



# Primary Spaces

Improving outdoor  
PE and sport facilities

## Primary Spaces

Roles and  
Responsibilities  
Tender and  
Installation Process

inspired  
by 2012





# £18m

We're investing £18 million of National Lottery funding to improve primary school PE, sport and activity facilities.

## Contents

3. Introduction
4. The Process from Start to Finish
6. Programme Project Manager
7. Delivery
8. Responsibility Matrix
10. Tender Process

# Welcome to Primary Spaces

**Having the right place to play sport and be physically active as a child is vital in ensuring that more children are active and that is why we're investing £18 million of National Lottery funding to improve primary school Physical Education (PE), sport and activity facilities.**

From an early age, lifelong patterns of positive behaviour and involvement can be established through participation in physical activity. Physical activity develops movement and social skills, communication and language techniques, co-ordination and co-operation amongst young children.

We know from research that a number of primary schools have very little or no outside space which can currently be used for PE or sport, making it difficult for such sessions to take place.

While many schools would benefit from facility investment this Primary Spaces fund has been established to help primary schools with the greatest need.

Sport England is particularly grateful to partners who are supporting the Primary Spaces programme; the Department for Education; the Department for Culture; Media and Sport; the Department of Health; the Cabinet Office; the Association for Physical Education; County Sports Partnership Network and the Youth Sport Trust.

# A brief Introduction

This set of guides has been produced with the intention of inspiring innovative external play space in primary schools as part of the Primary Spaces Programme.

## Document 01 ▶

.....  
Provides a catalogue of components for the applicants to choose from, together with costs and an outline of the process.

<http://www.sportengland.org/media/295643/primary-spaces-prospectus.pdf>

## Document 02 ▶

.....  
Provides detailed specification requirements of the components and safety standards for the components.

[http://www.sportengland.org/media/313474/primary-spaces-componentspecification\\_and\\_safetystandards.pdf](http://www.sportengland.org/media/313474/primary-spaces-componentspecification_and_safetystandards.pdf)

## This Document ▶

.....  
Outlines the process from start to finish, together with the roles and responsibilities of the school, Programme Project Manager and supplier / contractor. The document also describes the tender process and sets out standard tender documentation.

# Initial stages of the application process (Completed)

## 01 ▶

Review the eligibility criteria and check if you are able to apply  
.....

**i** Having read the eligibility criteria, if you are still unsure if you are eligible, please contact 08458 508 508.

## 02 ▶

If you are eligible, consider carefully your available space, both the quality and quantity, before deciding if you wish to apply  
.....

**i** Remember this fund is for schools with the greatest need.

## 03 ▶

If you intend to apply, register by clicking 'apply online' on the Primary Spaces page of the Sport England website  
.....

**i** Available at:  
[www.sportengland.org/primaryspaces](http://www.sportengland.org/primaryspaces)

## 04 ▶

You will receive confirmation of your registration and a username and password by email  
.....

**i** If you do not receive this confirmation email after registering please contact 08458 508 508.

## 05 ▶

Review the dummy application form to consider the questions, this document also contains guidance points on each question  
.....

**i** Check the guidance carefully as it has been constructed to support you in applying.

## 06 ▶

Gather all appropriate evidence in order to complete a high-quality application  
.....

**i** Consider the guidance provided and provide the best evidence you have to support your application.

## 07 ▶

Complete your application online, uploading any supporting information  
.....

**i** You may save your progress and return at a later point should you wish. If you experience any challenges in completing your application online please contact 08458 508 508.

Application deadline –  
**Monday 24 March 2014 at 5pm**

# Final stages of the application process

08 ▶

Assessment of applications  
.....

**i** This will be done by independent specialists to ensure the schools with the greatest need receive this funding.

09 ▶

Decisions are made and schools informed – end of May 2014  
.....

**i** All schools will be informed of the result of their application, whether successful or not.

10 ▶

Successful schools receive paperwork to complete and return to Sport England to formally accept award  
.....

**i** If you are successful in your application, this is the necessary paperwork required to formally accept the award.

11 ▶

Schools receiving awards are provided with Project Management support which will help them co-ordinate with contractors and support the process right through to installation (this is provided at no cost to the school and not taken from the award amount)  
.....

**i** The Project Manager will oversee the tender process and selection of the contractor on behalf of the school against a set of pre-defined evaluation criteria.

12 ▶

School receives activation guide resource  
.....

**i** This is designed to support your planning for, and use of, the new enhanced facility.

13 ▶

Facility installations begin – Summer 2014 (facility installation will be phased over the course of the following year but we will endeavour to get them completed as soon as possible)  
.....

**i** Installations will be planned to avoid any disruption to the school day. The final stage of installation may be as late as Summer 2015 depending on scheduling.

14 ▶

Payments are made to schools  
.....

**i** Transfer of funding from Sport England in order for the contractor to be paid and the project completed. Remember, the school is liable for any VAT on the project and it is suggested you seek advice if you are unsure of your position regarding this.

▶  
Further advice  
.....

Throughout the application process it may be useful to visit the Primary Spaces page of the Sport England website which has information on the project. There is also a useful Frequently Asked Questions section which you may wish to consider.

# Programme Project Manager

**The Programme Project Manager role and purpose is to enable delivery of the portfolio of c600 Primary Spaces projects in 5 phases, over a 12 month period, commencing July 2014 in accordance with the programme prospectus (Document 1).**



To minimise bureaucracy and duplication of effort and maximise economies of scale, identify and agree groups/batches of projects wherever possible. Schools will be arranged into groups based upon geographic location.

Compile guidance notes and criteria on the selection of contractors (capability, previous experience, membership of trade organisations) and advise school on all matters relating to tendering.

The Project Manager is responsible for managing the pre-qualification process

to establish a long list of capable and competent Contractors who can carry out the full scope of design and installation works required under the Primary Spaces programme. The long list will provide good coverage to all geographic regions. Acceptance onto the Long List of Contractors does not and cannot guarantee any appointment onto individual tender lists.

Tendering projects in batches based on geographic area in five phases commencing in the Summer of 2014 over a 12 month time frame

Support individual Schools and LEAs where necessary. This will consist of post award workshops to explain and clarify roles and responsibilities.

Support participating contractors and trade organisations. This will consist of workshops to explain and clarify roles and responsibilities.

The Programme Project Manager is not responsible for on-site project management or quality control or supervision of the works.

It is strongly recommended that the School / LEA appoint an independent suitably qualified Contract Administrator to oversee the delivery of the contract on behalf of the school from contract award through to practical completion.

Once on site, the Programme Project Managers role becomes one of project monitoring and will be in regular contact with the school for status updates. In addition, monitoring visits will be made to a selection of sites.

Provide quality site photographs for inclusion in case studies for a sample of projects across the programme.

The Programme Project Manager will produce a number of case studies which will reflect the geographical spread of projects and showcase the range of components available within the Primary Spaces programme.

# Delivery

## Tender Process

Refer to pages 10-11 for detail of tender process.

## Site Visit

The selected Supplier/Contractor will carry out a full site visit at tender stage including space available, condition of playground, proximity of buildings, accessibility etc.

## Schedule of Equipment & Costs

Based on the site visit and the 'Grant Application Form' submitted by the school, the supplier/contractor will issue a full schedule of equipment with supply and installation costs.

## Programme & Timing

The Programme Project Manager will work with the supplier/contractor to agree the programme of installation. Timing will be to suit holidays and out of hours. All components are to be prefabricated off site to ensure minimal disruption. The ultimate programme responsibility rests with the supplier/contractor.

## Sign Off Proposals

The Programme Project Manager and Sport England will sign off the proposals when received from the supplier/contractor.

## Contract Administrator

The Programme Project Manager will not act as a Contract Administrator. The school/LEA may wish to appoint a Contract Administrator to oversee the works on their behalf and this should be budgeted for by the school/LEA.

## Contract

The contractual link will be between the school/ LEA and the contractor directly. Neither Sport England nor the Programme Project Manager will be involved in the contractual interface between the two parties. Once the projects have been tendered and a programme of works agreed, Sport England and the Project Manager will revert to a progress monitoring role.

## Compliance with Safety Standards (Refer to Document 2)

All components must comply with the relevant safety standards as set out in document 2. Responsibility for compliance rests with the supplier/contractor, including provision of instructions for maintenance and operational inspections.

## Health & Safety On Site

Prior to commencement of work, the supplier/contractor will provide risk assessments for the works and a full method statement explaining the installation process. Full responsibility for Health & Safety rests with the supplier/contractor.

## Planning & all Statutory Regulations

The components have been considered to negate the need for Planning and Building Regulations approval. It is the responsibility of the Contractor in all cases to satisfy themselves and provide documentary evidence that this is the case, or to obtain approvals if required. Canopy/roof structures may require approval (component reference PS9).



# Responsibility Matrix

The following chart outlines who will take the lead responsibility for each element of the delivery process.

Task	Description	Action/Owner	Task	Description	Action/Owner
► <b>01: Projects to be arranged geographically</b>	Arrange the projects into groups based on geographic location in conjunction with Sport England.	<b>Programme Project Manager</b>	► <b>06: Complete tender documentation</b>	Required to complete the documentation and supply all requested information within the timescales provided within the tender documentation.	<b>Supplier (Contractor)</b>
► <b>02: Batch into groups based on LEA and geographical location</b>	Batch the projects into groups and tender them accordingly. Local Contractors will be used where possible.	<b>Programme Project Manager</b>	► <b>07: Provide programme of installation and costs</b>	As part of the tender return documentation, contractors will be required to provide a programme in gantt chart format to include all schools within the batch. A template gantt chart will be provided as part of the tender release.	<b>Supplier (Contractor)</b>
► <b>03: Issue tender documentation in batches for LEA Schools</b>	Issue the tender documentation in batches to between 4 and 6 contractors.	<b>Programme Project Manager</b>	► <b>08: Analyse tender returns</b>	Tenders will be assessed with a focus on cost and time however, innovation will be taken into account. The quality and performance specification are as defined within the drawings provided for each of the component parts within "document 2" of the programme documentation.	<b>Programme Project Manager</b>
► <b>04: Schools wishing to tender the works themselves are to issue tender documentation based on guidance provided</b>	Issue the tender documentation in batches to between 4 and 6 contractors.	<b>School</b>	► <b>09: Review and obtain all relevant statutory consents (if relevant)</b>	Contractors are expected to establish and obtain all necessary statutory consents on behalf of the schools, details of which are to be provided within their tender return.	<b>Supplier (Contractor)</b>
► <b>05: Arrange site visit as part of the tender process</b>	Required to visit each site to familiarise themselves with existing site conditions to inform the tender return(s).	<b>Supplier (Contractor)</b>			

# Responsibility Matrix (continued)

Task	Description	Action/Owner	Task	Description	Action/Owner
▶ <b>10: Produce risk assessments and method statements. Ensure compliance with all Health and Safety legislation and regulations</b>	Ensure compliance with all Health and Safety legislation and regulations. Risk assessments and method statements are to be provided to the school along with the site specific design and specification documents.	<b>Supplier (Contractor)</b>	▶ <b>14: Provide safety certification</b>	Contractors are required to provide the schools with safety certification upon practical completion. Independent post installation inspections are to be carried out on completion of each project.	<b>Supplier (Contractor)</b>
▶ <b>11: Provide site specific drawings and specifications for sign off by the school</b>	Contractors are required to issue drawings and specifications to the school for formal sign off prior to starting on site. All design information needs to be aligned with the design information and performance specification provided within document 2 of the programme documentation.	<b>School</b> <b>Supplier (Contractor)</b>	▶ <b>15: Provide practical completion certificate</b>	Schools will be required to provide Sport England and the Programme Project Manager with a copy of the Practical Completion Certificate that is issued to the Contractor. Templates are available with industry standard contracts.	<b>School</b>
▶ <b>12: Install proposed scheme</b>	The scheme is to be delivered in accordance with the terms and conditions of contract and approved design, specification and programme. Any movement away from that programme will need to be agreed in writing by the school.	<b>Supplier (Contractor)</b>	▶ <b>16: Provide instructions on maintenance and operational inspections at handover</b>	Contractors are required to provide the schools with an operation and maintenance manual at handover. This should include a minimum of one hard copy and one soft copy.	<b>Supplier (Contractor)</b>
▶ <b>13: Ensure installed scheme meet with user requirements</b>	Each school will be asked to complete a customer satisfaction questionnaire and return it to both Sport England and the Programme Project Manager. The questionnaire will focus on time, cost, quality, communication and a review of contractor performance.	<b>School</b> <b>Supplier (Contractor)</b>	▶ <b>17: Carry out periodic operational inspections in accordance with industry best practice</b>	The frequency and extent of operational inspections are to be in accordance with industry best practice. Inspections are to be carried out by a suitably qualified and competent person. Regular servicing and replacement of worn out parts is essential to keep play areas safe and compliant.	<b>School</b> <b>Supplier (Contractor)</b>

# Tender Process

## A. Process

---

Projects batched where possible and tendered by the Programme Project Manager appointed by Sport England.

Tenders invited from 4-6 suppliers/contractors, maximum 3 week tender period.

Programme Project Managers co-ordinate the tender returns.



## B. Documents

---

The following set of standard documents will be used for the tender process:

1. Letter of Invitation to Tender
2. Grant Application Form as submitted to Sport England
3. Primary Spaces documentation: prospectus catalogue (Introduction to Primary Spaces) and specification document (Component Specification and Safety Standards)
4. Roles and Responsibilities, Tender and Installation Process Document
5. Preliminaries Document
6. Schedule of Prices
7. Tender Form
8. Customer Satisfaction Survey
9. Template Gantt Chart

These documents are available on the Sport England website: <https://www.sportengland.org/funding/our-different-funds/primary-spaces/>.



# Tender Process

## Project Secures Primary Spaces Awards Project Requires PPM Support?



# Tender Process

## Project Secures Primary Spaces Awards Project Does Not Require PPM Support?



# PrimarySpaces

Improving outdoor  
PE and sport facilities

For more information

Primary Spaces Programme Manager  
Gleeds Advisory Ltd  
Wilford House  
1 Clifton Lane  
Wilford  
Nottingham  
NG11 7AT

E: [primaryspaces@gleeds.co.uk](mailto:primaryspaces@gleeds.co.uk)

inspired  
by 2012

