

**Hull Culture & Leisure Ltd**

**Expression of interest for**

 **[Aerobics Coach Provider]**

**Expression of Interest Return Date and Time**

**(INSERT DATE HERE)**

**Expression of interest SUBMITTED BY:**

(Hull Culture and Leisure Ltd):

|  |
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|  |

**REQUEST FOR EXPRESSION OF INTEREST**

1. ***GENERAL INSTRUCTIONS***

You are invited to submit a request to be added to Hull Culture & Leisure Fitness Coaches Supplier List for an Aerobics Coach provider.

It is essential to comply with the following instructions in the preparation and submission of your quotation. Hull Culture & Leisure Ltd (HCAL) (The Authority) reserves the right to reject a request that does not fully comply with these instructions.

Your expression of interest must be completed in English and be submitted no later than [**insert date**].All completed forms must be e-mailed to:

mike.connelly@hcandl.co.uk

Any submitted expression of interest will be deemed to remain open for acceptance or non-acceptance for not less than 90 days from the closing date stipulated above. The Authority may accept the expression of interest at any time within this prescribed period. The Authority however, shall not be bound to accept any expression of interest.

At any time after the issue of the expression of interest documentation and before the closing date for the submission, the Authority reserves the right to issue amendments, detailing any changes to the expression of interest documentation or process. Suppliers must take these amendments into account in the preparation of their expression of interest submission.

Suppliers shall treat the expression of interest as private and confidential. Suppliers shall not disclose either:-

* The fact that they have been invited to show an expression of interest or release details of the Contract; or
* Details of their expression of interest submission in whole or in part prior to the confirmation of being added to the Fitness Coach Supplier list.

If any clarification is needed regarding this process or any of the information contained in this document, please use the e-mail address stated above to raise your query.

## The Authority cautions that no expression of interest submissions will be available for consideration unless it is received no later than **the Deadline clearly marked on the front page of the Expression of Interest Documentation.**

## **Late submissions, for whatever reason, will not be accepted. Please allow yourself adequate time to submit your documents to the e-mail address provided.**

## It is the Supplier’s responsibility to ensure that all of their submission has been successfully sent.

## All submitted document titles should be sequentially numbered to ensure that they appear in the required order.

## Submissions must be completed and where necessary signed and dated by the Supplier. Electronic signatures will be accepted.

## While expression of interest submissions will be treated in the strictest confidence the Supplier should be aware that they may be made available to Trading Standards Departments, the Office of Fair Trading and other appropriate regulators (as the case may be) or disclosed to third parties in accordance with the Freedom of Information Act 2002.

**1.1 *KEY DATES***

This procurement will follow a clear, structured and transparent process to ensure a fair and level playing field is maintained at all times, and that all Tenderers are treated equally.

The key dates for this procurement (**Timetable**) are currently anticipated to be as follows:

|  |  |
| --- | --- |
| **Event** | **Date** |
| Issue Expression Of Interest | [INSERT DATE] |
| Deadline for receipt of clarifications | [INSERT DATE] |
| Deadline for receipt of Expression Of Interest | [INSERT DATE] |
| Evaluation of Expression Of Interest | [INSERT DATE] |
| Notification of decision | [INSERT DATE] |
|  |  |

***For Services***

***2. INTRODUCTION***

*Hull Culture and Leisure is the delivery arm of Hull City Councils sports, leisure, arts, Museums, libraries, parks, theatres and halls provision.*

*HCAL is seeking an* ***Aerobics Coach*** *to be added to its Fitness Coach Supplier List, to provide a safe and enjoyable coaching environment for adults, children and young people.*

***3. SPECIFICATION***

The Terms of this Agreement shall be until [**insert date**], commencing on [**insert date**].

3.1 Supplier List

This Service will be to provide:

* Aerobics Class Coaching.
* 1 Hour sessions paid at £20 Per Hour.
* As and when required.

*Hull Culture & Leisure have the right to remove providers from the Fitness Coach Supplier list at any time, if a complaint is received regarding the quality of a coaching session due to bad practice.*

*Emergency session cover will be selected from our Fitness Coach Supplier list based on who replies first and who is available to cover the session. An email will be sent out to all coaches on the supplier list as and when emergency cover is needed.*

***4. HEALTH AND SAFETY***

The supplier will be required to provide copies of all relevant risk assessments for the setting up and dismantling of equipment prior to and following any session.

The supplier will be required to provide Annual PAT Testing evidence on all electrical equipment brought into the facility.

All supplier will be required to undertake a site induction prior to the commencement of the contract to ensure familiarisation with NOPS, EAPS, fire procedures and facility operations.

***5. EXPRESSION OF INTEREST SUBMISSIONS***

**Suppliers wishing to show an expression of Interest to be added to Hull Culture & Leisure’s Fitness Coach Supplier List are required to provide the following information as part of the Expression of Interest submission:**

1. *Adequate Technical /Sports Specific Qualifications to deliver sport, Health & Safety and Equity Policies & Coaches Code of Conduct.*
2. *Current DBS Clearance.*
3. *Copy of Photo ID (Passport or Driving Licence)*
4. *Evidence of Public liability Insurance £10,000,000*
5. *Names and addresses of two business referees.*
6. *Registered billing address.*

*A Formal evaluation, practical demonstration or verbal Interview maybe requested.*

**6. *FORMAL EVALUATION CRITERIAS***

1. *Class Planning (Class Structure)*
2. *Safeguarding*
3. *Health And Safety*
4. *Practical Demonstration*
5. *Equality and Diversity*

**7. *DOCUMENTS TO BE COMPLETED BY THE SUPPLIER***

Please could you complete Parts 7.1 and 7.2 of this form.

# SECTION 7.1 ABOUT YOU

|  |
| --- |
| Forename: |
| Surname: |
| Address: |
| Telephone: |
| Mobile: |
| Email: |

# Billing ACCOUNT DETAILS

|  |  |
| --- | --- |
| Sort Code: | Account Number: |

**Qualifications to Date (current valid Level 2 or 3 fitness related):**

(Please also include any examinations pending for which you are awaiting qualifications)

|  |  |
| --- | --- |
| **Date** | **Details** |
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| **SECTION 7.2: YOUR PERSONAL STATEMENT****Summary of main services/area of expertise:**Please carefully consider the commitments that would be required for each opportunity. Please consider your current working timetable and discuss how this would impact on the service you would deliver, before submitting your expression of interest. |
| Supplier Coach |
| **Reason** (Please indicate the reason you would like us to consider your expression of interest. And outline how your skills, knowledge and experience meet the requirements).  |

|  |
| --- |
| **Your Availability** Please complete the table below with your availability. Please consider your current timetable commitments and any time that would be required for travelling. |
|  | **AM** | **PM** | **Evening** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |
| **Saturday**  |  |  |  |
| **Sunday** |  |  |  |

I hereby confirm that I would like to submit my expression of interest to be added to the Hull Culture & Leisure Fitness Coach Supplier list and that the information contained within this expression of interest form is current and correct.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disclaimer**

**Governance** - It is the responsibility of all sports supplier to trade responsibly and meet all the conditions set out by the HMRC in terms of VAT/Tax returns.

**Complaints Procedure** – The above quality assurance aims to ensure suppliers have appropriate policies/procedures and qualifications in place. If a complaint is received by Hull Culture & Leisure regarding the quality of a coaching session due to bad practice then suppliers will be removed from the Fitness Coach Supplier list and suppliers will be liable to deal with any complaints/incidents.