



BASES Consultancy Brief: Towards Chartered Status

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.

BASES was first established in 1984 as the British Association of Sport Science. It has continued to grow and develop over the period since, becoming the preeminent professional body for sport and exercise science in the UK and with 2,700 members (2020/21 average). BASES is not-for-profit company limited by guarantee, overseen by a Board of Directors supported by a small operational team which is based at the Leeds Beckett University Headingley Campus. BASES is a member-led organisation with Chair, Chair Elect and Division Chairs chosen by and from among the membership of BASES; the board is completed by the Executive Director and four Non-Executive Directors.

In order to develop and strengthen both the discipline of sport and exercise science and BASES' role as the leading professional body within the field, the BASES Board of Directors feel that it is now the right time to prepare to seek a Royal Charter, which would provide formal and permanent recognition of BASES' quality and pre-eminence. A Royal Charter is recognised internationally as a mark of quality that provides status and profile both to an organisation, and to the field it represents.

Requirements

BASES is seeking to appoint a consultant to support the BASES operational team to prepare for the submission of a Royal Charter petition. There is no specific process an organisation must follow towards the submission of a Royal Charter petition, and relatively few are granted with typically one or two per annum over the most recent ten-year period. As such, BASES is seeking a consultant with relevant skills and experience which can be applied to the requirements of this process.

The appointed consultant will lead on two key strands of the process towards obtaining a Royal Charter, namely:

1. To plan, deliver and manage regular and ongoing engagement with all relevant stakeholders, and to prepare and maintain an ongoing consultation report and risk register. Relevant stakeholders include:
 - BASES members

- Higher and Further Education institutions delivering sports and exercise science teaching and/or research
 - Home Country Sport Institutes
 - UK Sport and the four home nations Sports Councils
 - Employers of sport and exercise scientists
 - Other professional bodies with linked or overlapping interests (Chartered Institute for the Management of Sport and Physical Activity (CIMSPA), The Science Council, The Health and Care Professions Council (HCPC), the Registration Council for Clinical Physiologists (RCCP), the British Psychological Society (BPS), the British Dietetic Association (BDA) et al.)
 - Privy Council and the Department for Digital, Culture, Media & Sport (DCMS)
2. To prepare and develop draft proposal documents, including proposal, articles and byelaws, transition plan, and Privy Council Petition.

BASES intends to initially appoint a consultant to support in the delivery of Stage 1 as detailed below. Subject to satisfactory performance at Stage 1 and agreement of a suitable budget and programme for Stage 2, BASES intends to retain the same consultant to deliver Stage 2.

Outputs/Deliverables

Previous work undertaken by BASES has identified work across four stages:

- Stage 1: Laying the groundwork with members, partners, stakeholders and the Privy Council
- Stage 2: Formal preparation of Royal Charter Petition
- Stage 3: Petition submission
- Stage 4: Reincorporation as a Chartered Body

Please see Appendix 1 ‘Steps to Chartered status – Member Q&A’, a document which was shared with BASES members in April 2021.

Stage 1: Laying the groundwork

Outputs and deliverables within this stage are intended to identify and address as many issues as possible through informal engagement, to minimise the risk of objections at a later, more formal stages of the process.

A number of activities in this stage have already been completed or are in progress (see table below), and do not therefore need to be repeated by the consultant. The consultant should include a project inception meeting and a draft document review/progress meeting to take place between two and three weeks before the BASES Board meeting in October 2021.

BASES has identified a budget up to £5,000 for this stage of the work, to be delivered by mid-October 2021.

Output/Deliverable	Comments
Work underway	
Add investigation of Royal Charter into the 2021-25 Strategic Plan.	This will help to demonstrate to members how it links to the wider strategic objectives around improving member offer. Complete.
Informal engagement with the membership about what they would want from Chartered Status.	Electronic survey via SurveyMonkey taking place between 5 July 2021 and 2 August 2021. Analysis will be complete prior to appointment of the consultant.
2021 AGM Resolution for formal Petition for a Royal Charter	BASES AGM takes place on 15 November 2021. Therefore, detail of AGM Resolution needs to be approved by BASES Board of Directors by mid-October 2021.
Consultant activities	
Develop a Communications Plan	Communications plan should consider all relevant stakeholders listed in Overview and Methodology section of this document. Communications plan should be a living document which will support preparation of a Consultation Report prior to the Privy Council submission. Communications plan and risk register submitted for review by end August 2021.
Develop a Risk Register	The risk register should identify and consider the approach to management of all key risks associated with the process. The BASES Operational Team will support initial risk identification process. Risk assessment should be a living document. Communications plan and risk register submitted for review by end August 2021.
Informal engagement with Universities and Employers	BASES Operational Team will assist in identification of key contacts at universities and employers. Initial informal engagement via survey, with individual follow-up as necessary. Initial consultation report to be issued seven days prior to BASES October board meeting.
Informal engagement with partner organisations	Certain key partners will need to be engaged with on a one-to-one basis, especially where there is scope for overlap between key areas of interest. Consultant should plan for initial one-to-one discussion with each body along with BASES Director. Identified bodies include, at this stage: <ul style="list-style-type: none"> • CIMSPA • UK Strength and Conditioning Association • Science Council • Health and Care Professions Council • British Psychological Society • British Dietetics Association • Registration Council for Clinical Physiologists

Output/Deliverable	Comments
	<ul style="list-style-type: none"> • The Nutrition Society • The Physiological Society • UK Sport • Four Home Country Sports Councils (Sport England, sportscotland, Sport Wales, Sport NI) • Four Home Country Sport Institutes <p>Initial consultation report to be issued seven days prior to BASES October board meeting.</p>
Prepare a memorandum for initial engagement with the Privy Council Office	<p>The Privy Council Office (PCO) specifically recommends early, informal engagement so that it can give advice on the likely success of a formal petition.</p> <p>Draft documents prepared for review 21 days prior to BASES October Board meeting, with final Stage 1 documents issued seven days prior to meeting.</p>
Draft proposal for members and stakeholders	<p>The draft proposal for members will include proposed membership categories and criteria, outline operating arrangements for BASES, and transitional arrangements for verifying and mapping existing membership categories.</p> <p>Draft documents prepared for review 21 days prior to BASES October Board meeting, with final Stage 1 documents issued seven days prior to meeting.</p>
Draft byelaws and articles	<p>These should take into account current BASES articles and byelaws, reflect draft proposals for members, and give consideration to examples from other Chartered professional bodies.</p> <p>Draft documents prepared for review 21 days prior to BASES October Board meeting, with final Stage 1 documents issued seven days prior to meeting.</p>
Present outputs to BASES Board	<p>Draft proposal and documents to be presented to the board on 21 October 2021, with documents distributed via BASES operational team seven days beforehand.</p> <p>Draft documents prepared for review 21 days prior to BASES October Board meeting, with final Stage 1 documents issued seven days prior to meeting.</p>

Stage 2: Formal Royal Charter Petition preparation

Outputs and deliverables within this stage are intended to ensure a robust process of consultation with all relevant stakeholders to demonstrate to both the Privy Council Office and stakeholders that BASES is acting in good faith and giving full consideration to any relevant objections or concerns to the potential application.

Prior to initial engagement with the Privy Council and key stakeholders, it is unclear exactly how long the formal preparation stage will need to be. However, it is hoped that the process may be completed in around a year, with the formal petition to be submitted in late 2022 or early 2023.

A budget for this stage has not yet been set and will be subject to discussion with the consultant and approval of the BASES Board of Directors. The BASES Board of Directors currently expects to directly appoint the successful tenderer to undertake the work at Stage 2, subject to satisfactory performance at Stage 1 and agreement of a suitable price and programme. However, the BASES Board of Directors will retain the absolute discretion to pursue an alternative appointment approach if it considers this to be in the interests of BASES.

Activity description	Comments
Formal consultation with members about draft proposal	At least one and if necessary two formal consultations with members on details of the preferred proposal; rationale for rejected options; and changes to the final proposal if required.
Formal consultation with partners and external bodies about draft proposal	To share final proposals, and to identify whether there may be any objections to the proposed Royal Charter petition, and what changes may be necessary to avoid this.
Final consultation report	This will support engagement with both the Privy Council and other stakeholders and will enable BASES to advise them of the detail of the final proposal and how their previous representations have been taken into account.
Engagement with Privy Council and DCMS	Alongside BASES Operational Team
Final Petition	Prepare final documents, taking into account feedback from Privy Council, stakeholders and members.
Final Byelaws and Articles	
Final proposal	

Contract Management

BASES is seeking for the contract to start as soon as possible, and to deliver stage 1 by mid-October 2021.

A budget of up to £5,000 has been allocated for the activities specified in Stage 1.

Payment will be made based on the following schedule:

- 20% upon delivery of the communications plan and risk register
- 40% upon completion of consultation activities and preparation of initial consultation report
- 40% upon delivery of the draft proposal, memorandum, byelaws and articles, following presentation to the board.

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 expects the following information to be included within the **Stage 1 tender response**, which will be taken into account when evaluating tenders:

Study team: Details of key team members, the role they will play, and relevant experience. Not to exceed two pages A4.

Methodology: Approach to fulfilling the requirements of the brief at Stage 1. Not to exceed two pages A4.

Programme: Outline programme/work schedule, to be agreed and finalised with BASES post-award. Not to exceed one-page A4.

Pricing structure: Total cost of fulfilling the requirements of the brief at Stage 1, which should include all project management activity, reporting, and attendance at meetings specified in the brief and/or set out in the work schedule. The pricing schedule should also specify an hourly and a daily rate for team members which will apply if additional work is required outside the project brief.

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

Experience and methodology 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 methodology will be excluded from further consideration.

9-10	Superior	Sound achievement of the requirements of Stage 1 of the brief. Any errors, risks, weaknesses, or omissions are trivial and will not affect delivery. Study team demonstrates a broad range of relevant and transferrable experience, and a strong understanding of BASES, the sport and exercise science field, and chartered or professional bodies.
7-8	Good	Satisfactory achievement of the requirements of Stage 1 of the brief. Any errors, risks, weaknesses, or omissions which may affect delivery are straightforward to correct/overcome. Study team demonstrates a range of relevant and transferrable experience, and an understanding of BASES, the sport and exercise science field, and chartered or professional bodies.
4-5	Adequate	Reasonable achievement of the requirements of Stage 1 of the brief. Errors, risks, weaknesses, or omissions which may affect delivery are likely to require non-trivial changes to the methodology to correct/overcome. Study team demonstrates some relevant experience, and some understanding of either BASES, the sport and exercise science field, or chartered or professional bodies.
1-3	Inadequate	Minimal or no achievement of the requirements specified in the tender. Errors, risks, weaknesses, or omissions which will affect delivery would likely require significant changes to the methodology to correct/overcome.

		Study team demonstrates limited or no relevant experience, or limited or no understanding of BASES, the sport and exercise science field, and chartered or professional bodies.
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Tenders which have achieved scores of 4 or more across both experience and methodology will be scored out of 10 for price, with 10 awarded to the lowest-priced submission. Higher priced submissions will be reduced by 1 point for each 5% (rounded up to nearest 5%) by which they exceed the lowest price tender.

Worked example:

Tender A price is £4,700

Tender B price is £4,200

Tender C price is £4,000

Tender C scores 10 points. Tender A is $1 - (4700 / 4000) = 17.5\%$ higher than Tender C, which when rounded up to the nearest 5% is 20% and therefore scores 6 points. Tender B is $1 - (4200/4000) = 5\%$ higher than Tender C, therefore scores 9 points.

Weighting

Tenders will be weighted 30% for experience, 40% for methodology, and 30% for price. To calculate the total score for each tenderer:

- The score for experience is multiplied by 3
- The score for methodology is multiplied by 4
- The score for price is multiplied by 3
- 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 Ian Wilson, BASES Executive Director via email iwilson@bases.org.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 iwilson@bases.org.uk by **5pm on Friday 6 August 2021**.

BASES Board, 24 July 2021