



Outdoor Recreation Network

## **Provision of Secretariat Services**

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# **Tendering information**

**Issue Date: May 2018**

## **1. BACKGROUND**

- 1.1. ORN is an unincorporated UK and Ireland wide network of public and non-governmental organisations concerned with the sharing and promotion of good policy and practice in outdoor recreation and related fields such as tourism and health.
- 1.2. A management group oversees the work of ORN and supports the Secretariat. The following roles are undertaken:
  - Chairman - currently independent
  - Vice Chairman
  - Budget Officer
  - Communications Officer
  - Research Officer
  - Representatives from UK and Ireland if not covered by above positions.
- 1.3. The Secretariat and other ORN activities are funded by annual fees paid by the ORN member organisations.

## **2. SCOPE OF THE SERVICES REQUIRED**

- 2.1 The Outdoor Recreation Network (ORN) is seeking submissions for the provision of secretariat services for the period 1st October 2018 – 30<sup>th</sup> September 2021.
- 2.2 These services will be provided through an annual service level agreement between ORN and the successful applicant.
- 2.3 It is anticipated, based on current experience, that it will require 2 days per week of an officer's time to provide a range of services for the administration, management and development of the network.

## **3. SPECIFIC TASKS**

- 3.1 To organise a minimum of 2 network meetings a year, including associated seminars open to supporters.
- 3.2 To collate the information from these meetings and disseminate via an e-newsletter
- 3.3 To organise and minute meetings of the Executive, some of which will take place by telephone and then to monitor and ensure progress on actions agreed with the relevant responsible members.

- 3.4 To invoice members for the annual fee and provide audited accounts to show that all funds have been received and used appropriately.
- 3.5 To collate and disseminate member organisations updates at least twice per annum.
- 3.6 To organise an annual conference, collate the presentations and disseminate via an e-newsletter
- 3.7 To maintain and manage the ORN website
- 3.8 To manage the publication of an annual journal - currently available as an e-version. The journal is edited by one of the ORN members.
- 3.9 To maintain a members and supporters database
- 3.10 To manage and report on the financial performance of the Network
- 3.11 To promote the network and build its member and support base.
- 3.12 To maintain ORN assets such as a laptop and promotional material
- 3.13 To secure the ORN archive which is over 40 years old

#### **4. THE TENDER PROPOSAL**

- 4.1 The tender proposal should be concise and presented in letter format to include the following:
  - The proposed budget based on daily inputs and all other expenses;
  - Outline of method and approach;
  - Details of key staff to be allocated to the running the secretariat services together with a resume of their experience in the areas of:
    - Network management
    - Communication skills
    - Outdoor recreation.
    - Professional qualifications.

#### **5. TIMESCALE FOR THE TENDERING AND APPOINTMENT**

- 5.1 It is envisaged that the following timeframe will apply:
  - Applications close on 8<sup>th</sup> June 2018
  - Shortlist for interview (if required) 11<sup>th</sup> June 2018
  - Interviews (if required) held on w/c 25<sup>th</sup> June 2018
  - Successful applicant informed w/c 25<sup>th</sup> June 2018
  - Handover period from previous secretariat August/September 2018

Successful applicant starts 1st October 2018

## **6. MANAGEMENT**

- 6.1 A management group comprising of staff from the ORN member organisations will manage the service level agreement between ORN and the successful applicant.
- 6.2 The performance of the contract will be monitored regularly by the Executive and a performance review will take place every six months. This will be in the format of a meeting between the contractor and the Chairman of the Network, and member(s) of the Executive as required. The review will be based on feedback from the Executive and the wider membership.

## **7. BUDGET and finances**

- 7.1 The proposed budget should include all costs related to providing the secretariat services listed (including travel and any other relevant expenses).
- 7.2 The annual budget raised from member fees is currently c. £28,000 (including VAT).

## **8. SUBMISSION OF PROPOSAL**

- 8.1 Responses to the tender should be sent to:

Mike McClure  
c/o Sport Northern Ireland  
House of Sport  
Upper Malone Road  
Belfast  
BT95LA  
Tel: 028 90 383855  
E-mail: [mikemcclure@sportni.net](mailto:mikemcclure@sportni.net)

- 8.2 The submission must arrive no later than 12 noon on Friday 8<sup>th</sup> June 2018. Tenders or additional information received after the deadline will not be considered unless explicitly requested by the steering group.

## **9. CRITERIA FOR SELECTION**

- 9.1 The proposals will be assessed against the following criteria:
- value for money;
  - experience in providing similar services to similar networks;
  - competence in relationship management;
  - an appraisal of the quality of communications;
  - planning and organisational skills of meetings and events;
  - ideas for moving the work and activities of ORN forward.

## **10. ADDITIONAL INFORMATION**

- 10.1 The management group is not bound to accept the lowest or any tender.
- 10.2 Tenders are to remain open for acceptance for a period of two months from the date for return of tenders or any extended return date notified by the steering group.
- 10.3 The management group may require the tenderers to extend the validity of the tenders at any time prior to the award of the contract.
- 10.4 The management group will issue an Indicative Engagement Letter accepting a tender incorporating any amendments or variations to the tender agreed by both parties. No tender or a part of it will be deemed to have been accepted unless such an acceptance shall have been notified to the tenderer in writing.
- 10.5 The Indicative Engagement Letter will highlight the acceptance of a tender proposal. However an annual Service Level Agreement will be drawn up based on the income of the network from membership and events.

## **11. OTHER CONDITIONS**

- 11.1 Ownership of work-papers and Supporting Documentation. All work-papers and supporting documentation for audits and other work will become the property of ORN.
- 11.2 Employment of Staff by the Contractor. The contractor shall select and employ suitable and competent persons for the performance of the services under this service level agreement. The management group may, without giving any reason, direct the contractor to remove any employee from the performance of the services under this agreement and replace him/her with another suitable and

competent person, and the contractor shall at once comply with any such direction.

- 11.3 Sub-contracting and Assignment. The contractor may not sub-contract the services or any part of them and may not assign this agreement in advance or any part of it without the written contact of the management group.
- 11.4 Termination and Default of the Contractor. The management group may terminate the contract if the performance of the contractor is not of the required standard. In such circumstances the management group will serve on the contractor a letter stating how their performance has deteriorated and they will be given 28 days to improve the standard, or the contract will be terminated immediately. The management group will not accept any responsibility for any costs which the contractor may incur as a result of the service level agreement being terminated in this manner.
- 11.5 Standard Format of Documentation. Tenderers should be aware that it is standard ORN procedure to ask for documents in a form that is compatible with members' word processing systems. The successful tenderer will be expected to provide reports in this form. The current system used by members is Microsoft Word for Windows 2010.

## **12. CONTACT DETAILS**

- 12.1 Your point of contact for the ORN tender will be:

Mike McClure  
c/o Sport Northern Ireland  
House of Sport  
Upper Malone Road  
Belfast  
BT95LA

Tel: 028 90 383855

E-mail: [mikemcclure@sportni.net](mailto:mikemcclure@sportni.net)