, SEPAR and of EDI matters. Excellent overview of the suggested topic content and how the material will be of benefit within a trainee, and applied practitioner context. Any errors, risks, weaknesses, or omissions are trivial and will not affect delivery.
7-8	Good	Deliverer/s is able to demonstrate a range of relevant and transferrable CPD delivery experience, and good understanding of BASES, SEPAR and of EDI matters. Satisfactory achievement of the suggested topic content and how the material will be of benefit within a trainee, and applied practitioner context. Any errors, risks, weaknesses, or omissions which may affect delivery are straightforward to correct/overcome.
4-5	Adequate	Deliverer/s is able to demonstrate some relevant and transferrable CPD delivery experience, and some understanding of BASES, SEPAR and of EDI matters. Reasonable achievement of the suggested topic content and how the material will be of benefit within a trainee, and applied practitioner context. Errors, risks, weaknesses, or omissions which may affect delivery are likely to require non-trivial changes to correct/overcome.
1-3	Inadequate	Deliverer/s is not able to demonstrate relevant and transferrable CPD delivery experience, or understanding of BASES, SEPAR and of EDI matters. Minimal or no achievement of the suggested topic content and how the material will be of benefit within a trainee, and applied practitioner context. Errors, risks, weaknesses, or omissions which will affect delivery are likely to require non-trivial changes to correct/overcome.

## Weighting

Tenders will be weighted 50% for experience, and 50% for suggested content. To calculate the total score for each tenderer:

- The score for experience is multiplied by 5
- The score for suggested content is multiplied by 5
- The multiplied scores are added together to get a total score out of 100

The commission will be awarded to the tenderer with the highest overall score, subject to confirmation by the tenderer that identified errors, risks, weaknesses, or omissions can be addressed without detriment to the required programme and without increase in the level of cost.

## Procurement info

For any queries or to express an interest in this tender opportunity, please email Prof Richard Thelwell, SEPAR AG Chair via email [richard.thelwell@port.ac.uk](mailto:richard.thelwell@port.ac.uk). Anonymised tender queries and BASES responses will be forwarded to all potential tenderers that have expressed an interest.

Completed tenders should be emailed in pdf format to [Richard.thelwell@port.ac.uk](mailto:Richard.thelwell@port.ac.uk) by 5pm on **Friday 26 November 2021**.

**SEPAR AG, November 2021**