

## Invitation to Quote

**Nottingham PlayZone Consortium - Invitation to Quote for the initial insight and engagement element of the project.**

**Closing Date:  
12 noon on Monday 17<sup>th</sup> April 2023**

[activepartnerstrust.org.uk](http://activepartnerstrust.org.uk)



Active Partners Trust, on behalf of the Nottingham Playzone Consortium (NPC), is seeking to appoint an organisation or individual from Monday 2<sup>nd</sup> May to Friday 27<sup>th</sup> October

### 1. About Active Partners Trust

Being physically active is good for us, for society, health, and even for the economy. There's no doubt about that. But how do we get people moving more? That's a bit trickier, and the need varies from place to place, programme to programme, and person to person.

As one of 43 Active Partnerships (APs) across England, Active Partners Trust, working in Derbyshire and Notts, teams up with local councils, community groups, businesses, healthcare organisations, charities and more to find out what's needed. That means asking questions, making suggestions, sharing our knowledge, finding the right partners, and spotting opportunities, all to make movement part of everyday life. Because when we all work together, we can better understand, reach, and support the people who need it most.

**Making our Move** - [Our shared vision for Uniting the Movement in Notts and Derbyshire](#) is a new plan to guide our and partners' work over the next 10 years - where we work and how we work.



## 2. Specification & Context

### 2.1 National context

- 2.1.1 The National Football Facilities Strategy (NFFS) sets out the Football Foundation's ambition to transform England's grassroots game over the next ten years. It aims to deliver thousands of new pitches, while also investing in the improvement of existing grass pitches and off-pitch facilities across the country.
- 2.1.2 The Football Association, the Premier League and Sport England (on behalf of Government) jointly finance the National Football Facility Strategy (NFFS) and commissions the Football Foundation to deliver it.
- 2.1.3 The national funding partners have significantly increased investment to accelerate efforts to deliver more and better football facilities for the grassroots game. The Government has confirmed additional funding of over £200m to football facilities by 2022-25. To inform prioritisation of funding, the work has already started in development and implementation of Local Area Football Facility Plans that will continue to guide the allocation of 90% of national funds and forge stronger partnerships with local stakeholders to develop key sites. This, together with local match-funding is expected to deliver over one billion pounds of investment into football facilities over the next 10-year period.
- 2.1.4 The investment priorities set out in the NFFS include:
- **1,000 new 3G football turf pitches (FTPs):** in a mix of sizes and settings, dependent upon local needs. All aimed at enhancing the quality of the playing experience.
  - **20,000 improved natural-turf pitches:** to help address drop-off due to a poor playing experience.
  - **1,000 new changing pavilions / clubhouses:** all linked to priority sites.
  - **Small-sided facilities:** to create safe, inclusive, and accessible facilities that bring communities together through recreational forms of football and a range of other sports and activities.

### 2.2 PlayZone Investment Programme

- 2.2.1 The Football Foundation have recently launched a new capital investment programme that is targeted to communities that face the greatest inequalities nationally. The PlayZone Programme aims to engage with local communities across the country to create outstanding sports and activity spaces and tackle inequalities in participation.
- 2.2.2 PlayZones will include delivery of new and/or refurbished outdoor mini pitches / multi use games areas and recreational facilities designed for football, and other sports and activities, that will allow priority groups to be more active. PlayZones should be in public open spaces and / or in a community setting that will encourage and remove barriers to participation. The four main groups facing the greatest inequalities nationally are:
- Lower socio-economic groups
  - Women and girls
  - Disabled people and people with long-term health conditions

- Ethnically diverse communities

2.2.3 PlayZones are modern, safe, and engaging facilities that are designed to deliver recreational football / multi-sport participation growth. There is a range of facility types available to meet local sport specific priorities. The ambition is to deliver 278 **PlayZones by 2025**, phased in over the next 3 years.

## 2.3 Regional context

- 2.3.1 Nottingham is a vibrant city with a growing, young population and economy, and a strong sense of place. It recognises the importance of high-quality sustainable sport and leisure provision and open parks and green spaces. There are significant areas of green infrastructure within the city, consisting of parks, sports grounds, and networks of multi-functional open spaces.
- 2.3.2 There is much to build upon on previous work in Nottingham such as City of Football, Active Through Football and the most recent Strategic Outcomes Planning Guidance (SOPG) work in Nottingham.

## 3. Objectives, Scope, Outputs and Timescales

### 3.1 Objectives

- 3.1.1 In the context of the introduction, Nottingham City Council and Active Notts have agreed with stakeholders (such as Nottingham Forest Community Trust, Notts County Football Trust, Renewal Trust, Castle Cavendish, Notts FA, Groundworks, Bridges Community Trust and StreetGames) to understand the data and insight to inform the development of PlayZone facilities in Nottingham.
- 3.1.2 The key drivers for developing Nottingham's PlayZone Investment Programme include:
- Aims and objectives to improve health and well-being, tackle inequalities, and increase participation in sport and physical activity.
  - Prioritisation of internal capital and revenue investment - targeting resources into places / communities with the greatest need.
  - Development and coordination of sports development and physical activity programmes in response to local need.
  - The need to inform the assessment of planning applications.
  - Long-term sustainable facilities - develop PlayZone sites that can be efficiently managed and maintained.
  - Accessible outdoor sport facilities to support and encourage use of by disabled people.
  - The need to provide evidence to help secure internal and external funding.

### 3.2 Insight Scope

- 3.2.1 Use mapping, together with local strategies, insight and knowledge, from local and national partners to finalise priority areas and groups for community engagement. Information already available to inform this includes : demographic data, locations of existing Multi Use Games areas and other recreational facilities, sport and physical activity landscape.

- 3.2.2 This data will need to be consolidated as the first stage in the process of the study. Mapping should be used together with local strategies, insight, and knowledge - from Local / National stakeholders to finalise the priority areas and groups for community engagement.
- 3.2.3 The facilitation of a 'Narrowing the Focus' workshop with Partners will act as an inception meeting across the City and will be scheduled in for w/c 15th May. The Narrowing the Focus workshop template and process can be seen here:



Narrowing the  
Focus Guidance - Ju

It is expected that the successful consultants will be responsible for the input of the resulting Narrowing the Focus plan and community engagement approach to the Football Foundation by the end of May 2023.

- 3.2.3 Develop and deliver a stakeholder and community engagement plan. This must include appropriate methods of engagement for the agreed priority groups. Stakeholder / community organisation input will be provided to support this process.
- 3.3.4 Engagement must be meaningful; such as actively listening to ensure communities are at the heart of place making. Engagement should include a mixture of face2face and online consultation to provide multiple methods of engagement to reach targeted audiences. One example of "Voice, Opportunity, Power Framework and Toolkit "could be utilised to assist this process, appreciating there may be others available.
- 3.3.5 There is the opportunity to engage with, and not limited to; national and local stakeholders including National Governing Bodies of Sport, Active Notts, Local Authority Parks / Neighbourhood Development Teams / Youth Teams and Football Community Trusts, as well as Community and Voluntary Sector Organisation's, Youth Providers, Clubs and Volunteers etc to assist with engagement with residents and local groups.
- 3.3.6 This should lead to a clear understanding of where gaps or growth opportunities exist, and the key considerations for 'enhanced/new provision' to address the greatest inequalities and participation.
- 3.3.7 The Strategic Operational Planning Guidance (SOPG) work by Strategic Leisure, which is currently happening in Nottingham City, to help inform the City-wide Sport & Leisure Plan, will be important to embed and inform the work of Nottingham Playzone.

### **3.3 Considerations**

3.3.1 You will be expected to follow Sport England's Assessing Needs and Opportunities (ANOG) methodology.

3.3.2 The outputs from the insight work should include:

- Assessment of the current state of multi usage games areas, recreational facilities and active infrastructure including strategic context, geographical distribution, usage, financial performance, operation, condition, and opportunities for enhancement / new provision.
- Assessment of future needs and opportunities, including:
  - consideration of population and housing growth,
  - barriers to participation and potential solutions,
  - current and aspirational participation levels,
  - current and future gaps in provision,
  - catchment travel times for different Multi Use Games Areas / Recreational Facilities
  - opportunities for wider investment in Multi Use Games facilities, Recreational Facilities, and infrastructure.
- Production of a final report that includes consideration of investment plans, including phasing, operational sustainability, capital investment requirements (based on indicative comparator facility costs), funding options, against available resources and agreed objectives and priorities of the partners.
- Identify potential delivery / management partners.
- Recommendations on the type of facility to support the activities to be located in a place to meet the needs of the communities.

### **3.4 Parameters and Assumptions**

3.4.1 Please quote for the production and presentation of reports as per the research objectives, scope and considerations with supporting evidence and data analysis.

3.4.2 The partners will provide access to local GIS layers to inform the supply analysis, local and national insight and data, and links to key stakeholders.

3.4.3 Key Stakeholders, mostly who form the Nottingham Playzone Consortium (NPC) include but are not limited to:

- Nottingham City Council
- Active Notts
- Nottingham residents
- Public Users of current facilities
- Local community, clubs, and community groups, especially children and young people / youth groups / providers
- Local Councillors
- Nottingham-based Football Community Trusts (Nottingham Forest & Notts County)
- Community/Youth Organisations/Health & Wellbeing Network/Providers

- The Football Foundation
- County FA
- Other Playing Pitch NGBs (England Basketball, England Netball, ECB / Trent Bridge Cricket Foundation)

3.4.4 The consultants are not expected to need architect or QS input in their team, as this is an insight focused piece of work.

### 3.5 Management of the Project - please see Appendix 1.0

## 4. Progress Updates & Timescales

### 4.1 Timescales

Activity	Completion date
Quote submission deadline	Monday 17 <sup>th</sup> April 2023
Interviews if required	w/c/ 17 <sup>th</sup> April 2023
Successful supplier notified	Monday 24 <sup>th</sup> April 2023
Contract Start Date	Tuesday 2 <sup>nd</sup> May 2023
Initial Narrowing the Gap Workshop	w/c 15 <sup>th</sup> May 2023
Interim report submission (including community engagement findings analysis)	Friday 29 <sup>th</sup> July 2023
Final draft report produced - (to include recommended sites for investment - could be phased)	Friday 27 <sup>th</sup> October 2023

### 4.2 Progress Update

Monitoring	Timescales
Progress Updates	Monthly with the Nottingham Playzone Project Lead and quarterly as part of the Nottingham Partnership Consortium - schedule to be agreed.

## 5. Contract details

This contract will be with Active Partners Trust on behalf of the Nottingham Playzone Consortium.

The successful organisation or individual will report and be accountable to the Nottingham City Council and the Nottingham Playzones Consortium and will be responsible for the successful delivery of the key tasks as outlined in section three.

The term of this contract shall be for a 6-month period, commencing on Monday 2<sup>nd</sup> May

## 6. The fee

6.1 The cost of the work must not exceed £7,000 (inclusive of VAT and all costs and expenses)

## 7. Quotation submission

Quotations should be submitted via email to both [Kerryn.chamberlin@activepartnerstrust.org.uk](mailto:Kerryn.chamberlin@activepartnerstrust.org.uk) and [Adrienne.Kelly@nottinghamcity.gov.uk](mailto:Adrienne.Kelly@nottinghamcity.gov.uk) by midday on Monday 17<sup>th</sup> April

Submitted quotes should include the following:

- CV and/or covering letter which summarises the skills and experience relevant to the project scope and assessment criteria
- A clear proposal for how the work would be carried out
- An indication of the average number of working days/hours per month
- Anticipated start date and completion dates for relevant phases of the work
- A schedule of costs and services within the parameters of the fee in point 6.1
- Any further information which may support the proposal

## 8. Assessment Criteria

The quotation will be assessed against the following criteria:

- Evidence of knowledge, expertise and experience in gathering insight and data to inform and support decision making.
- Evidence of expertise in engagement techniques and synthesising of information from community engagement.
- Suitability of the proposed approach
- Evidence of capacity to undertake the work within the defined budget and timescale
- Value for money and within the set budget
- Availability on the timescales set out

Active Partners Trust and Nottingham City Council reserves the right to shortlist quotations based on the criteria above and undertake follow-on interviews with shortlisted candidates if required.

If interviews are not required, the successful individual/organisation will be notified by Friday 21<sup>st</sup> April.

Any request for feedback should be made to Kerryn Chamberlin [Kerryn.chamberlin@activepartnerstrust.org.uk](mailto:Kerryn.chamberlin@activepartnerstrust.org.uk)

**End**

**Kerryn Chamberlin  
Strategic Director  
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## Appendix 1.0 - Management of the Project and Overview of the Playzones Nottingham Partnership Consortium

- 1 Nottingham City Council have been identified as the strategic lead for Nottingham PlayZone, linking closely with the Nottingham Partnership Consortium (NPC) for the project.
- 2 Nottingham City Council will have overall management and lead of the Project supported by the Nottingham Playzone Consortium (NPC), and will direct the appointed Consultant in development of the work and supporting, checking, and challenging work at each stage. Day to day management of the project and Consultant will be provided by an appointed Project Lead / Manager for the work
- 3 Selected Area Based Leads, statutory organisations and community voluntary sector representatives will sit alongside the Nottingham Playzone Consortium (NPC) to support the development, management, and activation of agreed sites.
- 4 The NPC will include representation from Nottingham City Council, Sport & Leisure, Community Sector, Active Notts, Football Foundation, Nottinghamshire FA, Other NGB Sport Specific representation (Basketball, Cricket, and Netball), and the two Nottingham based Football Community Trusts, as the primary stakeholders responsible for ownership, management, and sustainability of sites, and national and local sport and physical activity delivery plans.
- 5 Nottingham area-based Partners and Stakeholders will include representation from a range of organisations across the public and voluntary sector that understand local area needs and have the expertise and knowledge of engaging and working with specific Nottingham communities. These include but not limited to Community Organisations, Youth Groups, Faith Groups, Police, Schools, Health Care Providers, Clubs, Council Neighbourhood / Youth / Park Services, City in the Community, and NGB partners and delivery networks.
- 6 The responsibilities of the Nottingham Playzone Consortium (NPC) are:
  - To provide strategic leadership and co-ordination for the development of the PlayZone football programme in Nottingham.
  - Defining the scope of the study, preparing and signing off project management documents e.g. the project plan and project brief.
  - Establishing the context and tailoring the approach.
  - To define and agree the key priority groups and places for development of PlayZone Programmes.
  - To support implementation of community engagement and consultation, ensuring a targeted approach to reach priority groups
  - Identifying who should be consulted to gather the supply and demand information.
  - Directing the supply and demand assessment.
  - Setting survey response targets.
  - Direct any consultancy support.
  - Where unforeseen problems occur decide how to progress the work.
  - Checking and challenging key findings, issues, solutions, recommendations and actions.
  - To develop and deliver a coordinated PlayZone programme that provides multi-sport benefits and addresses inequalities in priority groups and places.

- Develop a fit for purpose workforce to sustain and grow recreational football / multi-sport participation
- To influence the future development of football across Nottingham and challenge the existing methods of engagement through innovative programmes that will enhance the opportunities to participate.
- To use football as a tool to address cross-cutting issues and agenda's, such as reducing crime, improving health, and improving educational attainment
- Ensuring that investment into new facilities is focused on supporting the most efficient operational model, maximising revenues, and creating a sustainable football / multi-sport programme.
- Maximising other commercial/alternative sources of funding to reduce on-going reliance on public sector support.
- Maximising leverage and resources for agreed programmes, events, and facilities.

7 During the process the Nottingham Playzone Consortium will meet at the following stages:

- Initial Scoping Meeting
- Project initiation sign off
- Information gathering update
- Presentation of initial findings
- Action plan development
- Action Plan sign off & implementation
- Quarterly thereafter to review Nottingham PlayZones Programme implementation progress

8 The PlayZone Programme will be a 3-Year Plan and therefore once adopted the Consortium will evolve and become a Delivery and Implementation Group who are responsible for the following:

- Memorandum of Understanding for the Group
- Preparing Annual Monitoring Report/Progress Reporting