

Invitation to Tender

Carbon Calculator available to Motorsport UK clubs, venues and championships.

Carbon Calculator

Motorsport UK is the governing body of four-wheel motorsport throughout the United Kingdom recognised by statute and is a founder Member of the FIA and recognised as the UK ASN pursuant to the International Sporting Code and its Appendices ('the Code').

As a member focused organisation we embrace a diverse community that includes 720 affiliated motor clubs with over 100,000 members, 45,000 competitors, 10,000 volunteer marshals, 4,000 officials and a legion of passionate motorsport spectators and fans. We issue over 5,000 event permits every year providing everyone with the opportunity to get close to the action.

Motorsport UK is a not-for-profit organisation (limited by guarantee) that exists to service and grow the sport.

Types of Motorsport

When people think about the types of motorsport they often picture its most well-known guises such as racing, rallying and karting. However, those are just the tip of an iceberg. There are many actually 13 different types of motorsport governed by Motorsport UK, listed below we cover everything from high-speed circuit racing to low-speed trials on slippery hillsides.

- Autocross
 - Autotest
 - Circuit Racing
 - Cross Country
 - Drag Racing
 - Drifting
 - Hill Climb
 - Karting
 - Rallycross
 - Rallying
 - Sprint
 - Trials
 - Drifting
-



As a governing body Motorsport UK wish to understand the emissions caused by the sport as a whole. We are in the process of releasing two tenders one to understand the baseline of motorsport in the UK as a whole. This tender concerns designing a calculator (or utilising an existing one) which allows our Clubs, venues and championships to measure their emissions.

What is a motor club?

Motor clubs are groups of motoring and motorsport enthusiasts. Many clubs organise the 4,500 motorsport events that take place every year in the UK. There are over 700 Motorsport UK registered clubs across the country. Most run by volunteers

Tender Specific

Motorsport UK hereby invites tender proposals from interested and qualified parties (Tenderer) to carry out following work which culminates in a easy to use carbon calculator for Motorsport UK clubs/ venues and championships.

- Creation of a carbon calculator or selection of appropriate existing tool that is understandable and accessible as will be used by non-environmental professionals
- A platform or user interface on which to access the tool (Motorsport UK would prefer it doesn't look like an Excel)
- Training, onboarding and comms to support the uptake of the tool. Motorsport UK understand that the proportion of the budget on this element will depend on whether it is a new or existing calculator adopted.

The successful Tenderer will enter into a contract subject to English law to supply Motorsport UK with the outputs highlighted below

Interested parties are invited to submit an expression of interest and questions to Motorsport UK by **30th March 2022** and tender proposals must then be submitted to Motorsport UK by **7th April 2022** (the Closing Date). All submissions to be sent to Jessica Runicles (Head of Sustainability) at jessica.runicles@motorsportuk.org.

This Invitation to Tender is offered in conjunction with a separate Invitation to Tender for a Carbon calculator for our clubs and venues a single Tender proposal in response to both Invitations may be made. In such a case, Tenderers should pay full attention to all requirements detailed in each invitation. If you chose to bid for both please indicate whether you are willing to do one part if there is a favourable tender on the other requirements. If we choose two different suppliers there must be willingness to collaborate on key objectives such as scope setting.

Budget Information

The budget for this work is £50,000+VAT inclusive of expenses.

This is a paid for with a match funded grant from the FIA and therefore there will be some engagement with the governing body as well as funding requirements (such as an interim report and a specific requirement breakdown of costs)



Our Sustainability partners

We want to build long term relationships with thought leaders in this space as part of this we would ensure that you are fully involved in sustainability at motorsport UK

Additional benefits we see to a supplier include

- Present and attend relevant sessions of the Sustainability committee whose members include industry leaders
- Access to the wider network many whom will need support off the back of this guidance
- Invitation to motorsport events in the UK

General Information

- An understanding of motorsport and its disciplines will be useful but not essential. The successful supplier will be invited to events to get a full understanding of the sport though please note that events are on weekends.
- It should be understood that the audience for this tool is our volunteer. Therefore ease of use is key.

Tenderers must provide the following information:

- Company name and address (including Registered Office and Company Number), key personnel and contact details, organisational history and structure including details of any parent company relationship
- Where the Tenderer is a subsidiary of a parent company or part of a group then the Tenderer must confirm authority to contract in its own right with Motorsport UK or explain the path of authority.
- In all cases the Tenderer must confirm the identity of the authorised signatory including nationality and passport number; Motorsport UK reserves the right to ask for a copy of the signatory passport prior to execution of an awarded contract
- Tenderers should provide an outline of the suggested methodology and timeline including the data sources that will be used.
- Motorsport UK are approaching Scopes 1 and 2 as a priority but the scoring process will give an advantage to suppliers that are able to extend into scope 3 emissions.
- **Motorsport UK are happy for a provider to suggest existing tools rather than the creation of a tool from scratch but must be relevant, easy to use and available for multiple submissions.**
- There must be an ability for the tool to be used multiple times to be able to track year on year results.
- Please clearly state the expectations of the project team from Motorsport UK including information needed to be successful.
- Relevant experience in carbon calculators in relevant or comparative sectors/ sports
- Acknowledgement and examples of all expected outputs
- Two references from recent work carried out. These references will be approached if the provider reaches pitch stage



- CV'Ss and experience of the project team
- Costs which include Day rates and project breakdown (including expenses)
- In line with Motorsports UK's commitment to inclusion where possible we would like to see a diverse project team

Expected outputs

Outputs

- The tool
the tool should use the information to create an automated feedback report to participants highlighting areas of high emissions and benchmarking data
- Accompanying methodology document
- Accompanying guidance notes for use
- A technical solution that sits on the Motorsport website (Motorsport UK will consider applications from organisations that cannot fulfill this requirement but it must be reflected in the price)
- Training collateral for participants which include an in person training session (that will be recorded). Collateral may be in a train the trainer format. There may be scope for further training to be commissioned if successful.

Please be mindful throughout who the end audience is, the tool needs to make sense to someone who has no prior experience. Success will be measured on uptake of the tool.

Methodology

- IP of the methodology belongs to Motorsport UK
- Use publicly available information to create calculations
- Transparency around proxies and assumptions

Motorsport UK commit to:

- Clear communications around the scope of UK motorsport included in this study



- Access to existing data, a snapshot of which will be shared once we have received your intention to respond. Though existing information is limited.
- Access to key stakeholders necessary to gage information
- Clear branding of the partnership on external communications and an opportunity to promote the work alongside Motorsport UK

Contract Law

Tenderers must note that the supply contracts between Motorsport UK and the successful Tenderer will be subject to English Law and the overriding authority of the Courts of England and Wales but shall include mandatory alternative resolution procedures. The Conditions of Tender annexed to this Invitation are contractual terms of this Invitation.

Contract Term

The Initial Term of the awarded contract will be agreed before contracting. Please indicate in the tender when you would expect to be able to complete the work by. This Initial Term may be extended if necessary by mutual consent and subject to FIA regulations at that time.

Financial

Tenderers are must provide a fixed pricing structure in compliance with the Commercial Terms.

There should be a breakdown of activities as well as a overall amount. Please include expenses. If the scope of the project was to change, Motorsport UK would need a formal meeting and updated proposal in order to authorise.

Motorsport UK encourages Tenderers to present proposals which include options for Motorsport to engage in mandatory and optional elements of work. Additionally please indicate areas where Motorsport UK could take on elements of the project themselves to save costs.

Ongoing Support

Tenderers shall confirm their commitment to provide ongoing support in the immediate aftermath of the report publication to answer any stakeholder questions.

There are also opportunities to be involved in the publication and promotion of the report. As a high profile organisation Motorsport UK expects considerable interest in this work. Motorsport UK will not be looking to pay for any promotion of a supplier but please indicate in your proposal what you would be willing to commit to if Motorsport UK is able to provide a public platform.

Expression of Interest

Expressions of interest will take the form of an email confirming the intent to proceed with a full Tender submission and should be clearly marked in the subject line with "Expression of Interest – Baseline Assessment"



Tender Submission

Tender proposals must be received electronically by email clearly marked in the subject line with “Tender Proposal – Baseline Assessment” in PDF document format with contents page as well as section and page numbers for ease of referencing.

Tender proposals must be submitted no later than 12-noon on the Closing Date.

An acknowledgement confirming receipt of the tender submission will be issued to the Tenderer.

Failure to address each part of this Invitation to Tender may make the submission ineligible.

Tender Timeline

Activity	Date
Tender released	16st March 2022
Open for questions and clarification - Motorsport UK will allow each supplier a 30minute phone call to answer questions and an opportunity to ask written questions. All questions and answers will be open to all those that declare their intent to submit.	15st March – 30th March 2022
Declaration of intent to submit	30th March 2022
Deadline for submission	7th April 2022
Motorsport UK to inform bidders of next steps -Motorsport UK will let both successful and unsuccessful providers know the outcome. Ability to feedback for unsuccessful providers will depend on volume of applications	11th April 2022
Pitch stage	25th April
Contractor awarded	24th April
Project Kick off	28th April
Mid way review	TBC with provider
Submission of First draft	“
Project sign off	“
Present at Sustainability conference / committee	“
Project finish	“

Motorsport UK understand the demand on environmental consultancies at the moment and therefore are able to be flexible on start date for this work. Decision will be made on quality of proposal and cost. There will be a slight advantage for suppliers that are able to get started sooner but there is a willingness to wait for the right supplier.



Conditions of Tender

1. Tenders will be reviewed by Motorsport UK within five working days of the deadline
2. Tenderers may be asked to make a short presentation of their proposal, or any element thereof and to answer any questions concerning the proposal and presentation. This may be online
3. Motorsport UK may decide, in its sole discretion, that any tender submitted does not satisfy the requirements of this process and reject that tender without consideration of its merits
4. Motorsport UK reserves the right to change any aspect of this tender at any time, to issue an amended Invitation to Tender document, or to provide further information to interested parties in relation to the opportunity
5. Motorsport UK has no obligation to select any tender, nor enter into any agreement with anyone who submits a tender. Further, Motorsport UK is neither obliged to give reasons nor to enter any discussions regarding the acceptance or rejection of any tender
6. It is the responsibility of each Tenderer to submit a tender that is sufficiently detailed and clear to allow a decision to be taken. Any failure to do so may count against a Tenderer in the selection process. However, without being under any obligation to do so, Motorsport UK may decide to seek any clarification of any tender submitted and may take any clarifications received into account in making any decision
7. Successful tenders are selected which in Motorsport UK's sole opinion, best serves the project and the interests of motor sport in general
8. The selected Tenderer shall be informed of its selection as soon as possible, and invited to execute a contract
9. On no account shall the selected Tenderer make any public, press or any other announcement or communicate to any third party in any way that it has been selected to tender. Any breach of this provision will result in the tender concerned being rejected from the tender process. The selected Tenderer shall keep all discussions relating directly or indirectly to the tender strictly confidential and shall enter into a Confidentiality Agreement with and provided by Motorsport UK if so requested and which Agreement shall not be negotiable
10. Prior to the execution of an Agreement, the selected Tenderer shall be bound to the terms of the tender it submits, which tender shall, for the purposes of this invitation to tender, incorporate any representations made by the Tenderer to Motorsport UK in whatever form prior to the date on which Motorsport UK makes its decision as to selection. In the event of any material deviation by the selected Tenderer from the terms of its tender, Motorsport UK shall have the right, at its sole discretion, to take any one or more steps as follows;
 - a. terminate any period of negotiation exclusivity granted to the successful Tenderer
 - b. alter its decision as to the selection of the successful Tenderer
 - c. issue a determination that no Tenderer will be selected
 - d. hold a new tendering procedure
 - e. conduct a negotiation of the draft Contract with a Tenderer other than the successful Tenderer with a view to concluding with such other Tenderer a contract for this tender
11. Tenderers are fully responsible for all costs, expenses and liabilities incurred the preparation of the tender and any responses to requests for further information issued by Motorsport UK and of any presentation under Condition 2
12. Any collusion with any other potential Tenderer will invalidate your tender. By submitting a tender Tenderers declare that it is a bona fide tender, intended to be competitive and that you have not fixed or adjusted the amount of the tender by or in accordance with any agreement or arrangement with any other person
13. Offering an inducement of any kind in relation to obtaining this or any other contract with Motorsport UK will disqualify your tender from being considered and may constitute a criminal offence
14. The governing law applicable to this tender process and any tender received in relation thereto shall be English Law
15. The selection by Motorsport UK of a tender shall initiate a 14 day period of exclusive negotiation between Motorsport UK and the Tenderer with a view to negotiating in good faith any amendments to the Contract. For the avoidance of doubt, however, the selection by Motorsport UK of any tender does not impose any obligation on Motorsport UK, save the obligation to initiate a period of exclusive negotiation with that Tenderer for such period as Motorsport UK in its sole discretion considers reasonable. Selection does not oblige Motorsport UK to enter into a Contract or any agreement whatsoever with the selected Tenderer. If this period expires without the selected Tenderer either confirming its full acceptance of the draft Contract or making any such comments on the draft Contract, Motorsport UK shall have the right, at its sole discretion, to take any one or more of the steps set out above.