Request for Quotation (RFQ)
Community Asset Insight and Mapping Tool East Lindsey, Boston and South Holland. Place Based working.

Commissioning Organisation
Active Lincolnshire, in partnership with South and East Lincolnshire Councils Partnership (SELCP).

1. Background and Context

The Sport England funded Place Expansion programme aims to improve community access to inclusive, accessible, sustainable, and relevant facilities and spaces for sport and physical activity across East Lindsey, Boston, and South Holland. Significant investment is already being secured in these districts for example, through PlayZones, Opening Schools Facilities, and new leisure infrastructure and through wider investment such as UK SPF and Pride in Place. However, to date, this investment has often been piecemeal and reactive rather than coordinated strategically and informed by community need.

Across the area, many residents face persistent barriers to participation in sport and physical activity. These include a lack of inclusive, accessible, and relevant facilities, rural and coastal isolation, particularly in East Lindsey and parts of Boston and ageing leisure stock that no longer reflects the needs of communities today or in the future. There is limited understanding of how community venues can be optimised for activity, and partnerships remain fragmented, with no single forum to bring together strategies, funding, and delivery.

To improve decision-making, investment planning, and engagement with communities, Active Lincolnshire is seeking to develop a Community Asset Insight and Mapping Tool. This live, updateable platform will support deeper understanding of physical activity-related assets across Lincolnshire's priority places.

Many existing strategies (e.g. Playing Pitch Strategies, Parks and Open Spaces Strategies) are at different stages of their lifecycle, and while valuable, they do not always support timely or joined-up investment decisions. There is a growing need for a consolidated, community-informed, and dynamic view of place that reduces duplication, improves accessibility of insight, and supports both strategic and grassroots partners with decision making in real-time.

The tool will be developed through co-design with partners and communities, aligned with asset-based community development (ABCD) principles, and will connect to existing systems such as Let's Move Lincolnshire Activity Finder (LML AF), Active Exchange, and Moving Communities. It will support collaborative working and ensure local voices and evidenced community need shape the future of physical activity provision in our places.

2. Purpose

To develop a live, updateable, community-informed tool that maps, connects, and enhances understanding of physical activity-related assets in priority places. This platform will be used to support local engagement, inform system-wide decision-making, and reduce duplication across data and strategy processes.

The tool will help us understand:

- What assets (facilities, spaces, organisations, groups, services) exist in priority places
- How and which communities engage with these assets
- Where gaps in provision, accessibility or relevance exist
- How we can connect residents, stakeholders and data in one shared space
- How asset-based approaches can empower communities to engage with what's around them

3. The Ambition

To move away from stand-alone commissioned strategies by building a deeper understanding of place, creating a dynamic, collaborative platform that captures insight in real-time and connects existing systems.

This will become a key tool to:

- Have a deep understanding of priority places, and what the physical activity offer is in those places
- Inform future strategies (e.g., local authority, leisure, health, town/neighbourhood planning)
- Support funding bids (e.g., Neighbourhood Towns / Pride in Place, UKSPF, Sport England capital)
- Strengthen community engagement through ABCD (Asset-Based Community Development) approaches
- Enable both internal teams and external partners to access and update meaningful insight

4. Scope of Work

Phase 1: Co-design & Insight Mapping

- Establish shared principles and use cases for the platform
- Agree pilot places and the geography (c. 15 MOSA areas and hinterland)
- Begin mapping assets in pilot places — with both quantitative data and lived experience insight
- Engage with stakeholders (residents, community groups, statutory bodies) to define what "assets" mean in their place
- Identify the most relevant data sources already in use (e.g., LML Activity Finder, Active Exchange, Moving Communities, local authority datasets)

Phase 2: Prototype Development

Create or commission a tool/platform that:

- Is scalable beyond the priority places to three Districts and potentially countywide
- Can be kept live and current
- Hosts layered asset data (physical spaces, usage, access, perceived value)
- Can integrate with or complement existing platforms (e.g., pull from or push to LML AF, Moving Communities)
- Enables system and community partners to input/update insight
- Test functionality with internal teams and community partners
- Explore how the tool could inform future ABCD activity and community engagement/training
- Enhances existing ways of working and systems
- Is coproduced and co-owned with LA, CVS etc.
- Has a sustainable approach to management and on-costs

Phase 3: Pilot & Evaluation

Pilot in selected areas during the place development phase

- Gather feedback from users and contributors (residents, delivery partners, councils)
- Identify lessons and recommendations for potential countywide rollout
- Document how the tool supports funding bids, strategic planning, and community empowerment and the impact it has

Existing Platforms to Connect With (not duplicate)

- Let's Move Lincolnshire Activity Finder (LML AF): Resident-facing activity, venue and spaces listings using open data
- Active Exchange: Data on population movement and use of green spaces
- Moving Communities: Usage trends and operational data from existing facilities
- Local datasets and strategies (e.g. Playing Pitch Strategies, Leisure Strategies, Parks/Open Spaces)

Key Features of the Tool (or Platform)

- Open and accessible to system partners and community organisations
- Co-created insight from lived experience and local data
- Updateable and live – not static reports

- Clear user interface for inputting and accessing data
- Capacity to grow or be scaled up across the county

Expected Outcomes

- Shared understanding of the assets, gaps and potential in local places
- A functioning prototype that links data, community engagement and systems insight
- A scalable model for wider roll-out
- Stronger connections across system partners through a shared platform
- Reduced duplication of strategy development
- Clear recommendations for future development and funding opportunities

5. Budget

The maximum budget available for phases 1-3 is £40,000 . The budget includes all consultancy fees, expenses, and VAT if applicable

6. Timeframes

Phases 1-3 must be completed by end February 2026.

7. Governance and Oversight

The project will be overseen by a Task and Finish Group including representatives from Active Lincolnshire, SELCP, NGBs, Community venues (i.e. YMCA who operate many village halls, Parish / Town councils and other partners as required.

8. Proposal Requirements

Suppliers must submit a written proposal including:

1. Introduction and Organisational Overview
2. Approach and Methodology to meeting the brief
3. Project Management and Team Structure including relevant experience of the team who will be responsible for working on the project
4. Costs and value for money with a breakdown of key budget lines
5. Two references and 2-3 relevant case studies

Proposals should be no longer than **15 pages** (excluding appendices).

9. Ways of Working and Expectations

This commission is not a traditional consultant-led report or desktop review. The successful provider will need to demonstrate a commitment to co-creation, collaboration, and deep community engagement throughout every stage of the process.

Active Lincolnshire requires all work to reflect our core values:

- **Inclusivity** – ensuring all voices are heard, especially underrepresented and marginalised communities.
- **Integrity** – working openly, honestly, and with a commitment to shared learning.
- **Collaboration** – building strong, respectful relationships across sectors.
- **Place-based working** – recognising and responding to the unique strengths, challenges, and assets of local areas.

There must be meaningful engagement with a diverse range of partners including statutory services, local authorities, schools, voluntary and community groups, and local residents to shape both the insight and the solutions.

We are not looking for an "off-the-shelf" consultancy product. The work must be grounded in genuine local context, shaped with the people and partners it's intended to serve, and provide actionable tools and frameworks that support long-term impact, partnership working, and investment readiness.

The consultant will be expected to operate as an extension of the team, aligning with Active Lincolnshire's place-based approach and values, and contributing to a legacy of stronger partnerships and increased capacity across the districts.

10. Evaluation Criteria

Criteria	Weighting (%)
Understanding of the brief and local context	15%
Proposed methodology and approach (including timeframes)	25%
Relevant experience and capability of the team	20%
Knowledge of Lincolnshire, specifically the 3 districts	10%
Cost and value for money	15%
Quality and clarity of submission	5%
Commitment to Equality, Diversity, and Inclusion (EDI)	5%
Commitment to Environmental, Social & Governance (ESG)	5%

11. Procurement Process

- Minimum of three written quotes required

- Evaluation Panel including SELCP representatives
- Suppliers may be invited to present or clarify proposals

12. Indicative Timescales

Activity	Timeline
Issue RFQ	December 2025
Deadline for submissions	19 January 2026
Evaluation and appointment	21 January 2026
Phases 1-3 completed	27 February 2026
Final reports and framework	13 March 2026

13. Contact for Queries and Submissions

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