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Please ask for **Sue Pearson**
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Our ref **ITQ No: 13/10**
Email Sue.pearson@cherwell-dc.gov.uk

Your ref

Thursday 22nd July

Dear

Invitation to Bid for the Sports Coach Programme Framework for Cherwell District Council

Thank you for your interest in this framework.

Cherwell District Council has developed a programme of delivering high quality coaching in a variety of school and community settings across Cherwell District.

This delivery aims to achieve the 5-hour offer in partnership with the North Oxfordshire School Sport Partnership through improving the quality and quantity of curriculum PE in schools and improving the quality and quantity of sport accessible and available to young people on school sites and in the wider community.

Cherwell District Council are also working with community partners to increase the percentage of adults participating in sport through a number of projects aimed at encouraging adults to return to playing sport in a relaxed and social environment.

To achieve this, Cherwell District Council is inviting bids from suitably qualified and experienced sports coaches who will be deployed into a variety of school and community settings to deliver high quality coaching.

This rolling framework is due to run for an initial one-year period with the option, purely at the discretion of the Council and in agreement with the framework members, to extend for a further year. Additional sports coaches may be asked to join at various points during the framework period as required by the coaching programme. The intention is to have the sports coaches appointed onto the framework by 1st September 2010 in time for the new academic year.

Please see over for a complete schedule of the bidding process.



Submissions will be evaluated on the basis of a submitted CV and details of similar coaching experience.

There are also minimum standards and certification – as laid out within the attached brief (Document 2) – with all bidders required to provide original copy proof of these certifications.

Bids must be submitted in the form as laid out in the attached brief (Document 2) – namely one hard copy in a ring binder clearly set out in sections together with an electronic version (CD or USB stick). Electronic copies of certificates are not required. The complete pack should be returned to Cherwell District Council's Bodicote House offices by 12 noon on Wednesday 11th August 2010.

Please ensure that you read all enclosed documents and that you fully understand the requirements. They have been carefully checked before dispatch and unless you notify me to the contrary we will assume they are adequate and that nothing is missing.

Please do ensure that you include email addresses for your referees to allow the Council to follow up on references as soon as possible after the submission deadline.

We aim to email out confirmation by Wednesday 18th August 2010 to those bidders whom we would like to interview. Please ensure that you are available on Thursday 26th August 2010 for a short interview. Details of the interviews will be sent out via email on Wednesday 18th August 2010.

The following documents are enclosed:

Document 1 – Sample Terms & Conditions & Offer Letter for Self-employed Sports Coaches
Document 2 – Statement of Requirements
Document 3 – Bidder's Proposal
Label for return of submission

To ensure acceptance of your submission, please ensure that you complete all parts of the relevant documentation, providing the requisite supporting evidence.

To confirm, the following is our proposed schedule for completion:

Invitation to Bid Pack to be returned	12 noon on Wednesday 11 th August 2010
Shortlist advised via email	By 5pm on Wednesday 18 th August 2010
Shortlist interviews	Thursday 26 th August 2010
Appointment of coaches	by Tuesday 31 st August 2010
Framework start date	Wednesday 1 st September 2010

Please feel free to direct any queries to me via email by Tuesday 10th August on sue.pearson@cherwell-dc.go.uk or to Tom Gubbins on tom.gubbins@cherwell-dc.gov.uk

Yours sincerely

Sue Pearson
Senior Recreation and Sports Development Officer