



Request for Information
Royal Naval Air Station Yeovilton – Air Day

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1. Confidentiality

No information included in your response, or in discussions connected to it, will be disclosed to any other party.

2. Introduction

This RFI is not a bidding opportunity but a means by which industry can provide information. Any resulting procurement activity will be conducted competitively.

3. Background

Air Days are held annually during the summer (usually in July) at RNAS Yeovilton with an attendance of up to 40,000 visitors. The principle aim of the Air Days is to enhance the Royal Navy’s visibility and reputation, specifically to:

- Increase public awareness of the Royal Navy, in particular the Fleet Air Arm, its past achievements, current activities and future developments.
- Demonstrate the quality of Royal Navy assets and equipment, and the qualities, skills, and professionalism of its personnel.
- Encourage recruitment and raise awareness of the Royal Navy as an equal opportunities’ employer, offering relevant and attractive careers and training for young people.
- Show commitment to protecting the environment.
- Foster good relations with International military aviation providers.
- Foster good relations with local communities and the wider public.

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- Assist military and local charities to raise money.

4. Statement of Requirement

1. The Contractor shall stage, market and manage Air Day 2022 onwards at RNAS Yeovilton for 3 years with an option/s to extend for two further year/s (2025/26). Detailed requirements are listed at Annex A to Schedule 5.
2. The Contractor is responsible for:
 - a. a. The promotion of each Air Day, including ticket and brochure production and sales, and liaison with the media.
 - b. The provision of air display activities and static displays including arranging and hosting visiting aircrew and ground crew, aircraft (visiting and Yeovilton parented), Public Address (PA) systems and commentators.
 - c. Traffic management including liaising with local Police Forces and Highways Agencies, road signs and provision of car parking.
 - d. The provision of on-site facilities, including adequate disabled facilities, "lost" children facilities, missing persons facilities and portable toilets.
 - e. The provision and management of all retail, trading, catering and leisure facilities.
 - f. The provision of medical cover appropriate to the scale of the Air Day in accordance with current legislation.
 - g. The management of Navy recruiting outreach marketing activities and Science Technology Engineering Mathematics (STEM)* engagement opportunities.
 - h. Ensuring that a Suitably Empowered/Delegated Contractor's representative is present at all Air Day progress meetings.
 - i. Ensuring that the correct licences are applied for and purchased.
 - j. Ensuring that the current Plans, Insurances & risk assessments are in order and agreed.
 - k. Maximising opportunities for corporate hospitality and other income generation activities in agreement with the Authority.
 - l. Insurance cover as directed by Willis (MoD insurance Advisors).
 - m. The RN STEM providers are: STEMNET, STEM Learning, Tomorrow's Engineers, Primary Engineer.
4. Items to be provided free of charge by the Authority in support of Air Day are shown at Annex B to Schedule 1.
5. Items to be provided by the Authority at a charge to the Contractor in support of Air Day are shown at Annex C to Schedule 5.

BUSINESS PLAN

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6. The Contractor shall submit an Air Day Business Plan to the Authority no later than 31 December in the preceding year. The Business Plan shall include, as a minimum, the information detailed at Annex D to Schedule 5. The Contractor is to agree the Business Plan with the Authority no later than 31 January for that year's Air Day and shall execute the Air Day in accordance with the Business Plan and Charity Fund Raising Plan

RISK MANAGEMENT PLAN

7. The Contractor shall submit an Air Day Risk Management Plan to the Authority no later than 31st December in the preceding year. The Risk Management plan shall cover all activities within Schedule 5, SoR and Annexes A-D of Schedule 1, this shall be written in accordance with current policy and legislation.

ANNEX A TO SCHEDULE 5 – REQUIREMENT DETAILS RNAS YEOVILTON INTERNATIONAL AIR DAYS

a. PROMOTION, SPONSORSHIP, TICKETS AND PUBLICITY/MEDIA

Requirement	Requirement Details	Related Information	Key Performance Indicator
1. Promotion and Advertising.	To promote and Advertise each Air Day through posters and leaflets, the internet and any other available media sources.	<p>The Contractor is to put forward proposals for publicity and promotion through the medium of the Business Plan, for subsequent discussion and agreement with the Authority.</p> <p>Four weeks prior to and including the day of the Event, the Contractor is to set up a robust system for providing information to and dealing with enquiries from the public at least six days a week.</p>	<p>The value of the publicity achieved by the Contractor will be quantified and compared on an annual basis.</p> <p>No information requests or enquiries should be directed to RNAS Yeovilton.</p>
2. Sponsorship.	To arrange and manage all sponsors. The Contractor must discuss and agree all sponsorship in advance with the Authority.	The Authority will ensure that no conflict of interest arises with regard to the proposed sponsors.	<p>All sponsors agreed with the Authority.</p> <p>The value of the sponsorship achieved by the Contractor will be</p>

			<p>quantified and compared on an annual basis.</p>
<p>3. Tickets.</p>	<p>To produce and sell Air Day Tickets to include Family Tickets and concessions.</p>	<p>Tickets must bear the MOD disclaimer notice, the wording of which will be made available to the Contractor by the Authority</p> <p>Service personnel, Air Station employees and their immediate families must be able to purchase discounted tickets, in addition to the free 750 adult, 750 child ticket allocation.</p> <p>On the day of the Event a “Fast Track” route for members of the public who hold tickets must be available.</p> <p>RNAS Yeovilton personnel and contractors working on Air Day must be able to gain access without the need to purchase a ticket.</p>	<p>Ticket bears MOD disclaimer.</p> <p>Personnel are able to purchase discounted tickets.</p> <p>All members of the public who hold tickets are fast tracked in a separate queue from non-ticket holders.</p>

<p>4. Souvenir Brochures.</p>	<p>To produce and market souvenir brochures. The theme, content, design and advertisements are to be agreed with the Authority.</p> <p>The Contractor is to provide a pre-ordering service for the brochures.</p>	<p>The Authority will provide editorial control, pictures and some advertising.</p> <p>Colour proofs are to be forwarded for the Authority's approval prior to publication.</p> <p>The retail price of brochures and numbers printed is to be agreed in advance with the Authority.</p> <p>Pre-ordered brochures should be readily available for collection.</p>	<p>Brochure agreed with all parties and printed to an appropriate standard in sufficient numbers, including pre-orders, ready for sale on Air Day.</p>
<p>5. Information Booths.</p>	<p>To supply a minimum of five Information Booths (three internal and two external).</p> <p>The Contractor is to provide a service to dispense information and sell brochures with assistance from RN personnel (RNIFE).</p>	<p>The Contractor shall ensure that the guides employed are competent to deal with enquiries from the general public.</p>	<p>All enquires are to be dealt with reasonably, promptly, politely and sympathetically.</p>

<p>6. Press Facilities.</p>	<p>To invite, make provision for, supervise and host invited press to Air Day and to a Press Preview Day, as agreed with the Authority. To provide suitable and appropriate media interest.</p>	<p>This is to include vehicular access and parking arrangements for media representatives.</p>	<p>As agreed with the Authority.</p>
<p>7. Press Launch & Press Preview.</p>	<p>To organise a press launch and preview prior to the Event, the date and time to be agreed with the Authority.</p>	<p>Contractor is to provide a written plan of execution for the press launch for consideration by the Authority.</p>	<p>Successful press event and media interest in keeping with the aims of Air Day.</p>
<p>8. Arrivals Day.</p>	<p>To arrange and host an Enthusiasts' event on the day before Air Day in accordance with latest MAA regulations.</p>	<p>Contractor is to agree the date and format for this event with the Authority</p>	<p>Successful and safe event.</p>

b. AIR ACTIVITIES

Requirement	Requirement Details	Related Information	Key Performance Indicator
9. Aircrew Accommodation and Meals	To provide, allocate and manage accommodation and meals for visiting aircrew, including satisfactory transport to and from hotels and the Air Station.	<p>Approx 230 beds, no more than 45 minutes from the Air Station. All flying display aircrew are to have single rooms in a quiet location. The Contractor may make use of any available suitable accommodation at RNAS Yeovilton at an appropriate commercial rate.</p> <p>Provision for all aircrew meals is to be made for the duration of their stay.</p>	All visiting aircrew successfully fed and accommodated.
10. Aircrew Reception Centre and Transport to Airfield	<p>To organise and manage an aircrew reception centre, to be manned by Contractor's and Service personnel and to produce a visiting aircrew information booklet.</p> <p>To plan and co-ordinate the MT transportation</p>	The Aircrew Reception Centre should be run from the arrival of the first visiting aircraft until 1200 on the Monday after Air Day, unless otherwise agreed in advance with the Authority	A manned visiting aircrew reception centre is provided and sufficient information booklets are available.

	<p>service for aircrew to the south side of the airfield.</p>	<p>Aircrew Information booklet is to provide information on the Station, details of accommodation, meals and transport arrangements, and points of contact.</p> <p>The transportation service is to be co-ordinated with the flying programme. Journeys should be arranged to make best use of the available transport and planned to avoid aircraft movements.</p>	
<p>11. Aircrew and other Social Functions.</p>	<p>To organise an Air Day party to include prize giving ceremony on the evening of Air day as required. These will be agreed with the Authority during the Air Day planning phase. Suitable prizes are to be agreed with the Authority and provided by the Contractor.</p>	<p>The social function may, for example, be for all personnel associated with Air Day.</p>	<p>A successful evening social function is provided for visiting aircrew.</p>
<p>12. Aircraft.</p>	<p>To provide aircraft which are consistent with the</p>	<p>In consultation with the Contractor, the Air Station</p>	<p>Flying Control Committee generated, MAA</p>

	<p>selected Air Day theme, including the funding of hire, fuel and insurance costs for civil and military aircraft, for the flying and static displays.</p>	<p>will organise invitations to foreign military aviation providers, the direction and control of the flying display and static aircraft park.</p>	<p>regulations complied with and successful, safe and informative static and flying displays.</p>
<p>13. Ground Support Equipment and Hire Vehicles.</p>	<p>To source and provide all Ground Support Equipment (GSE) required over and above the RNAS Yeovilton holdings.</p> <p>To arrange all required external hire vehicles.</p>	<p>Service hire car/minibus contracts can be utilised for Air Day purposes at a cost.</p>	<p>Effective Transport Plan</p>
<p>14. Risk Assessment.</p>	<p>To compile a full crowdside risk assessment in conjunction with SME's in accordance with current MAA Guidelines. RNAS Yeovilton will compile the air display and static aircraft Risk Assessment.</p>		<p>All known risks are quantified and appropriate mitigation measures are in place.</p>
<p>15. Incident Orders and Exercise.</p>	<p>To ensure that all the Contractor's personnel are aware of and understand the incident procedures. To participate</p>	<p>The DO will advise the Contractor of the procedures to be followed in the event of an incident.</p>	<p>Successful exercise demonstrating the Contractor's capability to deal with potential incidents.</p>

	<p>in pre event “large scale incident training” including table top exercises and in an Incident Exercise prior to Air Day. To include an incident management emergencies and an evacuation plan.</p> <p>To provide a suitably qualified and experienced host/scripter for the table top exercise.</p>	<p>The Contractor should employ sufficient manpower to meet the requirements detailed in the incident orders.</p> <p>The Contractor is to demonstrate that all contracted personnel have the ability to carry out their responsibilities in the Event of an incident.</p> <p>During the Incident Exercise, the Contractor is required to provide an appropriate response to the given scenario to demonstrate the adequacy of measures in place. Any proposed costs are to be agreed with the contractor.</p> <p>ALL of the Contractor’s staff are to receive a Safety Briefing.</p>	<p>The Authority has confidence that the Contractor can fully carry out its responsibilities in the event of an incident.</p> <p>Successful table top exercise.</p>
<p>16. Commentators, and Recording of Air Activity.</p>	<p>To provide competent Air Day commentators.</p>	<p>The commentators are to be provided with all relevant emergency procedures and</p>	<p>Commentary in keeping with the aims of Air Day and to the standard</p>

	To provide video recording of Air Display (for use in the event of an incident)	information and are to be fully briefed before Air Day on incident procedures.	agreed with the Authority prior to Air Day. Recording to be provided to the Authority immediately after Airday.
17. Public Address (PA) System.	To supply a PA system suitable for air display commentary and Public Safety broadcast, to be relayed throughout the Public Area and “approaches”. The area is to be agreed with the DO prior to Air Day.	Delivery, erection, dismantlement and removal from the site are the responsibility of the Contractor.	PA system audible throughout the Event.
18. Event Control.	To provide a delegated Contractor’s representative to be present in Event Control at all times while the Air Station is open to Air Day visitors and at such other times as may be reasonably specified by the Authority.	Communications with the Contractor’s staff on the ground will be the responsibility of the Contractor. The equipment used for this purpose is to be compatible with, but cause no interference to, RNAS Yeovilton’s equipment. All of the Contractor’s Ops Room personnel are to	Contractor or delegated representative available throughout the specified period. Contractor or delegated representative has full communication with ground staff throughout the Air Day. No interference caused by Contractor’s communication equipment.

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		have an appropriate level of security clearance.	
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c. TRAFFIC MANAGEMENT

Requirement	Requirement Details	Related Information	Key Performance Indicator
19. Road Signs.	To provide a sufficient number of temporary road signs in appropriate locations to meet the requirements of the Highways Agency and Avon and Somerset (A&S) Police, including clear directions to disabled car parks and road closures.	<p>The Contractor is responsible for the supply and erection of all temporary road signs during the week before Air Day, and their removal within 48 hours of the completion of Air Day.</p> <p>The Contractor is to obtain all consents and permissions as required by the Highways Authority.</p>	Clear and unequivocal directions to the location and car parks are provided.
20. Traffic Management.	To devise, in consultation with Avon & Somerset Police and the Highways Agency, a plan for the safe and expeditious flow of traffic into and out of Air Day car parks and surrounding areas.	The Contractor should work with the Agencies for general traffic management for all main routes in the vicinity of RNAS Yeovilton, in order that congestion be minimised for through traffic not intending to visit Air Day.	Minimal delay in entry and exit from car parks or in the local area within the Contractor's control.

<p>21. Car Parks.</p>	<p>To provide 'off-airfield' parking space sufficient for the anticipated number of motor vehicles, including provision for wet weather parking and for the restitution of sports fields within a reasonable timescale if used for parking and damaged as a result. To provide the capability to remove stranded vehicles (post wet weather).</p> <p>To supply marshals and ancillary equipment, barriers and notice boards.</p> <p>To supply and setup 'on airfield' parking for; VIPs, Patrons of Corporate Hospitality and Invited Press. On-airfield parking to be managed on Air Day by service personnel.</p> <p>Provision should also be made for Traders and Caterers to be allocated a parking area adjacent to their trade space.</p>	<p>No parking is permissible on the Airfield without the permission of the Authority, except for Service Transport, and service and civilian employees who have allocated billets outside the Public Area unless otherwise directed.</p>	<p>A successfully executed plan, co-ordinated with the DO.</p>
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d. ON-SITE FACILITIES

Requirement	Requirement Details	Related Information	Key Performance Indicator
22. Disabled Facilities.	To make provision for disabled visitors, in accordance with current legislation.	Provision is to include vehicular access, appropriate parking arrangements and disabled toilets. An outline plan of all disabled facilities is to be approved by the DO prior to each Air Day.	Disabled facilities comply with the Disability Rights Act be to the standard agreed in advance with the DO.
23. Lost Children and missing persons.	To submit a plan to deal with “lost” children and missing persons (including the provision of facilities to care for children & adults in the event of a “lost” incident) in accordance with current child protection legislation.	All reasonable steps should be taken to ensure that lost children and missing persons are reunited with the bona fide guardian.	All lost children and missing persons are reunited with their parents/guardians/party.
24. Portable Toilets.	To provide portable toilets sufficient for the expected number of attendees. To provide associated toiletries (as a minimum	Toilets are to be open at the following times: Day before Air Day: 1000 until the completion of the evening flying.	The quantity and quality of the facilities must be of a suitable standard. Complaints regarding the adequacy and condition of

	toilet paper, soap and towels) and staff, support vehicles, generators and fuel.	<p>Air Day 0700 – 2200</p> <p>Attendants to be on site to service and maintain all units throughout the period of the Event.</p> <p>No waste (whether solid or liquid etc) is to be left on site or discharged into the drainage system unless prior written approval is requested and given by the RNAS Yeovilton Estate Manager.</p> <p>All units must be emptied and removed, including waste, from the Air Station by 0800 Monday.</p>	<p>the toilets are dealt with immediately. Minimal complaints received regarding Health and Safety.</p> <p>All waste removed from operating area immediately upon completion of Air Day.</p>
25. Hand Sanitation Points	Hand sanitiser points to be available near touch points		To comply with the on-going threat of Covid-19
26. No Pets Policy.	To notify and implement a “NO PETS” policy.	Exemption is to be applied for Guide dogs.	No pets reported on the airfield.
27. Temporary Crowd Barriers.	To supply and remove from site on completion, sufficient barriers to enclose the whole Public	Public areas to be lined with barriers to comply with Health and Safety requirements.	No barriers remaining on the airfield after date and time agreed with the Authority.

	<p>Area and individual aircraft in the static aircraft park (as agreed with the Authority). RN Barrier Party will erect and stack.</p>	<p>Barriers are to be delivered to RNAS Yeovilton on or before the Wednesday before Air Day; and erected during the following days, in agreement with the Authority, before 'Gates Open' on Air Day. Barrier lines are to be dismantled and barriers stacked in an area agreed with the Authority immediately on completion of Air Day. Barriers to be collected on the Monday after Air Day (unless otherwise agreed with the Authority).</p> <p>All aircraft are to be ringed with barriers unless specified by the DO.</p> <p>A plan of barrier erection is to be submitted to the Authority for consideration.</p>	<p>All temporary barriers to be in place before the event starts.</p>
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		<p>The Authority will have final control over barrier erection.</p> <p>The Contractor is not to proceed on to the airfield or commence setting up or dismantling without prior permission from the Authority.</p>	
<p>28. Fences.</p>	<p>The removal, relocation and reinstallation of any permanent Fencing including the perimeter fence is the responsibility of the contractor.</p>	<p>The Authority is to be consulted and to gain approval from the Regional Prime Contractor RPC for any plan to remove, relocate and reinstate any fencing.</p>	<p>Fencing is restored to the original condition/state.</p>

e. CATERING, RETAIL AND LEISURE

Requirement	Requirement Details	Related Information	Key Performance Indicator
29. Catering.	To provide costed proposals to supply catering for the VIPs', and any other enclosures as required.		Proposals to be received at least three months before the event.
30. Retail and Leisure.	<p>To submit a detailed Site Plan, making best use of the designated area for retail and leisure activities, to the Authority for approval.</p> <p>To arrange and manage:</p> <p>A selection of traders/caterers and funfair items;</p> <p>A selection of suppliers of ice cream and alcoholic beverages; outlets to be positioned as agreed in site Plan.</p> <p>Traders shall not be permitted to sell balloons or merchandise likely to</p>	<p>All trade stands to be erected and all traders' vehicular movements to have ceased when gates open at 0900 on Air Day.</p> <p>Trade stands are not to be dismantled until 1700.</p> <p>The contractor shall ensure that all trade stands are of a suitable quality to withstand all weather conditions.</p> <p>All dismantling is to be complete and all traders are to be clear of the Airfield by 2359 on Air Day.</p>	<p>Minimal unoccupied sites.</p> <p>All vendors are clearly aware of pitch allocated to them by Contractor.</p> <p>The quality of products offered for sale is in accordance with current legislation.</p> <p>All traders are made aware of constraints in the licence agreements and no prohibited items were found.</p> <p>All exhibitors and vendors are correctly licensed.</p> <p>No instance of security breaches.</p>

	<p>cause offence, including weaponry/imitation weaponry, bullets, shell cases, which must not be offered for sale, or as gifts or prizes.</p> <p>Unmanned air vehicles, drones or remote controlled aircraft may be sold, but are not to be flown at the event, specific warnings are to be included</p> <p>The Contractor shall provide details of traders/caterers and their vehicles to the Authority at least one week before Air Day.</p> <p>The Contractor is to obtain all necessary licences and certification for traders/caterers.</p> <p>The Contractor shall oversee the setting-up and dismantling of trade and catering stands.</p>	<p>Subject to negotiation bulky items of hired equipment may remain on the Airfield in an agreed location for collection at an agreed later date.</p>	<p>All vendor/caterer activities must comply with current Catering and Health and Safety legislation.</p> <p>All vendors are issued with valid personnel and vehicle passes in time for the Event.</p>
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	<p>The Contractor shall conduct all necessary risk assessments, for each trader, caterer or activity, and shall collate these into an overall non-flying risk assessment, for agreement with the Authority prior to Air Day. This shall be linked to the flying display risk assessment to ensure that flying operations are not compromised by any trading or catering activity specifically preventing the flying of UAV's, drones or remote controlled vehicles.</p> <p>All known hazards are to be highlighted in the emergency plan.</p>		
<p>31. Litter and Trade Stand Waste.</p>	<p>To provide skips to contain litter generated by trade stands, and oversee the clearance of litter and trade-stand waste.</p> <p>Provide routine litter pick-up during the event.</p>	<p>The litter and trade waste containers are to be emptied regularly throughout the day and stowed in such a way that waste does not create a Foreign Object Debris (FOD) hazard. Containers</p>	<p>The Airfield and all other sites used for Air Day purposes are restored to an operational condition to the satisfaction of the Authority.</p>

		<p>to be collected by 10:00 on the Monday following Air Day.</p> <p>All vendors are required to meet statutory and contractual obligations.</p>	
<p>32. Marquees and Furniture.</p>	<p>To provide, erect and furnish appropriate hospitality and catering facilities and ancillary equipment, including a VIP and any other enclosure (subject to sponsorship).</p> <p>To provide furniture, cutlery and decorations (drapes, flowers etc) for marquees as required by the plan and as approved by the Authority.</p> <p>2 weeks prior to the event a statement of known hazards must be sent to the Site Estates team. This should include all appropriate information including a plan of sites requiring the use of stakes</p>	<p>The Authority will advise the Contractor if Wardroom, Warrant Officer (WO) and Senior Rate (SR) enclosures are required. Cost to be met by the individual messes.</p> <p>Contractor to arrange for positioning, erection and dismantling of marquees and ancillary equipment at dates and times agreed with the Authority.</p> <p>The Contractor is responsible for providing all manpower and vehicles to erect and dismantle all hired equipment.</p>	<p>Equipment supplied in quantities and to specification and on date agreed with Authority.</p> <p>No instance of marquees or equipment not being erected dismantled or removed from site at the agreed times.</p>

	<p>and pegs for marquees / tents.</p> <p>All Marquees shall be dismantled and all equipment removed from the site before the airfield opens for operational flying on the Monday after Air Day (unless otherwise agreed with the Authority).</p>		
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f. MEDICAL

Requirement	Requirement Details	Related Information	Key Performance Indicator
33. Medical.	To provide medical cover, (medical staff and equipment) appropriate to the scale of the Air Day, based on clinical governance, current regulations, best practice and Surgeons Generals direction.	<p>The Authority will provide normal working day medical cover and shall, if required, advise on requirements for additional cover.</p> <p>The Authority will provide an appropriate hard-standing area for ambulances and hangar space for the medical area.</p> <p>All medical provisions should be in place by 1200 on the Thursday before Air Day. Appropriate provision shall be made to support the Incident Exercise.</p>	All medical cases, from minor first aid to major incidents, are competently dealt with and recorded.

g. PROGRESS MEETINGS

Requirement	Requirement Details	Related Information	Key Performance Indicator
<p>34. Progress Meetings.</p>	<p>To submit progress reports at regular, formal meetings at RNAS Yeovilton. The Contractor is required to attend the following meetings:</p> <p>Senior Management meetings, Flying Control Committee, Aircrew Reception meetings, Static Display meetings, Manpower Allocation meeting, Emergency Planning sub committee meetings, Site and Security sub committee meetings, Traffic sub committee meetings, Area Co-ordinator briefing and other meetings as required.</p>	<p>The first meeting will take place within 10 working days of the contract award date (or as specified by and agreed with the Authority).</p> <p>The rhythm of meetings thereafter shall be monthly as a minimum as determined by the Authority and agreed with the contractor.</p> <p>The Contractor is to submit any working plans requested by the Authority and any reports called for, in writing, at least five days before each meeting at which they are to be discussed.</p>	<p>Contractor representation at all meetings.</p> <p>Requested plans and reports received at least five days before each meeting.</p>

h. LICENCES

35. Licences.	To obtain the necessary Licences, Documents and Insurances demanded by current legislation.		All documents must be available for inspection by the Authority upon request.
36. Insurances.	To obtain the necessary insurance cover as directed by Willis, the MoD Insurance Advisors.	To submit all relevant insurance certification/policies to the Authority 4 weeks before each Air Day	To ensure that all Insurable risk is mitigated
37. Environmental Aspects	The contractor is to provide a suitable and sufficient Environmental Aspect Assessment/Non-Statutory Environmental Impact Assessment or an Environmental Safety Case Report covering all environmental aspects of the 'Crowd-side' elements of air day	To submit all relevant assessments/reports to the Authority 6 weeks before each Air Day	Suitable and sufficient assessment /report provided to the Authority

i. OPPORTUNITIES AND CORPORATE HOSPITALITY

Requirement	Requirement Details	Related Information	Key Performance Indicator
<p>38. Opportunities and Corporate Hospitality.</p>	<p>To put forward appropriate and innovative proposals for further opportunities to generate income, raise the profile and increase the success of Air Day.</p> <p>To provide proposals for corporate hospitality.</p>	<p>All proposals are to be submitted to and agreed with the Authority, who will advise on any particular requirements, for example, the need to obtain a Defence Estates Licence.</p> <p>Comprehensive risk assessments and proof of adequate insurance, including indemnity of the Authority, will be required for all activities involving members of the public.</p> <p>Any proposed flying activity will be subject to stringent controls and will be at the absolute discretion of the Authority.</p> <p>All research and marketing to be conducted by the Contractor.</p>	<p>The value of additional income generation achieved and the resultant profits (if any) will be quantified and compared on an annual basis.</p>

<p>39. Navy recruiting and STEM engagement activities.</p>	<p>Submit an appropriate and innovative proposal to further opportunities to engender interest in RN/RM/AAC recruitment, for delivering Navy recruitment outreach engagement activities by 31 Dec of preceding year.</p> <p>To appropriate and innovative proposals for further opportunities to engender youth interest in STEM (Science, Technology, Engineering and Maths) activities by 31 Dec of preceding year.</p>	<p>All stands are to be erected and associated vehicles movements to have ceased by 09.00 on Air Day. Stands are not to be dismantled until 17:00. All proposals are to be submitted to and agreed with the Authority, who will advise on any requirements, for example, the need to obtain a Defence Estates Licence.</p> <p>Comprehensive risk assessments and proof of adequate insurance, including indemnity of the Authority, will be required for all activities involving members of the public.</p> <p>Any proposed flying activity will be subject to stringent controls and will be at the absolute discretion of the Authority.</p> <p>All research and marketing to be conducted by the Contractor.</p>	<p>Successful recruiting and STEM engagement event.</p> <p>The value of additional income generated and the resultant profits (if any) will be quantified and compared on an annual basis.</p>
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ANNEX B TO SCHEDULE 5 - ITEMS TO BE PROVIDED FREE OF CHARGE BY THE AUTHORITY IN SUPPORT OF RNAS YEOVILTON INTERNATIONAL AIRDAY

1. A working airfield at a Crash Category appropriate for the Event. Suitable Medical Facilities for military personnel and a 'normal working-day' level of Service manpower.
2. A Guard Force sufficient to protect the whole area of the airfield contained within the perimeter fence (but not car park stewards, marshals, ticket or brochure sellers).
3. On Air Day additional uniformed personnel on site carrying out "Royal Navy in the Public Eye (RNIFE)" duties and available to provide support for Incident Control.
4. Command and Control and the Flying Control Committee.
5. Static Service Displays.
6. Outline Site Plan of RNAS Yeovilton, which should be requested from the Regional Prime Contractor through Estates Management.
7. Brochure editorial control.
8. Car parking for on-duty MOD personnel.
9. Incident Control including Post Crash Management.
10. Public Military Event Notification.
11. Specialist manpower to remove any military debris generated by display.
12. Ground Support Equipment (GSE) for aircraft, together with operators and marshals, to the normal RNAS Yeovilton holdings.
13. Office spaces for Aircrew Reception.
14. Hard standing and a hangar for the medical area, hangarage for static displays as agreed with the Authority.
15. RN Hosts for visiting aircrew including official social functions.
16. Fuel for RNAS Yeovilton based, UK military and NATO aircraft as covered under the STANAG arrangement.
17. Service manpower based on the Air Day manpower matrix as agreed.

Official

18. Expertise in support of poster production.
19. An Air Day Office with suitable storage space, furniture, PC workstations and phone lines for the week preceding Air Day or as agreed by the Authority.

**ANNEX C TO SCHEDULE 5 - ITEMS TO BE PROVIDED BY THE
AUTHORITY IN SUPPORT OF RNAS YEOVILTON INTERNATIONAL
AIRDAY AT A CHARGE TO THE CONTRACTOR**

1. Attendance of essential support tradesman additional to the level provided on a normal working day e.g. electricians (including authorised high voltage electrician) and plumber. The current Regional Prime Contractor must carry out any work.
2. Fuel supplied to civilian and non NATO Military aircraft.
3. Connection of power and water via the current Regional Prime Contractor.
4. Removal, relocation and reinstallation of any permanent fencing, including the perimeter fences.
5. The cleaning of all fixed toilet facilities used for Air Day purposes by the general public.
6. The Contractor shall provide two working days' notice of any meals required. The Contractor shall be responsible for the direct payment of all meals taken by non-Service personnel with the "Pay as you Dine" contractor. Any meals taken over and above the Core Menu will be charged to the Contractor or individuals as appropriate.
7. MT overtime.

ANNEX D TO SCHEDULE 5 - RNAS YEOVILTON INTERNATIONAL AIR DAYS - BUSINESS PLAN – INFORMATION TO BE INCLUDED BY THE CONTRACTOR

1. Air Day date, provisional date in July 2022, and theme to be agreed with RNAS Yeovilton.
2. Promotion and Advertising plan including Ticket and Souvenir Brochure Cost, to be agreed with the Authority.
3. Budget forecast for the Event, to include fully itemised Cost Schedule.
4. Management Plan.
5. Marketing Proposals including any Sponsorship, Income Generation activities and innovative solutions.
6. Authority Engagement, planning and briefing Plan (in line with Annex A to Schedule 5, para 33 as a minimum).
7. Navy recruiting and STEM engagement activity plan.
8. Press launch and Preview Plan.
9. Charity Fund Raising Plan.
10. Sub-contractor, trader and catering arrangements, to include all relevant certification.
11. Health and Safety Plan.
12. Suitable and sufficient Environmental Aspect Assessment/Non Statutory Environmental Impact Assessment or an Environmental Safety Case Report covering all environmental aspects of the 'Crowd-side' elements of air day.
13. Risk Management Plan.
14. Lost Children/Individuals Plan.
15. Incident Orders and Exercise Plan.
16. Emergency Plan.
17. Communications Plan.
18. Security Plan.
19. Provide Insurance certificates as directed by Willis (MoD Insurance advisors).
20. Any additional licences (including Intellectual Property licences) which apply to the Event.

21. Traffic Management and Car Parking Plan to include VIP, Corporate Hospitality, Invited Press and Traders.
22. Air Day Site Map.
23. Site Build Plan.
24. Arrivals Day Plan.
25. Aircrew Reception and Hosting and transportation Plan.
26. Aircraft Booking Plan.
27. Air Day party plan.
28. Barrier Plan.
29. Air Day Medical Provision Plan in accordance with latest Surgeon General policy.
30. Site De-Rig Plan.
31. Real Estate Handover Plan.

5. Purpose of the RFI

This RFI aims to achieve 4 outcomes:

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Version 1.0

- Align the MOD requirement with industry capability and processes for procurement of the required solution.
- Develop a procurement strategy that will deliver best value for money for Defence.
- To gauge market interest in this requirement before tender.
- Develop further MoD understanding of supplier risks in performing this requirement, and ways of mitigating these risks to the mutual benefit of supplier and MoD

5. RFI Procedure

Responses are requested to be no more than 2 pages. Returns to all the questions are not required, if either not appropriate to the solution being offered, or if the information is unknown.

Any details provided in response to this RFI will be used for information purposes only and will not be used to determine the potential Suppliers who will be invited to bid, should the Authority proceed to tender.

The results and analysis of this RFI shall not constitute any form of pre-qualification exercise.

Any formal procurement process will be undertaken in accordance with relevant Procurement Law.

Nothing in this RFI, or any other engagements with Industry prior to a formal procurement process, shall be construed as a representation as to the Authority's ultimate decision in relation to the future requirement.

6. How to deliver responses to this RFI

Suppliers are free to respond to this RFI in whatever format conveys the responses in a clear and concise manner.

All submissions or clarification questions to be directed through the contacts below.

7. Contacts

For questions relating to this RFI, please contact:

Lynne Nazer (Commercial Manager - Sourcing) lynne.nazer100@mod.gov.uk
Sandra Howlett (Commercial Business Partner) sandra.howlett101@mod.gov.uk