

Request for Proposal

Electronic Voting System and Devices

13 September 2024

1. Introduction

1.1 About World Athletics

BUILDING ON A CENTURY OF SUCCESS

World Athletics is the global governing body for the sport of Athletics. Today World Athletics encompasses track and field, race walking, road running, cross-country, mountain and trail running. Boasting 214 national Member Federations, World Athletics has a global reach greater than that of the United Nations and is responsible for the worldwide development of the sport. More information about World Athletics can be found [here](#)

This request for proposals covers two lines of services and a potential third service line (Election Congress and Athletes Elections 2027) based on performance.

Service Line 1 – support to the 2025 Ordinary Congress (i.e. no Council elections)

World Athletics is seeking offers to deliver voting services at World Athletics' next Ordinary Congress, to be held on 11 – 12 September at the Tokyo International Forum, Chiyoda, Japan, prior to the start of the World Athletics Championships 13 – 21 September 2025.

At the 2025 Ordinary Congress, delegates from our 214 national Member Federations will come together to vote on various Congress resolutions (which can call for either open or secret ballots and voting).

The purpose of Service Line 1 is to select the provider of the **Electronic Voting System** that will operate all voting operations during the 2025 Ordinary Congress.

Service Line 2 – support to the Athletes' Commission Elections 2025

Prior to and during the World Athletics Championships Tokyo 2025, World Athletics will also organise the elections to the Athletes' Commission. These elections are due to be held starting approximately 6 September until 20 September (the penultimate day of the championships).

For this service line, World Athletics is seeking offers to deliver voting services to two separate audiences:

Athletes voting onsite (approx. 1,800 athletes)

Athletes voting online (approx. 2000 to 3,000, anywhere in the world).

Onsite and online operations will take place at the same time.

Service Lines 1 & 2

World Athletics is looking for a supplier that can deliver both Service Lines to the standard set out in the Specification of Requirements section further below. Suppliers bidding for only one of the Service Lines will not be considered.

Potential third service (Election Congress and Athletes' Elections 2027)

Potential add-on

Based on performance levels at 2025 Congress and Athletes' Commission elections and commercial offering, World Athletics may extend the services to cover the 2027 Elective Congress and Athletes' Commission elections.

Suppliers are invited to prepare offers that consider economies of scale for both 2025 and 2027.

1.2 Purpose of this Document

The purpose of this Request for Proposal ('RFP') is to select, through a formal process, a Respondent to become our supplier for Electronic Voting System and Devices. For the purposes of this RFP, the term "**Respondent**" or "**you**" or "**your**" is used to identify the respondent to this particular RFP.

This RFP intends to provide information and clarification on how the process will be conducted, how Respondents should present their proposals and conduct themselves during the process and the requirements and conditions to which proposals will be subject.

World Athletics reserves the right, at its sole discretion, make changes to this process at any time or to change and/or withdraw any aspect of this RFP or to issue an amended RFP at any time.

Nothing in this RFP or any communication made by World Athletics or its representatives, agents or employees at any time in relation to this RFP shall: (a) constitute an offer or a contract between World Athletics and any Respondent; or (b) be construed as placing an obligation on World Athletics to grant rights to any Respondent; or (c) constitute any appointment of a Respondent by World Athletics; or (d) not act as a representation that a Respondent will be appointed by World Athletics in any capacity.

2. Structure of this RFP

2.1 The RFP is divided into the following sections:

Instructions – this contains World Athletics' general requirements and other information on the process.

- a. Specification – this describes the service/quality standards required to provide the Services (Schedule 1)
- b. Forms – (Schedule 2)
 - Due Diligence Questionnaire
 - References
 - IT Supplier Questionnaire (see separate attachment)

3. RFP Process

3.1 Timetable

Unless otherwise specified in this document, all deadlines are at Close of Business Monaco Time on the day specified.

Date	Activity
13.09.2024	RFP advertised on website and issued
25.09.2024	Expressions of interests, submit lead contact details & any clarification questions
02.10.2024	Responses to clarification questions circulated
18.10.2024	Deadline for submission of responses
01.11.2024	Completion of assessment of proposals & notification of assessment & if invited to present in Monaco
28.11.2024	RFP Presentations on site in Monaco
13.12.2024	Notification of Successful/Unsuccessful Respondent
	Feedback to Unsuccessful Respondents (on request)
17.01.2025	Contract Commencement Date

4. RFP instructions

4.1 Expressions of Interest

Suppliers wishing to participate must register their expression of interest by emailing alexandre.gros@worldathletics.org by **25 September 2025** along with any clarification questions, they may have in accordance with paragraph 4.2 of this RFP. Respondents must provide the following information to the above email address:

Lead Contact name:

Position:

Address:

Telephone:

Email:

Failure to do so will mean the submitted proposal will not be considered.

4.2 RFP Questions

Any clarification questions about this request for proposal must be submitted by email to alexandre.gros@worldathletics.org by **25 September 2025**.

All inquiries concerning any aspect of this RFP must be made strictly in writing by emailing a single document containing your question(s) in Word or PDF formats. Please note all

questions and answers will be sent via World Athletics email address provided above to all Respondents participating in this RFP to ensure openness and fairness. All questions submitted by Respondents shall be anonymised.

5. RFP Submission Requirements

The Respondent must respond to the requirements as set out in paragraph 5.3 below. The Respondent must ensure that its proposal is completed in its entirety, including all accompanying forms at Schedule 2.

The responses must be signed and

and e-mailed to alexandre.gros@worldathletics.org

World Athletics will not accept proposals submitted by post, telegram, telex, fax, telephone.

Respondents completed proposals and associated documents must be submitted to World Athletics by no later than **18 October 2024** on the due date as set out in the timetable above.

Please note any RFP submission received after the above deadline may be disqualified at the sole discretion of World Athletics without recourse to the Respondent of any kind.

5.1 Assumptions

All assumptions made in support of your proposal must be explicitly documented such that price and service quality, which are particularly sensitive to the accuracy of such assumptions, are fully articulated.

5.2 Costs of Preparing Responses

Please note Respondents shall be fully liable for all their costs, expenses and liabilities associated with responding to this RFP; this includes but is not limited to: the preparation and submission of proposals including responding to general queries, any legal or other third party costs that may be incurred and the attendance to meetings, presentations or site visits of any kind.

5.3 Format and Content

Proposals must be concise and clearly demonstrate Respondent's ability to meet World Athletics' stated business requirements. Proposals must be submitted in English. Please ensure you submit, as appropriate, any supporting and ancillary documents indicating clearly within all such documents, the number of the question to which the document refers.

Your proposal must:

- (a) include completed forms at Schedule 2;
- (b) provide detail of your proposed scope of services / solution to meet the functional requirements and specifications as set out in Schedule 1 (Specification of Requirements); and
- (c) clearly set out World Athletics' proposed responsibilities during the engagement.

Answers must be with a minimum font size 11. The paper layout can either be landscape or portrait. Presentation slides can be used where use of diagrams, graphs etc. is required.

Respondents are required to provide information about its history; strategy; corporate structure; departments & teams and key staff leading their proposal.

When providing examples, Respondents must demonstrate knowledge and understanding of delivery of this type of work across comparable sectors. The examples must also demonstrate where the Respondents have provided delivery to organisations similar to World Athletics.

5.4 Questionnaire & References

References are required and Respondents must complete the references form at Schedule 2. World Athletics reserves the right to contact referees (two per Respondent) during the RFP period. If World Athletics decides to make reference calls, it will contact Respondents individually for confirmation of their referees. Respondents should give their referees advance notice of these reference calls in order to avoid any delay.

The reference calls will not be evaluated. They are intended to verify the experience of Respondents as described in their RFP submission.

5.5 Proposal Validity Period

5.5.1 You are required to leave your proposal open for acceptance by World Athletics for a minimum period of six (6) months from submission date.

5.6 Evaluation of Responses

Proposals will be evaluated against a scoring criteria set by a World Athletics evaluation panel before the proposals are opened. The detailed scoring criteria will not be disclosed to you but the overall split between price and quality is: Price (including value added services): 40%; and Quality of the solution proposed is: 50%. You are also advised that incomplete responses to questions/requirements will be generally viewed as non-compliant answers and scored accordingly. It is in your own interest to provide a detailed and clear document which can be easily understood. World Athletics will enforce a fair process to evaluate all participating RFPs. World Athletics' decision shall be final and conclusive on this matter. World Athletics may negotiate with multiple RFPs during this process. In the event that one RFP is selected during this process and subsequent negotiations fail to result in agreement on significant contractual issues, World Athletics reserves the right to resume negotiations with other RFPs at any time prior to signing a definitive agreement.

5.7 Acceptance or Rejection of Proposals

The winner will be Respondent with the highest score against the above criteria. Notifications will take place on 13 December 2024. World Athletics' decision is final and binding upon formal agreement and a contract signed by both parties.

Any unsuccessful Respondent must request feedback by emailing alexandre.gros@worldathletics.org

5.8 RFP Presentations/Demonstrations

Respondents **may** be invited to participate in a presentation and demonstration in respect of the proposal submitted. This will take place on 28 November 2024. The purpose of any presentation will be to verify the contents of proposals submitted and demonstration of the services. The costs of travel and accommodation to attend at World Athletics' offices are at the supplier's own cost.

6. Mandatory Grounds for Rejection

A proposal may not be considered if:

- a. it is not in accordance with these instructions or is in breach of any instruction or clause set out elsewhere in the RFP; or
- b. it makes or attempts to make any variation or alteration to any of the RFP save where authorised in writing by the Contact Officer; or is expressly permitted; or
- c. the Respondent fails to provide within 7 days any relevant documentary evidence requested by World Athletics and not supplied with the proposal held by any signatory to the proposal; or
- d. it has attempted or does attempt to make its proposal conditional on the acceptance by World Athletics of any other contract; or
- e. it does not comply with paragraph 5.

World Athletics may reject any proposal (which shall be without prejudice to World Athletics' legal remedies) submitted by a Respondent who has:

- a. made a misleading or false declaration in any of the Forms. Tenders must read the Declaration of Criminal Convictions, Tax Affairs and Controversial Situations carefully and immediately inform World Athletics if they are having difficulty completing it.
- b. directly or indirectly canvassed any official of World Athletics concerning the acceptance of their response or any other tender or who has directly or indirectly obtained or attempted to obtain information from any such member or official concerning this or any other opportunity;
- c. communicate with any other person other than the person calling for the response except where the disclosure of information is necessary to obtain insurance;
- d. enter into any agreement or arrangement with any person that they shall refrain from responding to this RFP;
- e. to offer to pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person related to this RFP;
- f. made or offered to make any type of payment or gift to any World Athletics employee or member or to anyone else where or not the person

is directly connected to World Athletics directly connected with this opportunity; or

- g. offered or given or agreed to give any officer or member of World Athletics any gift or consideration of any kind as an inducement or bribe to influence its decision in relation to this opportunity.

In the context of the Due Diligence Questionnaire please note:

World Athletics will conduct due diligence checks against the answers provided. Respondents will be excluded from the process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if Respondents have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If Respondents have answered “yes” to question regarding legal proceedings regarding the non-payment of taxes or social security contributions and have not paid or entered into a binding arrangement to pay the full amount, Respondents may still avoid exclusion from this process if only minor tax or social security contributions are unpaid or if a Respondent has not yet had time to fulfil their obligations since learning of the exact amount due. If Respondent is in that position, please provide details using a separate document. Respondents may contact World Athletics for information about how to do this before completing this form.

World Athletics reserves the right to use its discretion to exclude a Respondent where it can demonstrate the Respondent’s non-payment of taxes/social security contributions where no binding legal decision has been taken.

The word “Respondent” for these purposes shall be deemed to include any and all persons employed by the Respondent or who are purporting to act on the Respondents behalf whether the Respondent is aware of their acts or not.

7. Change of circumstances

If, following submission of its Proposal, there is any change in a Candidate’s circumstances which may adversely affect such information, the Candidate shall promptly notify World Athletics in writing setting out the relevant details in full. In that regard, Candidates shall immediately inform World Athletics of any change in its ownership or senior management at any time and World Athletics reserves the right to reject any Proposal, at its sole discretion, as a result thereof.

8. Services Agreement

Respondents are required to submit their standard terms for World Athletics’ review of the proposal (‘Services Agreement’). On notification of appointment, which will be subject to contract, World Athletics will also include amendments to the Services Agreement include any specific terms stated in the specification and to incorporate the Respondents’ commercial offer and any material points based on proposals.

The contract shall commence on 06 January 2025 until 31 October 2025 to cover the World Athletics Congress meeting in Tokyo, Japan 2025 and Athletes’ Commission elections with an option to extend the services until 2027, unless terminated in accordance with the terms of the contract. The potential extension of the contract until the end of 2027

is contingent on the successful completion of the services for 2025 and at World Athletics' sole discretion.

By submitting a Proposal each Respondent acknowledges and accepts that the Services Agreement for which it is has been invited to submit proposals will contain clauses reflecting in full the specific terms stated in the specification without reservation, exception or qualification. In areas other than those covered by the specific terms, each Candidate is required to submit with its proposals a list of any essential changes (i.e. changes which, if not made, would prevent it from entering into the final contract) and any significant additional points it would wish to see added, provided always that such additional points do not compromise in any way the core terms. This should not be interpreted as meaning there is any obligation on the part of World Athletics to accept any change that may be proposed to the Services Agreement.

Respondent's must state in their proposals whether prices are to be adjusted in line with any consumer price indexes and, if so, state the applicable index.

The terms of the Services Agreement shall only become binding on World Athletics upon full execution of the agreement by World Athletics.

9. Confidentiality

Each Respondent undertakes, warrants and represents to World Athletics that all documents and information provided by World Athletics in connection with this RFP (including this RFP document) shall be kept strictly confidential at all times and that it shall not disclose any such information (or any part thereof) to any third party (other than its professional advisers who are bound by similar obligations of confidentiality) without the prior written consent of World Athletics, which may be given or withheld in World Athletics' absolute discretion. All information supplied by World Athletics in connection with this RFP shall be treated as confidential by the Respondent, except where, as determined by World Athletics, such information may be disclosed by the Respondent in so far as it is necessary for the preparation, submission and evaluation of proposals

10. RFP Material

RFP Material means information (including for example, presentation slides, drawings, handbooks, manuals, reports, instructions, specifications and notes of pre-proposal clarification meetings, in whatever form or medium), issued to Respondents by World Athletics or on its behalf, or to which Respondents have been given access, for the purposes of responding to this RFP. RFP Material remains the property of World Athletics or other owners and is released solely for the purpose of submitting proposals. The Respondent shall notify World Athletics without delay if any additional RFP Material is required for the purpose of submitting proposals.

In the event that a recipient of RFP Material decides not to participate in the submission of a tender, the RFP Material shall be returned to its place of issue without delay. If a tender is submitted to World Athletics, the RFP Material may be retained by the Respondent until the result of the competition is known.

All intellectual property rights ("IPRs") in this RFP and all materials provided by World Athletics or its professional advisers in connection with this RFP are and shall remain the property of World Athletics and/or its professional advisers.

World Athletics may exclude the Respondent from this process for the misuse of any IPRs and may pursue any remedy or take any other action for breach as it considers appropriate.

11. General

11.1 Discontinuance of process

Nothing in this RFP binds World Athletics to accept a proposal and award the proposed contract. World Athletics reserves the right to discontinue this process at any time during the RFP process and not to accept a proposal or award a contract.

11.2 Oral Statements and Commitments

A Respondent must clearly understand that any verbal representations made or assumed to be made during any discussions between a Respondent's representatives and any World Athletics personnel are not binding and are of no effect. Only written information contained in the RFP specifications file or otherwise set forth in a definitive agreement are binding.

11.3 News Releases, publicity and branding

Respondents are not permitted to announce involvement in or release any information to third parties with respect to this RFP. Respondents shall not make any advertisement, public statement or press announcement in relation to this process or award of the contract should they be successful. A joint public statement and press announcement will be made at a date agreed between the successful Respondent and World Athletics.

11.4 No Liability

All Respondents are advised to thoroughly read and examine this RFP, and all other documents and information provided by World Athletics. World Athletics accepts no responsibility or liability for any information supplied outside this document or a definitive agreement or otherwise in connection with this RFP.

Neither World Athletics nor any of its representatives, agents or employees: (a) makes or gives any representation or warranty in respect of; or (b) accepts any responsibility for the accuracy or completeness of, any information contained in or otherwise relating to this RFP or any communication made by World Athletics at any time in relation to this RFP, nor shall World Athletics or any of its representatives, agents or employees be liable for any loss, damage, liability or expense suffered or incurred by any Candidate in reliance on this RFP or any such information and/or communication.

World Athletics shall not be liable to the Respondent in any way whatsoever for the Respondent's costs and expenses incurred during the process from its discontinuance or in relation to which a contract is not awarded.

11.5 Use of Advisors

World Athletics may use consultants and legal professionals as its advocates throughout this sourcing process. You shall place no constraints or conditions on World Athletics' use of such advocates and by submitting a proposal, consent to World Athletics sharing it with World Athletics' advocates, as World Athletics finds appropriate.

11.6 No Claims of Ambiguity

All Respondents shall be deemed, by submission of their proposal, to have fully understood the objectives of the RFP. Any claims of ambiguity after a response is submitted shall not be accepted.

Schedule 1– Specification of Requirements

1. Introduction

World Athletics is the international governing body for the sport of athletics, covering track and field, cross country running, road running and race walking. The Governance department, the Legal department, the IT department, and the Compliance & Risk Officer are charged with organising electoral proceedings at the World Athletics Congress and for the Athletes' Commission elections. This team ensures the credibility and reliability of the voting procedure and in so doing needs to rely on suppliers that are committed to delivering a high-quality dependable service in a timely manner.

Congress meetings are held every two years, the next meeting is in Tokyo in September 2025 and is an Ordinary Congress (i.e. there are no Council elections). The Congress meeting in Beijing in September 2027 is an Elective Congress. After many months of preparations, notices, guidance documents, producing the Congress pack and a Congress app, this is where World Athletics' acclaimed governance structures meet the operational and practical reality of running a Congress meeting with over 500 delegates, support staff and volunteers in attendance. In 2023 nearly 500 pages of reports, resolutions, and appointments were produced, and Council and Athletes' Commission elections were held. Further information about the 2023 Congress and the election process can be found [here](#) and appointments to the Council and Athletes' Commission can be found [here](#).

2. Background

During the Congress, voting delegates are required to vote in several different ways. In practice except for Council Elections (secret voting) all other voting is open. Other than proposed amendments to the Constitution where delegates use the Electronic Voting system all other votes are typically conducted by a show of hands. At each Congress meeting up to three delegates attend per Member Federation and one of the delegates must be named and identified as the Voting Delegate.

Open voting takes place on motions using the Electronic Voting System and the identity of the voters, the required majority and the outcome of the vote are made available to Congress. Elections require voting by secret ballot, also using the Electronic Voting System, which must factor in requirements of sex and regional origin of candidates.

The requirement for minimum numbers of each sex on the World Athletics Council is a Constitutional requirement. The additional factor of representation from different pan-continental regions/areas is a Constitutional requirement for the elections of the Vice Presidents. To assist Respondent's with details of the specific voting process from the 2023 World Athletics Elections attached is the explanatory note on the voting process, thresholds and congress procedure.

Elections to the Athletes' Commission are planned to be held online and in-person by athletes participating in the World Athletics Championships, using voting booths and selecting candidates on an Electronic Voting System.

The specific rules concerning quorums, voting thresholds, and congress procedures can be found in World Athletics' Constitution, the Rules of Congress and Candidacy Rules [Book of Rules](#) |

3. Scope of the Contract

As stated in paragraph 1, this Request for Proposal covers two Service Lines.

Service Line 1 – support to the 2025 Ordinary Congress (i.e. no Council elections)

World Athletics is seeking offers to deliver voting services at World Athletics' next Ordinary Congress, to be held on 11 – 12 September in Tokyo, Japan, prior to the start of the World Athletics Championships 13 – 21 September 2025.

At the 2025 Ordinary Congress, delegates from our 214 national Member Federations will come together to vote on various Congress resolutions (which can call for either open or secret ballots and votes).

The purpose of Service Line 1 is to select the provider of the **Electronic Voting System** that will operate all voting operations during the 2025 Ordinary Congress.

The scope of the Contract is the Electronic Voting System used by World Athletics for the 2025 Congress in Tokyo, Japan, on 11 and 12 September 2025. This Congress is planned as an Ordinary Congress (i.e. no Council elections will be held). In addition, attendance at an internal World Athletics Congress planning session demonstrating/rehearsing use of the devices with key internal congress staff and a technical voting rehearsal session is held for Congress delegates, typically held the day before the Congress official starts to familiarise delegates with the electronic voting system and procedures – this rehearsal is to be included in the scope of services. This also requires the preparation of associated guidance materials.

At this stage solutions in respect of delegate registration, hosting documents, congress relations are not required but can be referenced as separate services on offer outside of the core requirement of a voting system and device(s).

Service Line 2 – support to the Athletes' Commission Elections 2025

In addition, online voting and in person voting for the Athletes' Commission elections at the 2025 World Athletics Championships in Tokyo, Japan, starting approximately 6 September 2025 and closing 20 September 2025. The outcome of the election to be made on 21 September 2025. The elections to the Athletes' Commission are to elect 6 athletes to the commission which comprises of 18 current and former athletes. These elections are due to be held starting approximately 6 September until 20 September 2025 (the penultimate day of the championships). More information about the Athletes' Commission can be [found here](#). The process and documents issued for the elections in 2023 are still [available here](#). But note that in 2023 in addition to six members being elected a further six members were appointed by the World Athletics Council. In 2027 this process will be repeated with 12 members new members being welcomed to the commission, six elected and six appointed.

For this service line, World Athletics is seeking offers to deliver voting services to two separate audiences:

Athletes voting onsite (approx. 1,800 athletes)

Athletes voting online (approx. 2000 - 3,000, anywhere in the world).

Onsite and online operations will take place at the same time.

4. Detailed Requirements for Service Line 1

- Voting Handsets and (if required individual delegate Voting Cards), including identified and anonymous batches – customised presentation on screen for results, both summary and identified grid display
- 300 voting devices that are large enough (i.e. tablets) so that the proposed resolution / decision can be displayed sufficiently before voting

- Secret Ballot and Open Ballot
- Immediate results on screen Result / Report on close of poll – this requires interaction with the rest of congress production control of presentation slides to show ballots, resolutions, and voting grids for open votes and results
- Results and votes (including voting grids for open votes) be produce in pdf for immediate communication / publication for delegates
- devices to provide notifications in respect of invalid votes, ballot etc.
- Onsite support covering rehearsals and congress meetings and, depending on service offered, remote support
- Closing interaction with the lead staff member(s) on co-ordination with chief scrutineer and independent verifier of the system
- Access to the voting system and devices for the independent verifier in advance of the congress to ensure set up is in accordance with the Constitution and rules
- Respondents are to submit **a voting workflow** for Congress with dedicated devices (i.e. tablets) and/or BYOD - if this is part of the proposed solution

5. Detailed Requirements for Service Line 2

For onsite voting:

- Kiosk or Booth voting devices to be provided, touch screen device with barcode scanner (World Athletics to provide voting booths) to identify athletes with their accreditation
-
- World Athletics to provide Athlete accreditation numbers that will be used in the QR codes
- World Athletics staff will manage the voting stations with support and training from the Vendor (support available daily from 07.00 - 19.00 over a two-week period)
- Immediate results on screen or printed Scrutineers Result / Report on close of poll

Please provide:

- a. an estimate cost per voting booth – since the number of Accreditation Centers where voting will take place is currently unknown.
- b. an option for remote support (if possible) and onsite support (for the duration of the event);
- c. **a voting workflow** for athletes on site

Note that as part of the event entry process for athletes Member Federations provide email addresses of athletes participating at the event. These are provided a two to three weeks in advance of the event for the purposes of athletes signing their participation agreements which could be utilised as part of the process.

Online voting

For the first time, World Athletics will offer elite athletes not attending the World Championships the opportunity to choose their representatives on the Athletes' Commission.

The requirements for online voting are:

Set up of the voting platform, including World Athletics branding, data upload of member credentials and election text. Election platform open 24/24 between approximately 6 and 20 September 2025.

Integrated system with onsite voting so that results can be seamlessly processed and combined with onsite voting.

Ability to verify Voters' ID and mark them out as "having voted" on the voters' ledger (approx. 2000 to 3,000 voters anticipated).

Please provide a voting workflow for athletes that will vote online (i.e. off-site). As part of the proposal an explanation is needed concerning the identity verification / authentication process for an athlete and anti-fraud measures.

Suppliers' presentations

Following the review of responses to this RFP, short listed suppliers will be required to demonstrate their Electronic Voting System during a live presentation at World Athletics' office in Monaco. The purpose is to verify the contents of the Respondent's proposals and ensure they meet World Athletics' needs and requirements. The costs of travel and accommodation to attend at World Athletics' offices are at the supplier's own cost.

6. Requirements for Service Line for 2027 Elective Congress and Athletes' Elections (subject contract extension)

- **As per Service Lines 1 and 2 but with the additional requirements for the Elective Congress**
- Devices must be able to display candidates' photo, name, sex, country and regional origin to be displayed for scrolling through - other functionality such as links to profiles etc. are beneficial
- Software and devices allow to choose Candidates based on minimum sex and area representation requirements – see explanatory note from 2023 elections for further information.

7. Service Levels and Key Performance Indicators (KPIs)

KPI 1: The Contractor's grasp of the specificities of voting procedures at World Athletics and their ability to develop a tailor-made solution for them.

KPI 2: The Contractor's ability to provide the appropriate service for:

- the World Athletics Congress 2025; and
- the Athletes' Commission elections during the World Athletics Championships (WCH) 2025

both in Tokyo, Japan, in September 2025 will serve as the main KPI and potential basis for a renewed collaboration ahead of the 2027 Congress and WCH in Beijing, China.

KPI 3: The Contractor's ability to learn lessons from the 2025 events, reflect and adapt – through a concrete workplan – in view of the 2027 events.

KPI 4: service levels (incident and response times) in respect of athlete online voting and in person voting during the Athletes' Commission elections and during the Congress meeting.

8. Contract Management and Review

The appointed supplier is to meet with World Athletics as requested to discuss the scope of the services, including hardware and software refresh needs (e.g. future releases and developments and interoperability with other World Athletics' systems) and review of security requirements. A commitment to innovation and continuous improvement to identify better ways of delivery is required. As part of meetings pre and post Congress the appointed supplier is to attend meetings between to identify cost savings and/or efficiencies. This is important for the delivery of the voting system for an Election Congress for 2027.

In a Congress year time factored into attending meetings for the overall co-ordination of the Congress meetings will be required. Close collaboration with the Election Oversight Panel, Scrutineers, onsite Congress choreographer, presentation slides (to timing of voting, show live voting, display results against resolutions). A post Congress feedback session is required.

9. Sustainability

World Athletics is committed to ensuring that its athletics events, which are held all over the world, and its headquarters, based in Monaco, are fully aligned to the principles of sustainability. World Athletics launched its Sustainability Strategy in April 2020, a ten-year road map with the central goal of making the organisation carbon neutral by 2030. The strategy addresses global issues that pose a threat to the quality of our lives, including climate change, air pollution and inequality, using the power of sport and athletics to create a better world for communities.

Through the strategy, which is designed to deliver tangible benefits across environmental, social and economic sustainability, and to promote diversity and wellbeing, World Athletics has committed to embracing sustainability principles and practices within its operations, its Member Federations and all elements of organisation of future World Athletics Series events.

Delivery on the strategy requires collaboration across all sectors of the sport, including event organisers, broadcasters, manufacturers and practitioners. Components of the Sustainability Strategy include a plan to reduce World Athletics' carbon output by 10 percent each year, the introduction of a sustainable procurement code and travel policy and the development of a best practice guidance applicable to all aspects of event delivery.

The Respondent is therefore also expected to make efforts towards sustainability.

10. Diversity & Inclusion

World Athletics is an equal opportunity employer and strongly encourages partners to employ suitably qualified and eligible respondents regardless of gender, ethnicity, disability, age, sexual orientation, gender identity, religion or belief. World Athletics also reached 50 percent female representation on its Council in 2023. World Athletics is committed to promoting gender equality in our sport and is looking for suppliers who share the same vision and where, possible contribute to that vision.

11. Human Rights, Safeguarding & Modern Slavery

In November 2021, the World Athletics Congress received the final report of its Human Rights Working Group, which concluded: for World Athletics to achieve its vision to "create

a healthier and fitter world” using the power and accessibility of athletics and its athletes, it now has the opportunity to strengthen and build on the significant work it has done to date by putting in place systems and processes that focus on preventing harm to people.

At the same time World Athletics established a Safeguarding Working Group, spearheading the implementation of World Athletics’ own safeguarding policy and the need for each Member Federation to adopt and implement an appropriate policy by 2023. The policies are available here: [World Athletics' Human Rights and Safeguarding Policies](#).

World Athletics therefore highlights the need for its supply chains to be aware of the risk of modern-day slavery, which is a condition of the Services Agreement, and also that risk mitigation measures to prevent abuse, harassment and exploitation in its sport and attending its event, will need to be adhered to by the provider.

12. General Data Protection Regulation (GDPR) & IT Supplier Questionnaire

Depending on the solution, Respondents are to identify whether processing of personal data on World Athletics’ behalf may be necessary – specifically in respect of the identity of voting delegates, candidates and athlete voters with a view to covering the following elements and development on requisite privacy policies.

- The subject matter and duration of the process;
- The nature and purpose of processing;
- The type of personal data and categories of data subjects; and
- The obligations and rights of the controller.

An important aspect will be international transfers of personal data within or outside of the EU and location of servers for delivery of the services.

Respondents are to complete the standard World Athletics IT Supplier Questionnaire attached to this RFP.

SCHEDULE 2 - FORMS

DUE DILIGENCE QUESTIONNAIRE

1. The questions below apply to your organisation (or any member of your proposed consortium or main subcontractors, if applicable), key principals and directors and ultimate beneficiary owners.

Registration and Control of contracting party (Respondent)		
Full name and registered address of Legal Entity		
Shareholding structure, including the identification of the Legal Entity's ultimate beneficiary owners. If the Legal Entity is a subsidiary of, or affiliated with, another company and you propose to work with them on this project please provide a company ownership chart showing their ultimate beneficiary owners.		
Names of Legal Entity's key principals (e.g. CEO, COO, CFO etc.)		
Business Practices and integrity	Yes ¹	No
Are you a member of any industry initiatives or international conventions relating to the promotion of governance, sustainable business practices, human rights or the environment, and the fight against corruption?		
Have the Legal Entity, its ultimate beneficiary owners, and key principals, been accused, investigated, sanctioned or convicted in relation to corrupt or fraudulent conduct, or human rights or environment crimes in the last 10 years?		
Financial, Bankruptcy and insolvency	Yes ²	No
Please provide your last two sets of annual audited accounts.		
Have the Legal Entity, its ultimate beneficiary owners, subsidiaries and key principals been declared bankrupt or insolvent in the last 10 years?		

¹ If you have answered yes to any of the questions in this table, please refer to the comment box further below to provide additional information.

² If you have answered yes to any of the questions in this table, please refer to the comment box further below to provide additional information.

Litigation	Yes ³	No
Have the Legal Entity, its ultimate beneficiary owners, subsidiaries and key principals been party, or are currently party, to any major litigation commercial, tax, social security or criminal proceedings?		

Comments
Please provide any relevant details here in case you have answered “yes” to any of the questions above.

Conflicts of interest

World Athletics may exclude the Respondent if there is a conflict of interest, which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest, which might be perceived to compromise their impartiality and independence in the context of the request for proposals procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Respondent to inform World Athletics, detailing the conflict in a separate document. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by World Athletics should not represent a conflict of interest for the Respondent.

Dated thisday of.....2024

Signature.....position in company.....

Name of Company.....

³ If you have answered yes to any of the questions in this table, please refer to the comment box further below to provide additional information.

REFERENCES

Provide the client's name, contact name, address and telephone numbers of three companies which may be contacted to provide references. These should be clients who are already using the product(s)/service(s) that you have included within your RFP proposal, preferably within the sports marketing and event organisation industry and be similar to World Athletics organisation in both size and geographical scope. Please use the following template:

	Reference 1	Reference 2	Reference 3
Name of Organisation			
Address			
Contact Name			
Contact Title			
Contact Phone			
Length of time servicing client			
Services provided			