



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

**REQUEST FOR INFORMATION (‘RFI’) and
REQUEST FOR QUOTATION (‘RFQ’)**

FOR THE PROVISION OF WEBSITE DEVELOPMENT

TENDER REFERENCE: BJA/WD/102022

10th OCTOBER 2022

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. It is recognised by UK Sport, Sport England, Sport Wales, Sport Northern Ireland, Sport Scotland, the British Olympic Association and the Sport and Recreation Alliance.

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 the delivery of the BJA's strategic objectives and other specific corporate issues.

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

THE PROJECT

The BJA is currently undergoing development work as part of the Association's digital transformation and is looking to take this opportunity to transition to a newly developed site that better meets the BJA's aims and objectives.

The new website will be our key communication channel for our external audiences and will strongly support our positioning as the National Governing Body for judo.

CURRENT WEBSITE

What we like

- We like that we have the capability to perform general content maintenance and manage the site pages with our in-house marketing team.
- We like the plug-in features such as Gravity forms and YoastSEO

- The blog/news feature of showing an article on the homepage by categories is good.

What we don't like

- We feel that the look and feel of the website has become dated.
- There are too many pages which contain similar content.
- The current website lacks some of the functionality we would find useful.

Current Sitemap

The main navigation bar is currently made up of seven key areas.

- Membership
- Clubs
- Events
- My Judo
- GB Judo
- Shop
- About

NEW WEBSITE

The platform should be a prospect to attract new members and help build our brand. Content and functions should be structured clearly and logically and the website should be easily usable by those with limited digital skills.

Visually appealing and modern-looking landing pages should portray the overall design. There should be easy-to-navigate pages directing stakeholders quickly to the most appropriate areas.

Users should be able to find their destinations in as few clicks as possible, with most journeys taking two or three clicks.

There should be separate areas for different user groups which should have links to other external sources and signposting where appropriate. The main structure of the new website should be based on the current website's sitemap providing an indispensable resource for those already involved with the association.

The website will include pages that help us fulfil our regulatory requirements, including areas relating to Governance, Association operations and communication and engagement with our key stakeholders.

There are areas of the current website which are integral to the operations of several working departments in the Association. These areas must be considered in the development of the new site.

Forms

We currently use a WordPress plug-in to manage our forms. Gravity Forms provides

the ability to create custom forms to collate data and collect payments from users. We use this plug-in in conjunction with Stripe payments. Where possible, we would prefer to continue using this plug-in on the new site.

Search

The website should have an overall search function.

Club Finder Tool

There is currently a new club finder tool being developed by our CRM providers. Once this is complete, the tool will need to be integrated into the new site.

Events Calendar

We require a fully accessible events calendar that can be updated by members of our in-house team.

E-Commerce

British Judo is soon to release a range of merchandise. Sales from the merchandise will be fulfilled by a third-party supplier, who will publish the products online using a Shopify e-commerce store. This catalogue of products should then be integrated into the British Judo website once launched.

Accessibility

The new site should work across desktop, mobile and tablet devices with no issues. British Judo would also like to explore options for an accessibility toolbar across the entire site. Pages should be populated with this in mind.

App Integration

The new British Judo app is available on both Apple and Android. The app is used by members to manage their BJA membership. The new site should integrate with the mobile app pulling through the site's latest news published.

SEO

SEO has been neglected on the BJA's current website and we look to improve on this with the new site. Each page should be optimized with the correct onsite techniques for maximum organic exposure. The marketing team currently use the YoastSEO plug-in which they would prefer to continue using with the new site.

Internal Portal

There is an expression of interest for an internal management portal to run internal areas of the Association. The intention use of this system would be for the GB Judo Performance team, the British Judo Board and Head Office staff. The portal would serve to provide information about the business as required as well as being a focal point for internal teams to share information.

STYLING

The visual style should be consistent throughout the website adhering to the BJA's branding guidelines. Exceptions will be made to styling where accessibility tools are applied.

We would like to have a modern-looking site with suitable graphics, clear click-through links and segregation by function. It should look and feel modern and be easy to use.

There may be a possibility of future re-branding as part of our next digital strategy. This should be considered during the development process as the website may need to be adapted to suit the new style and branding.

CONTENT

All written content for the site will be provided by British Judo in a suitable format and should be uploaded by the website developer.

News posts and blogs on the current website should be imported to the equivalent section of the new website. There will be an agreed 'cut off' date when the remaining content will be archived.

All imagery used will need to be signed off by British Judo. We have a limited selection of imagery available, but we are open to using imagery from other appropriate sources.

DEVELOPMENT

Whilst the site is being developed, we should be able to access and test the new site with different user groups related to the organisation.

A suitable training programme should be delivered on/around the website launch for the digital team at British Judo. Where possible a written user manual/ documentation should be available to cover all basic functions.

Different departments will be responsible for maintaining different areas of website content. Where possible, content update notifications should be sent to a designated team member of the BJA marketing team.

BEYOND THE BUILD

The successful applicant will be expected to offer a support contract to maintain appropriate development work, backups and security of the new website. There should be a dedicated point of contact who is able to resolve any support queries when required with a response being received in a timely manner.

The cost of a maintenance contract should be included as part of the tender application.

INFORMATION REQUIRED

Tenders should include the following information:

- The fee for the full costs of designing and building the website including ensuring the website is suitable for all users. Costs should also be provided for any additional advice or services that may be required from time to time on an ad hoc basis.
- An indication of the level of fees that would be charged in subsequent periods of the contract, i.e. ongoing management or maintenance.
- The costs for the website and the internal intranet portal should be quoted separately.
- Details of relevant technical knowledge and practical experience within the sport sector to ensure appropriate coverage.
- 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.

SUBMISSION PROCESS

TIMELINE

RFI/RFQ ISSUE DATE: 10th OCTOBER 2022

RFI/RFQ SUBMISSION CLOSING DATE AND TIME: 5.00 p.m, 28th OCTOBER 2022 (see Tender Timetable in ITT).

Monday 10 th October 2022	Invitation to Tender published on BJA Website and ITT made available to interested Tenderers
Friday 21 st October 2022	Deadline for receipt of any clarification questions
Wednesday 26 th October 2022	Deadline for BJA to issue responses to clarification questions
Friday 28 th October 2022	Deadline for receipt of Tenders – By email by 5.00 p.m
Thursday 3 rd November 2022	Notification of successful Tenderers/unsuccessful Tenderers
Monday 7 th November 2022	Successful Tenderers Interviews
Wednesday 9 th November 2022	BJA Audit & Risk Tenderer appointment approval

Monday 14 th November 2022	Notification of appointment decision/unsuccessful interview decision to Tenderers
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POINT OF CONTACT

Please informal inquiries regarding this opportunity and the RFI process to:

NAME: Katie Edwards
TITLE: Digital Marketing Executive
EMAIL: katie.edwards@britishjudo.org.uk

Please submit tenders to:

NAME: Sajid Hussain
TITLE / POSITION / Finance and Operations Director
EMAIL: sajid.hussain@britishjudo.org.uk

RESPONSE SUBMISSION METHOD

Using the details supplied above, Tenderers must submit their submission to the BJA by the following methods:

- By email;
- The subject heading of the email shall be:
- **'Confidential - Invitation to Tender for the provision of Website Development Services - Tender Reference: BJA/WD/102022 - October 2022 -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.

LATE RESPONSES

Tenderers are responsible for submitting their response prior to the closing date and time in accordance with acceptable lodgment requirements. There will be no allowance made by the Association for any delays in transmission of the response from the Tenderer to the BJA. Any submission received by the BJA later than the stipulated closing date and time may be removed from further consideration by the Association.

RESPONSE SUBMISSION COSTS

There is no fee associated with the submission. However, any costs incurred relating to the submission process are the sole responsibility of the party supplying the response. The BJA shall not pay the Tenderer, wholly or in part, for its response.

CONFIDENTIALITY

Except as required for the preparation of a submission, Tenderers must not, without the BJA's prior written consent, disclose to any third party any of the contents of the RFI/RFQ documents. Tenderers must ensure that their employees, consultants and agents also are bound and comply with this condition of confidentiality.

ACCEPTANCE OF CONDITIONS

By the act of submitting a response to this RFI/RFQ, suppliers are deemed to have acknowledged and agreed to the conditions set out in this Request for Information.

GENERAL INFORMATION

NAME OF COMPANY		CONTACT NAME	
ADDRESS		CONTACT TITLE	
		TELEPHONE No.	
		EMAIL	
		WEBSITE	

BACKGROUND

HISTORY OF OWNERSHIP AND AFFILIATIONS	
OFFICE LOCATIONS	
BRIEF STATEMENT OF CORE BUSINESS COMPETENCIES	
SPECIAL REQUIREMENTS	

FINANCIAL INFORMATION OF PUBLISHED ACCOUNTS

TURNOVER		OPERATING PROFIT	
YEAR 20--		YEAR 20--	
YEAR 20--		YEAR 20--	
YEAR 20--		YEAR 20--	
ADDITIONAL ACCOUNT INFO			
IN THE CASE THAT ABOVE REQUESTED INFORMATION CANNOT BE PROVIDED, PLEASE GIVE OTHER INDICATION OF FINANCIAL HEALTH.			
RECEIPT OF PAYMENT PRACTICES			

CAPABILITIES AND EXPERIENCE

CAPABILITIES	
EXPERIENCE	
WHY WE'RE A GOOD FIT; (150 WORDS OR LESS)	

PROPOSED ACCOUNT TEAM OVERVIEW

Divulge information only with employee's expressed consent.

BIO 1	
BIO 2	
BIO 3	
BIO 4	
BIO 5	
BIO 6	
DO YOU SUBCONTRACT WORK TO THIRD PARTIES?	IF "YES," EXPLAIN:
YES / NO	

CERTIFICATIONS / AWARDS / TRADE ORGANISATIONS / INSURANCE / POLICIES

CERTIFICATIONS AND AWARDS			
TRADE ORGANISATION MEMBERSHIPS			
CONFIRMATION OF FINANCIAL CAP PER CLAIM OF PROFESSIONAL INDEMNITY INSURANCE			
ARE THE FOLLOWING POLICIES HELD BY YOU?			
YES / NO	QUALITY MANAGEMENT	YES / NO	TRAINING
YES / NO	DISASTER RECOVERY	YES / NO	HEALTH AND SAFETY

YES / NO	EQUALITY AND DIVERSITY	YES / NO	ENVIRONMENTAL
YES / NO	SOCIAL AND CORPORATE RESPONSIBILITY	YES / NO	OTHER
YES / NO	OTHER	YES / NO	OTHER
YES / NO	OTHER	YES / NO	OTHER

ESTIMATED COSTS / FEES

Details of indicative rates and prices to perform the Opportunity.

ESTIMATE		ADDITIONAL COMMENTS
INITIAL FEES	£	
RECURRING FEES	£	
ASSUMPTIONS	£	
PRICING METHODOLOGY		

ADDITIONAL INFORMATION

Detail any further information believed to be beneficial to the requesting party in support of this review process.

ATTACHMENTS

List any supporting attached documentation or provide electronic links.