

# Skateboard GB Guidance Toolkit update - Procurement - ITQ

## 1. Introduction

Skateboard GB was formed in 2017 and is the National Governing Body for skateboarding in England & Wales and the home of Olympic skateboarding in Great Britain. We are a membership-based, not-for-profit organization set up to improve, support and develop skateboarding.

Skateboarding has thrived for the past 50 years without a governing body in the UK, with a significant industry and growing participation base of 750,000 skateboarders. Skateboard GB (SBGB) is clear that we want to lead by supporting, facilitating, and empowering the skateboarding community to grow and strengthen the sport. It is our role to guide and work together with the skateboarding community to grow a sustainable sport, which supports the creation of world-class skateboarders.

## 2. Background to this document

Skateboard GB are in the process of updating the toolkit published in June 2020 with Sport England, '[Design and Development Guidance for Skateparks and Skateable Spaces](#)'. The new edition will include an expanded and significantly more detailed section on Procurement, to reflect the new legislative changes that came into effect in February 2025. We are seeking to appoint a contractor to contribute to the creation of the Procurement section ahead of consultation on the first full draft of the Guidance with the UK skatepark design companies.

## 3. The Contractor

The successful contractor will have proven experience of the skatepark procurement process, and a detailed understanding of UK Procurement law. They will have strong written communication skills, possessing an ability to turn complex processes into digestible information, intended for diverse, non-expert audiences.

They will work closely with the Skateable Space Development Officer at Skateboard GB to present the information in a clear, user-friendly format.

We welcome applications from individuals and groups of contractors, working in partnership.

#### **4. Budget**

We expect this to be a fairly limited amount of desk-based research with a single (5-20 page summary document) output. As such we expect to receive quotes within the range of **£1,500-£3,000** (inclusive of VAT) covering 2 to 5 days of work for an individual or team of individuals.

#### **5. Deliverable and Outputs**

This project comprises a combination of literature review (of good practice guidance and current legislation and regulations) alongside the contractor's existing knowledge and experience, presented at a summary level. It should be written as to be accessible to a non-technical audience, e.g. local skatepark campaigners, Local Government Parks and Sports Development officers.

Skateboard GB are commissioning this work, following engagement with a group of leading skatepark design and construction companies to explore the changes and resources that would improve the quality of outdoor public skateparks and the growth and sustainability of the sector. Procurement, particularly as undertaken by Local Government, arose as an area of critical concern for all or most skatepark companies. The companies had all had widely divergent experiences (from open, competitive and transparent processes where timely feedback is provided to all companies who submitted a tender; to much less transparent approaches that incentivise against competition and investment in quality for the end user) and felt Skateboard GB could make a significant improvement in more clearly communicating good practice – especially to local skatepark campaigns, empowering them to hold Local Authorities and other public institutions accountable.

The content should cover, but is not only limited, to:

- The most crucial aspects of public procurement practices and regulations as they relate to the sourcing of outdoor public skateparks;
- Why transparent, open and competitive procurement processes are important;
- What a high-quality Invitation to Tender (ITT) (and supporting resource assets) should include, and a summary indication of what a good Tender response to the ITT from a supplier should include;
- Who else needs to be involved in the ITT development process and supplier selection, especially where input from the local skateboarding community (and other skatepark user groups, including BMXers, inline and quad roller skaters) can add value, and pitfalls and risks to avoid or mitigate (references to good practice case studies would be useful here);

- How long a good procurement process is likely to take, in different contexts (for example, at different total value levels, and/or when funding and/or planning permission have already been secured);
- Principle legal considerations that need to be addressed, including ‘cool off’ periods etc.; and
- Any other fundamental challenges and risks.

You will work closely with the Skateable Space Development Officer, who will be responsible for the content’s look and feel when designed within the wider updated range of Skatepark Design and Development Guidance assets, informed by an insight-led description of the procurement process.

## **6. Timeline**

We are looking to appoint a contractor by the 20th December 2025. We commit to provide feedback to all individuals/organisations who submit a Quote. Depending on the number of Quotes received, the detail/specificity of this feedback may vary.

We anticipate that this project would take the successful contractor no more than 6 weeks to complete, so we would anticipate receiving the final draft output by the end of the week commencing 9<sup>th</sup> of February, building in time for Christmas and New Year holidays.

We will aim to hold an inception call (over MS Teams) with the successful contractor at the start of this 6-week period, no later than 9<sup>th</sup> January.

## **7. Award Criteria**

The maximum budget available for this project is set at £3,000 (inclusive of VAT) and therefore no scoring will be given on price. Instead, we are looking for the contractor who has proven high levels of expertise and experience in skatepark procurement.

Our decision will therefore be made on the following criteria:

- Evidence of knowledge/experience of the UK public sector (especially Local Government) procurement environment, including the implications of changes effective from February 2025
- Evidence of knowledge/experience of procurement within the context of public outdoor (concrete) skatepark development
- Track record in communicating complex information clearly and concisely
- Track record in producing learning, advice, guidance or information materials
- Knowledge of UK skateboarding

We want to encourage suppliers on either side of the procurement process - those who assemble procurement assets and manage procurement processes and those who engage well with procurement as suppliers.

## **8. Content and Form of Quotations**

Please respond to the below email addresses with an attachment (pdf or Word .doc format) of no more than 5 pages long, including the following:

- Introduction to you/your organisation
- Your understanding of the brief
- Method/process statement – how you propose to undertake the work
- Key sources/references
- Cost breakdown, linked to tasks and/or members of your team, and total quoted cost, including VAT
- Short CV ‘pen portraits’ (biographies) of you and/or the members of your team
- Contact details (phone and email addresses)

Given the small size of this contract, we would aim to award on the basis of quotation submission alone. We only anticipate needing to go to interview, which will be a short (maximum 30 minutes) MS Teams call, if two or more quotations are close in terms of quality, scope etc. We commit to responding to all quotations received with feedback within two working weeks (maximum of 10 days) of the deadline.

## **9. Deadline for submission of Quotes:**

5pm on Friday 21<sup>st</sup> November

Send quotes to:

[bella@skateboardgb.org](mailto:bella@skateboardgb.org); and

[Chris@skateboardgb.org](mailto:Chris@skateboardgb.org)