

Invitation to Tender- Research and Programme design

Consultant: Inclusion

01 August 2022

Who are we

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](#)
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Tender Specific

This is a unique and exciting opportunity to be involved with evaluation of GOT UK impact methodology to inform the expansion and design of a positive action programmes at Motorsport UK, all with the purpose of achieving:

- 1) Increased Racial Diversity within Motorsport, with 50% or more from economically disadvantaged backgrounds.
- 2) Bringing the Girls on Track (GOT UK) Programme to a secondary school audience

As a recipient of the inaugural Ignite funding, Motorsport UK is looking to take learnings and knowledge from the running of Girls on Track UK to expand its impact and to create new programme activities to reach secondary school audiences and increase the participation and involvement of Black, Asian, individuals from other minority ethnic groups and economically disadvantaged backgrounds under the age of 24 into the sport.

To tackle the issue of racial diversity and access from economically disadvantaged backgrounds, we are looking to create a new, impactful programme. We want support from a consultant to engage with the community through best practice research methods and knowledge to support the team at Motorsport UK to design a programme with maximum impact. This will involve working with members of the community, potential partners and the in-house team to an expert advisor. Culminating in four pilot events across two inner city locations. Using the feedback metrics and research to pitch a scaled-up programme for more funding in 2023.

For GOT UK it is refining our impact methodology and looking at pilots we have done with secondary school aged young women to make this an additional offer to schools.

This is a unique opportunity to work with Motorsport UK, to create programmes that support underrepresented young people into motorsport. You will be joining the project at an exciting point in its conceptualisation and development, with considerable scope to shape the parameters of the project, particularly during the research and piloting phases.

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

Interested parties are invited to submit an expression of interest and questions to Motorsport UK by **22nd August 2022** and tender proposals must then be submitted to Motorsport UK by **1 September 2022** (the Closing Date). All submissions to be sent to Claire Kirkpatrick (Head of Club and Community Development) at Claire.Kirkpatrick@motorsportuk.org.

Budget Information

We have £12,000+VAT inclusive of expenses budgeted for this work.

Please note that Motorsport UK will provide administrative support to organise and host any interviews and focus groups.

For GOT UK is it reviewing existing work rather than starting from scratch, please keep this in mind in your proposal.



Expected outputs from the project

- An initial research phase that shapes the programme
 - including a literature review of existing academic work and best practice programmes and a short report on this for stakeholders (5 pages long)
 - Review of existing work done on community mapping
 - Qualitative research with community members (we foresee about 5 focus groups and additional interviews. Organisation and notes can be lead by Motorsport UK)
- Applying the research to shape the design of a suggested pilot racial diversity programme
 - To pitch ideas to Motorsport UK and the wider project team through facilitating a workshop designed by you to Motorsport UK and key stakeholders.
 - Once a direction has been established, the consultant will design an impact measurement methodology. Create templates for collection and share with Motorsport UK.
 - To attend the pilots and analyse activity and feedback throughout the pilots for opportunities for scale, greater impact and challenges.
- Apply the research to review the GOT impact methodology and shape the design of the expansion of Girls on Track to a secondary audience (please note that there has already been pilots so this work is more advanced)
 - Review of the existing evaluation methodology for all GOT UK
 - Use your expert knowledge and the research phase to shape the expansion of the programme to a secondary audience
- Regular updates for the EDI committee and supporting sub-committees, particularly the Women in Motorsport and Racial Diversity Sub-Committee
- An evaluation report from the pilots to be presented to key stakeholders
- The ability to provide a project plan off the back of the pilots for a scaled up version

Please note that we have operational colleagues that will be tasked with the organisation and running of events and that isn't included in this work specification. You will however be required to work closely with them on the design and attend the pilots from a measurement perspective

Tenders must provide the following information in their proposal:

- **The proposal may be submitted in PowerPoint or Word** 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.



- Tenderers should provide an outline of the suggested methodology and timeline including the research methods that will be used. Motorsport UK understand that will need the particular elements and details will be borne out of the research. We don't need to have all the answers now but want to see how you think.
- We would like to run the pilots in the first part of 2023 (no later than April) please keep this in mind.
- Please show your understanding and experience of both programme design and how to effectively measure positive impact programmes,
- Show us how you will use research methods to shape a new programme

Including how you will engage with the motorsport community to build the programme

- Ensuring that the individuals engaged with themselves are diverse
- Including our issue specific sub-committees
- Young people in the sport
- Key stakeholders that represent young people in the UK (including teachers)
- Please clearly state the expectations of the project team from Motorsport UK including information needed to be successful.
- 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's and experience of the project team
- Acknowledgement of risks involved with the project and mitigation to ensure successful completion of outputs
- Costs which include day rates and project breakdown (including expenses)
- For organisations applying we request In line with Motorsports UK's commitment to inclusion where possible we would like to see a diverse project team

Who we are looking for

- We are happy to work with freelance consultants or organisations.
- 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.
 - A team/ individual with programme design experience, particularly around engaging young people
 - Experience using qualitative research methods
 - An understanding of impact measurement methodologies
 - Including experience creating theory of change models



- In depth knowledge of diversity and inclusion, including inclusive cultures, and on future challenges and trends for diversity and inclusion issues. With a particular understanding of Race, gender and/or economically disadvantaged related inclusion issues
- Ability to attend events across the United Kingdom
- Ability to travel to our Head office location at Bicester

Motorsport UK commit to

- Clear communications around the scope of UK motorsport included in this study
- Access to key stakeholders necessary to gage information
- Use of our Bicester office to conduct research such as interviews and focus groups
- 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 an 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	10.08.2022
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.	
Declaration of intent to submit	22.08.2022
Deadline for submission	02.09.2022
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	09.09.2022
Presentation to panel	Provisionally 15th or 16th September
Contractor awarded	23.09.2022
Project Kick off	03.10.2022

Please note that we may update the tender from time to time, we will be transparent with edits





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.