



BASES Consultancy Brief:

BASES' values, commitments, and behaviours.

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 (2021/22 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.

Significant work has taken place this last year to review our organisational values. Feedback from the membership helped to shape a proposal to the Board, which recently approved the new values, commitments, and behaviours in September 2022 (see appendix A).

Requirements

BASES is seeking to appoint a consultant/design company to turn the written values, commitments, and behaviours into visuals which can then be used across BASES. The appointed consultant/design company will prepare a set of engaging visuals, in different formats, including collective and individual values, commitments, and behaviours. These will be used to raise awareness of the new values, including to stakeholders and partners, and to help our members identify how they are living the values, commitments, and behaviours.

Outputs/Deliverables

- One master visual, in different formats, showing all organisational values, commitments, and behaviours that can be used across different mediums, including on the website, blank documents, slides, eSignature*, etc.
*Perhaps the jpeg/image attached to eSignature box has option to embed a hyperlink, so that when clicked, it could take the reader to a new values page on the website.
- One visual for each of the five organisational values, showing that value, commitment and behaviours, provided in different formats.

Contract Management

BASES is seeking for the contract to start as soon as possible, and to deliver this by end October 2022.

A budget of up to £1,500 has been allocated for the activities specified in this tender.

Payment will be made based on the following schedule:

- 100% upon delivery of all visuals across the different formats.

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 bid, which will be taken into account when evaluating tenders:

- Design team: Details of key team members, the role they will play, and relevant experience. Not to exceed one-page A4.
- Methodology: Approach to fulfilling the requirements of the brief. Not to exceed one-page A4.
- Schedule: Outline 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, 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. Any such additional work is to be approved by BASES in advance of commitment.

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 the brief. Any errors, risks, weaknesses, or omissions are trivial and will not affect delivery. Design team demonstrates a broad range of relevant and transferrable experience, and a strong understanding of BASES, the sport and exercise science field, and the power of how strong
------	----------	--

		and striking visuals can help to embed an organisation's values, commitments, and behaviours.
7-8	Good	Satisfactory achievement of the requirements of the brief. Any errors, risks, weaknesses, or omissions which may affect delivery are straightforward to correct/overcome. Design team demonstrates a range of relevant and transferrable experience, and an understanding of BASES, the sport and exercise science field, and the power of how strong and striking visuals can help to embed an organisation's values, commitments, and behaviours.
4-5	Adequate	Reasonable achievement of the requirements 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. Design team demonstrates some relevant experience, and some understanding of either of BASES, the sport and exercise science field, or the power of how strong and striking visuals can help to embed an organisation's values, commitments, and behaviours.
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. Design team demonstrates limited or no relevant experience, or limited or no understanding of BASES, the sport and exercise science field, or the power of how strong and striking visuals can help to embed an organisation's values, commitments, and behaviours.

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 £800

Tender B price is £700

Tender C price is £600

Tender C scores 10 points. Tender A is 33.3% higher than Tender C, which when rounded up to the nearest 5% is 35% and therefore scores 3 points. Tender B is 16.6% higher than Tender C, which when rounded up to the nearest 5% is 20% and therefore scores 6 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 9 am on Wednesday 5 October 2022**. We will aim to notify all submitters by close of play Friday 7 October 2022, so the work can start immediately. It is hoped that the work will be complete by Monday 31 October 2022 (drafts, reviews, amends, sign off), so that the engaging visuals can be shared with the membership at the 2022 AGM in November.

BASES Board, 20 September 2022

Appendix A:

BASES' values, commitments, and behaviours

As the professional body for sport and exercise sciences in the UK, BASES' vision is to deliver excellence in the sport and exercise sciences. The following values, commitments and behaviours apply to the BASES 'family' – be they members, volunteers, or paid staff – and they underpin all we do.

1. Fairness

- We believe in equity, equality, diversity, and inclusion
- We aim to create an inclusive culture and practices that recognise, respect, value, and embrace difference for everyone's benefit.
- We strive to attract and retain talented people to work for BASES and to support our wider work.
- We are dedicated to promoting and celebrating the positive effect that diversity has both in our workplace and within our members.

When we act in a fair and just way, our members, volunteers, and staff will feel a sense of belonging in and to BASES, with better outcomes for members and/or those we work with. We will remain open and curious, continually looking for opportunities to learn about various topics that reflect our interdisciplinary focus.

2. Professionalism

- We believe in strong ethics and acting with integrity at all times.
- We consider the implications of our actions on others by reflecting upon all that we do.
- We will proactively work to support ethical and inclusive practices and challenge unethical and non-inclusive practices.
- We show integrity in all that we do.
- We will consistently demonstrate discretion, confidentiality, and responsibility.

When we act in a professional way, our members, volunteers, and staff will be open, fair, reliable, and trustworthy, respecting themselves and others around them, refraining from discrimination. We will declare any conflicts of interest and will be committed to placing the needs of those we work with, and alongside, at the forefront of all that we do.

3. Honesty

- We will do what we say we will and will challenge corrupt practice.
- We are committed to open and transparent working.
- Information will be provided in easily understandable forms and media; it will be freely available and directly accessible to our members, except where confidentiality is strictly required.

When we act in an honest way, our members, volunteers, and staff will be responsible, respectable, reliable, truthful and sincere. There will be an acknowledgment of other ideas and points of views, ensuring there is a space for open conversations, working collegially to respond to challenges.

4. Responsibility

- We will take personal accountability for our actions, decisions, and the work we produce, and supporting others to achieve this.
- We will interact with others and make decisions with empathy, integrity, compassion and honesty.

- We are committed to developing ourselves through continual personal and professional development, always reflecting and constantly improving
- We are committed to working in the best interests of society and our members so as to enhance the work of the Association

When we are responsible, our members, volunteers, and staff will take 100% ownership in how we behave, treat others, approach our work, and contribute to the work of BASES. We reflect a way of working that upholds the personal and professional qualities of our field. We will take action when there is deviation of the values and beliefs within this paper.

5. Excellence

- We will strive for the highest standards of excellence in everything we do.
- We will foster a culture of questioning, exploration, and innovation, thinking creatively about new ways to work and share practice.
- We encourage the application of evidence-based projects and ideas.
- We commit to sharing knowledge, opinions, ideas, and experiences.
- We believe that by working together in partnership and collaboration, we can achieve strong and lasting results.

When we strive for excellence, our members, volunteers, and staff will always be looking at where we are and how to get better. We appreciate that mistakes may happen, but we recognise the value of learning from them, integrating necessary changes as a result.