



**World
Transplant
Games
Federation**

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of **Life.**

**World Transplant Games 2021
Bidding and Evaluation Process**

July 2016



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1. OVERVIEW

1.1 World Transport Games

The World Transplant Games Federation (**WTGF**) is recognized as a Multi-Sports for All Organisation by the International Olympic Committee. It is a not-for-profit organisation with a head office in the UK governed by 11 Councillors from across the world representing more than 60 member countries. The WTGF owns all right title and interest in the World Transplant Games.

WTGF stages the summer World Transplant Games every two years with an approximate budget of US\$1.5 million. The World Transplant Games were originally held in 1979 and have been staged in many cities and countries around the world with the last five being Mar del Plata (Argentina), Durban (South Africa), Gothenburg (Sweden), Gold Coast (Australia) and Bangkok (Thailand). The next Games will be in Newcastle, United Kingdom in 2021.

The World Transplant Games comprise seven days of competition ranging from high exertion sports such as cycling and athletics through to more low impact sports such as tenpin bowling and petanque. People who have undergone solid organ or bone marrow transplants are eligible to participate. Between 800 and 1,200 transplant competitors participate in the Games with an additional 700 to 1,000 accompanying supporters in attendance.

The Games fulfill a number of objectives:

- (a) encourage transplant recipients to seek full rehabilitation and undergo exercise and fitness to maintain their health;
- (b) utilise organised sport to achieve health and well-being outcomes;
- (c) provide a mechanism for transplant recipients to thank donors, carers and health care professionals; and
- (d) allow for the promotion of the need for more people worldwide to consider organ and tissue donation.

1.2 Objectives and Eligibility

This bidding and evaluation process relates to the World Transplant Games 2021 (**Games**). The awarding of these Games will be implemented through a competitive request for Bids.

Any legal entity is eligible to apply to WTGF to host the Games (**Applicant**). Bids from member countries with strong government or local support will be viewed favourably by WTGF.

Any application or bid from an Applicant must comply with this Bidding and Evaluation Process and the Bid Manual (**Bid**). The Bid Manual contains all the relevant information for Applicants when bidding for the Games, including commercial, operational, marketing and financial requirements. This document describes the process to be used by WTGF in evaluating Bids for the hosting of the Games.

The objectives of this document are to:

- (a) assist with the examination and evaluation of Bids to determine the strengths of Applicants against each of the Assessment Criteria;
- (b) rank each Bid in accordance with the Assessment Criteria;
- (c) ensure that the assessment of Bids is undertaken fairly and in accordance with the approved process and methodology;
- (d) ensure that the bid process:
 - (i) is transparent and beyond reproach;
 - (ii) will result in a host that can deliver the desired objectives of the Games; and
 - (iii) has procedural fairness and rigour to withstand scrutiny from potential Applicants and other stakeholder; and
- (e) result in a host capable of hosting a world class Games in celebration of organ donation and transplants.

1.3 Queries

If an Applicant has any query in relation to the bidding and evaluation process or any of the requirements from the Bid Manual, it should email the WTGF Executive Manager at kim.renyard@wtgf.org. For fairness purposes, all queries and responses will be shared with all Applicants.

2. PROCESS

2.1 Application Process

A Bid (including any attachments) must be submitted in hard copy and electronic form to kim.renyard@wtgf.org by no later than 5.00pm [GMT Time] on 15 November 2017.

In submitting a Bid, an Applicant must note the following:

- (a) The Application Form (a copy of which is attached as **Annexure A**) must accompany the Bid and be signed by an authorised person of the Applicant;
- (b) The Applicant is solely responsible for ensuring that all documents are submitted by the relevant date and time. Delays caused by delivery methods are the Applicant's responsibility; and
- (c) By submitting a Bid, the Applicant is deemed to have reviewed, acknowledged and agreed to the terms and conditions set out in this document without reservation or variation.

WTGF may, in its absolute discretion, exclude or permit any Bid by an Applicant which is not received in accordance with this document.

2.2 Timelines

The timeframes to the bidding and evaluation process are as follows:

- (a) The WTGF will send out an invitation to bid to all member countries in March 2017.
- (b) Interested countries must express their interest within the application window.
- (c) Application window is open from [10th March – 01 June 2017]
- (d) Expression of interest is acknowledged and bid documents are distributed.
- (e) Signed Application forms are to be received by WTGF by 19th June 2017.
- (f) Bidding Hosts are to submit their bid documents to the WTGF by 15th November 2017.
- (g) Bids are assessed by the Evaluation Panel based on the Assessment Criteria [1st Dec 2017 – 25 February 2018]. Feedback is given to the bidders by 1st March 2018.
- (h) The top two host countries are advised that their bids have been positively received, and confirmation of the inspection trip dates are sent.
- (i) City and Facility Inspections are conducted by an inspection team formed from the Evaluation Panel between the months of March & April 2018.
- (j) Final Revised Bid documents are to be sent to the WTGF by 31st May 2018.
- (k) The Evaluation Panel makes recommendations to WTGF Council.
- (l) Hosts will present in person to the WTGF Council at their Annual Council Meeting (June / July 2018, venue TBA)
- (m) WTGF Council will vote for the 2021 Hosts during the Annual Council Meeting
- (n) Hosts will be announced at the Annual Council Meeting
- (o) Signing of Hosting Agreement to be completed within 30 days of the announcement.

This WTGF Bidding and Evaluation Process and the Bid Manual are available online at www.wtgf.org.

3. EVALUATION PANEL

All Bids will be assessed by the Evaluation Panel.

3.1 Panel Members

The WTGF Board has carefully considered a number of individuals to form the Evaluation Panel, each having specific expertise in the areas under assessment. The panel is made up of 6 people, all 6 will be involved in the Assessment Criteria evaluation, however only 3 people will be part of the City and Facility Inspection team.

The members of the Evaluation Panel are:

Name	Position	Expertise	Requirements
Kim Renyard	Executive Manager	Previous Games Manager, Games Manual, Logistics	Assessment Criteria evaluation & City and Facility Inspection
TBA	Council		Assessment Criteria evaluation & City and Facility Inspection
TBA	Council		Assessment Criteria evaluation & City and Facility Inspection
TBA	Medical Committee	Medical	Assessment Criteria evaluation
TBA	Sports Committee	Sports	Assessment Criteria evaluation
TBA	Governance Committee	Governance	Assessment Criteria evaluation

3.2 Role of Panel

The Panel will:

- (a) assess and score each Bid against the Assessment Criteria in accordance with the Scoring System;
- (b) undertake any communication with Applicants which it believes may be necessary in order to clarify submissions (including Applicant interviews where necessary);
- (c) carry out or have carried out any checks or other research necessary to assess Bids;
- (d) inspect the host city and facilities of the two highest ranked Bids; and
- (e) submit an Evaluation Report to the WTGF Council recording the bidders scores and feedback from the inspection trip.

4. ASSESSMENT CRITERIA AND SCORING SYSTEM

4.1 Assessment Criteria

The bidding requirements for the Games are specified in detail in the Bid Manual. Bids from Applicants must be based on those Bid Manual requirements and will be assessed against the following 10 criteria:

1. Host City Capability
2. Governance and Structure
3. Games Vision, Legacy and Media
4. Sports Programme
5. Venues and Operations
6. Ceremonies and Functions
7. Accommodation and Logistics
8. Health and Safety
9. Financial Arrangements
10. Government Support

Some of the requirements in the Bid Manual are specified as mandatory. These mandatory requirements represent the minimum standards that a Bid and Applicant must meet and relate largely to the important areas of venues, medical and safety standards. The health and safety of all athletes, officials and family is paramount to WTGF.

The Bid Manual also provides guidance on what is recommended for hosts as best practice to ensure the smooth, safe and successful delivery of major events. It also lists optional documentation which, whilst not compulsory, would be viewed favourably by the Evaluation Panel.

The following table summarises the Assessment Criteria. **An Applicant is welcome to submit any further or additional information in support of its Bid.**

No.	Criteria	Mandatory Documentation	Optional Documentation
1	Host City Capability		
2	Governance and Structure	LOC Organisation Chart	Project Plan Risk Management Plan
3	Games Vision, Legacy & Media	Media plan outline	
4	Sports Programme	<ul style="list-style-type: none"> • List of Compulsory Sports • List of additional sports • Sports Officials structure 	<ul style="list-style-type: none"> • Competition Schedule • Letters of support from local sports bodies
5	Venues and Operations	List of venues	Letters of support from venues or evidence of hire arrangements
6	Ceremonies, Events and meetings	List and venues for all Events Venue for Games Headquarters and meetings	List of proposed donor recognition events
7	Accommodation and Logistics	List of Accommodation Transport & Catering provisions	<ul style="list-style-type: none"> • Letters of support from accommodation provider • Transport Plan
8	Health and Safety	List of Hospitals Medical Committee members	
9	Financial Arrangements	Games Budget	Marketing and Media Plan

No.	Criteria	Mandatory Documentation	Optional Documentation
10	Government Support	Evidence of state and/or local government support	<ul style="list-style-type: none"> Evidence of government support on taxes, customs, and immigration and visas Financial guarantees of support

4.2 Scoring System

The Evaluation Panel will individually review and assess each Bid against the Assessment Criteria and will give each criteria a rating between 0 and 5, in accordance with the following table:

Scale 0 - 5		
0	Poor	Did not address criteria
1	Inadequate	Insufficient or unclear information
2	Acceptable	Partially meets criteria
3	Good	Meets all criteria, but some deficiencies
4	Very Good	Exceeds many criteria with optional documentation
5	Excellent	Greatly exceeds criteria with optional and/or other documentation

Following the individual assessment of each Bid, the Panel members will assess the Bids against each other, allowing for standardisation of individual criteria scores across all Bids.

By consensus, the Panel will then generate one set of raw scores for each Applicant. In the event consensus cannot be reached by the Panel, a decision will be made by simple majority vote. The President will have the casting vote in circumstances where such a vote is tied.

Weightings will then be applied to each of the raw scores to provide a final total weighted score for each Applicant.

4.3 Weighting

Each of the Assessment Criteria has been accorded a weighting indicating its relative importance in the overall evaluation (i.e. a weighting of 15% indicates that the total points awarded in relation to that criteria will be adjusted to represent 15% of the total weighted score for each Applicant).

The Assessment Criteria have been allocated the following weighting:

Criteria	Weighting
Host City Capability	5%
Governance and Structure	15%
Games Vision and Legacy	15%
Sports & Scheduling	10%
Venues and Operations	10%
Ceremonies, Events and Meetings	5%
Accommodation and Logistics	10%
Health and Safety	10%
Financial Arrangements	10%
Government Support	10%
TOTAL	100%

4.4 Ranking

Once all of the Bids have been assessed against the Assessment Criteria and allocated a weighted score, they will be ranked in order of highest score to lowest score.

In the event that only two Bids are received, or two or more Bids receive the same total score resulting in those Applicants finishing in a tie for 1st or 2nd place, the Panel will re-assess those Applications. In doing so, the Panel will take into consideration:

- (a) geography (proposed location of Games); and
- (b) the quality of host city and facilities based on physical inspection.

The Applicants with the two highest ranked Bids will then be independently inspected by the Evaluation Panel.

5. CITY AND FACILITY INSPECTION

From the Evaluation Panel, two Council members and the Executive Manager will form the inspection team.

The inspection team will travel to the host cities of the two highest ranked Bids. The purpose of the inspection is to:

- (a) conduct an independent assessment of all proposed venues, accommodation and facilities;
- (b) meet with key personnel from the Applicant;
- (c) verify information contained in the Bid; and
- (d) address any concerns or issues from the Applicant or the Evaluation Panel.

Based on the outcomes of the inspection tour, the Evaluation Panel will submit a report to the Council.

6. REPORTING

It is the responsibility of the Evaluation Panel to prepare a written evaluation report for the WTGF Council. That report must include the following:

- (a) Overall findings of each Bid and individual scores;
- (b) reasons and decision process involved in scoring the Bids. Apart from ensuring an auditable process, the information may be required for de-briefing sessions with unsuccessful Applicants; and
- (c) any recommended conditions on the awarding of the Games to an Applicant to address specific concerns.

The Report will be submitted to the WTGF President.

The WTGF Council will review and consider the Panel's Evaluation Report and recommendation and approve or reject the recommendation. For the avoidance of doubt, the Panel is preparing a recommendation only, and the decision as to which Applicant is awarded the Games is ultimately a decision of the WTGF Council.

7. PROBITY AND CONFLICTS

The probity and independence of the application process is critical. It is therefore inappropriate for any potential or actual Applicant to have any uninvited contact with any member of the Evaluation Panel (other than written queries directed to the WTGF Executive Manager).

The Applicant must divulge to WTGF all potential conflicts of interest on or before the date Bids are submitted to WTGF. Failure to make adequate disclosure will be grounds for WTGF terminating the Bid or any agreement arising from the Bid.

8. HOSTING AGREEMENT

The successful Applicant will be required to enter into the legally binding Hosting Agreement with WTGF (a draft copy of which is attached as **Annexure B**).

By submitting a Bid, the Applicant warrants to WTGF that it is properly authorised to and will sign the Hosting Agreement if it is successful.

ANNEXURE A – APPLICATION FORM

ANNEXURE B – HOSTING AGREEMENT