



BRITISH JUDO

**BRITISH JUDO ASSOCIATION
(‘THE ASSOCIATION’) (‘THE BJA’)**

INVITATION TO TENDER (‘ITT’)

**FOR THE PROVISION OF DIGITAL MEMBERSHIP SERVICES
TO INCLUDE MOBILE APP and DIGITAL MEMBERSHIP CARD**

TENDER REFERENCE: BJA/DMS/151221

15 DECEMBER 2021

Introduction and overview

British Judo is a world leading Judo nation that is inclusive, accessible and ethically driven.

Who we are?

British Judo Association (‘BJA’) (the ‘Association’) is the UK National Governing Body for the Olympic sport of Judo, dedicated to developing athletes, coaches, clubs and volunteers across Great Britain.

The Association represents Great Britain internationally and is a member of The International Judo Federation, The European Judo Union, The Judo Confederation of the European Union, The British Olympic Association, Commonwealth Judo Association and the Commonwealth Games Federation.

It was established in 1948 and was incorporated as a company limited by guarantee in 1978. The BJA is recognised by UK Sport, Sport England, Sport Wales, Sport Northern Ireland, Sport Scotland.

The BJA is a membership organisation and has expanded its network of clubs, qualified coaches and individual members throughout Britain

providing access to the sport in England, Northern Ireland, Scotland and Wales.

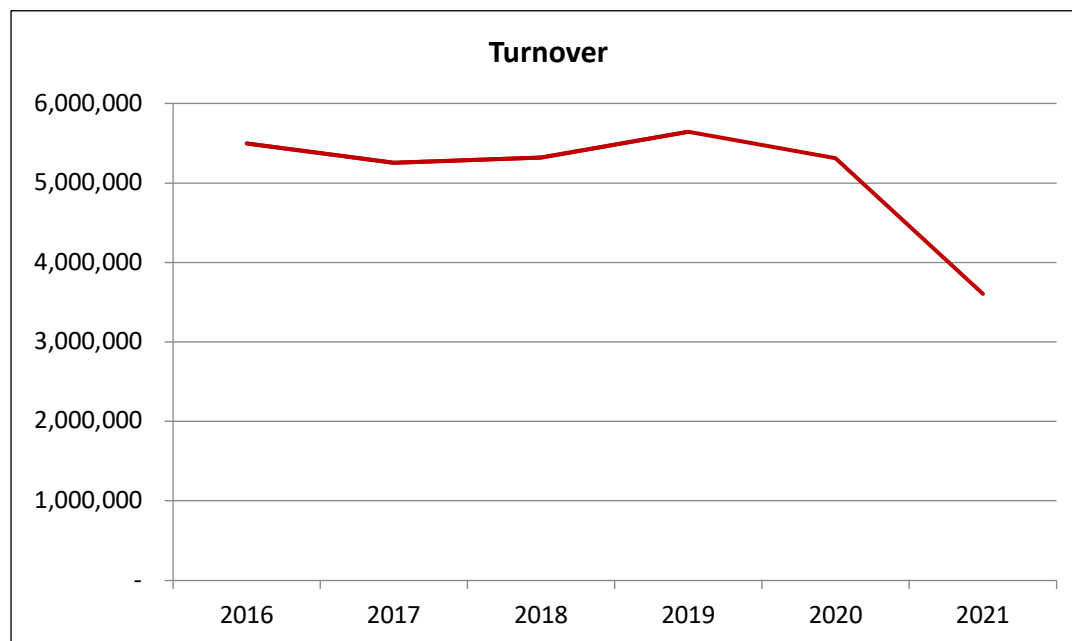
The Association's executive staff and commissions address delivery of the BJA's strategic objectives and other specific corporate cotland, the British Olympic Association and the Sport and Recreation Alliance. issues.

BJA website: <https://www.britishjudo.org.uk>

Key Financials

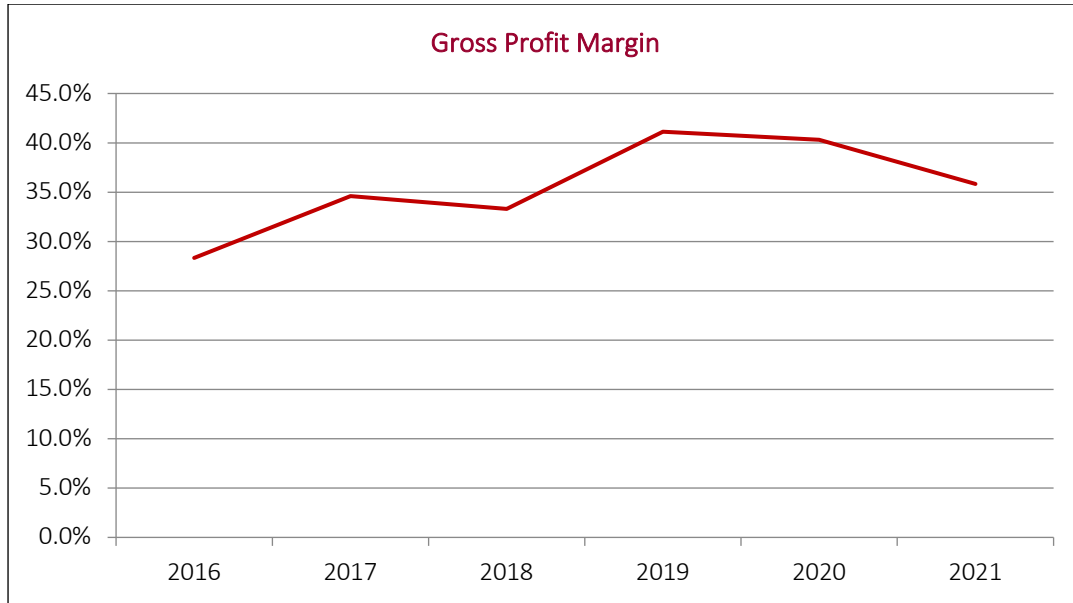
Turnover

2016	2017	2018	2019	2020	2021
5,495,534	5,252,563	5,320,639	5,643,909	5,308,098	3,604,775



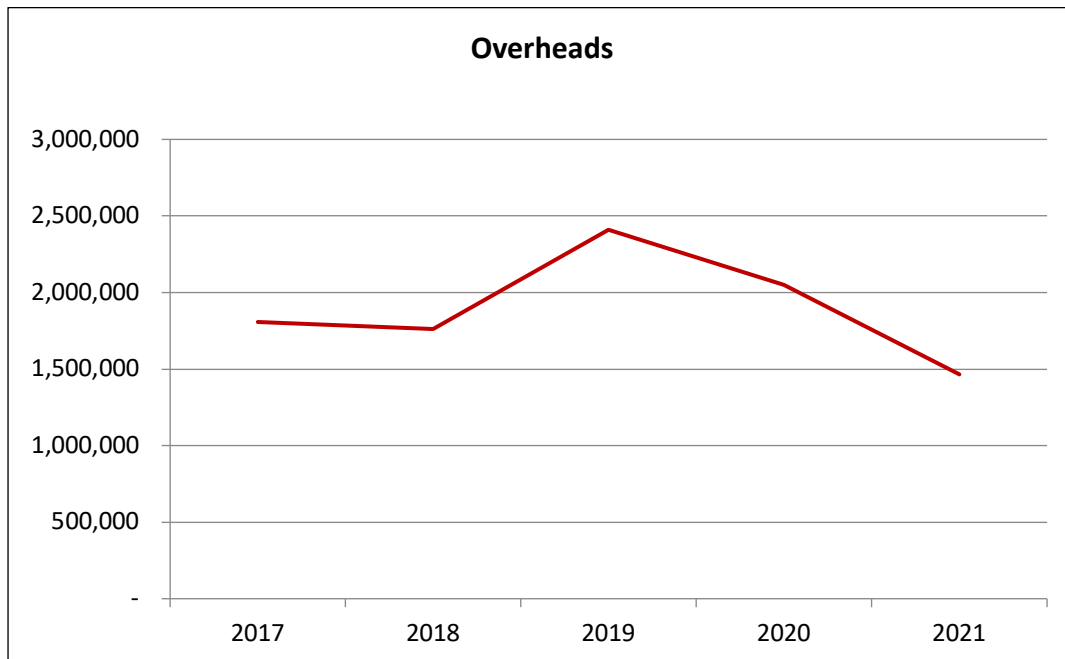
Gross Margin

2016	2017	2018	2019	2020	2021
28.3%	34.6%	33.3%	41.1%	40.3%	35.8%



Overheads

2016	2017	2018	2019	2020	2021
1,549,995	1,805,733	1,762,686	2,409,741	2,049,043	1,465,490



Membership

Currently BJA membership is in the region of 20,000.

Requirement

The BJA is currently reviewing candidates for the Provision of Digital Membership Services to include Mobile App and Digital Membership Card. Tender Reference: BJA/DMS/151221

Submissions are invited for the provision of Digital Membership Services to include Mobile App and Digital Membership Card. The contract will commence early 2022.

It is proposed that the BJA and the successful Tenderer will enter into a binding contract.

We are issuing this Request for Quotation to source the best candidate to achieve our objectives. The RFQ process allows for the gathering of in-depth knowledge of Tenderer's abilities and strategies with respect to this opportunity and affords the most comprehensive analysis.

Outcome

- BJA branding (Logos, imagery, colours etc)
- Digital barcode/QR code which is scannable for membership card
- Secure log-in for members (2FA/Face recognition/fingerprint recognition)
- Information to seamlessly sync with CRM
- 'Offline' use for membership card
- Family feature for parents/guardians to manage multiple memberships
- Member profile area (user can update details, display photo etc)
- Event calendar feature, to sync with online calendar on the BJA website
- News/Comms dashboard, latest news or BJA information
- Push notifications feature (Promote announcements, medal wins, association news, membership updates e.g. renewal coming up)
- Members area/forum where members can safely contact each other through the app
- IOS & Android compatible
- Event competition/history tab (to show the user's journey)

Information required

Tenders should include the following information:

- The fee for the development cost specifying what is included in the charge. Costs should also be provided for any additional advice or services and licensing costs;

- Details of the areas of technical expertise that can be called upon to support and advise the BJA as required, including any relevant services that may be appropriate to the needs of the BJA;
- Two references. Tenderers should provide two references which demonstrate that the Tenderer has a sufficient level of experience to perform the Contract. References are intended to verify the experience of Tenderers as described in their submission.

Contact details

For further information or any queries please contact Colin McIver, Sport Director colin.mciver@britishjudo.org.uk

Deadline

The responses to this Tender to be received by 5.00 p.m. on 12 January 2022 by email to:

Colin McIver, Sport Director colin.mciver@britishjudo.org.uk

The subject heading of the email shall be:

'Confidential - Invitation to Tender for the provision of Digital Membership Services to include Mobile App and Digital Membership Card - December 2021 -Response - [add Tenderer's name]'.

Electronic copies are to be submitted in PDF format.

Responses must be prepared in English and in the format(s) requested.

It shall remain the responsibility of the Tenderer to ensure that their quotation will reach the email address above on or before the deadline. Quotations that are received after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Tender Timeline

Date	Activity
15 December 2021	Invitation to Tender published on BJA Website and ITT made available to interested Tenderers
31 December 2021	Deadline for receipt of any clarification questions
5 January 2022	Deadline for BJA to issue responses to clarification questions
12 January 2022	Deadline for receipt of Tenders By email by 5.00 p.m.
17 January 2022	Notification of successful Tenderers/unsuccessful Tenderers

19 January 2022	Successful Tenderers Interviews
24 January 2022	BJA Audit & Risk Tenderer appointment approval
31 January 2022	Notification of appointment decision/unsuccessful interview decision to Tenderers

Assessment of Tender

Upon receipt, the BJA Chief Executive and the Sport Director will consider all submissions received on or before the deadline and carry out an initial review to confirm completeness and compliance with the requirements of the ITT and may, at their discretion reject a Tender which is incomplete and/or non-compliant. The final selection will be made by the BJA's Audit & Risk Committee.

In order to be successful, there must be clear demonstration of the following:

- Technical Competency – strong technical knowledge, particularly with regard to the sport sector;
- Quality Assurance – experience of providing advice and comprehensive services to sporting organisations
- Value for Money – the value that the Tenderer will bring to the organisation - the lowest bid is not always the one selected;
- Fee – the fee basis and total fee for year-round support and advice, along with any anticipated annual fee increases (e.g. annual inflationary increase);
- Availability – ability to deliver services in a timely manner.