**REQUIREMENT FOR**

**The Provision of Personal Safety Training Support**

**Background**

To assist Border Force with the training of new officers from a recruitment campaign in the summer and autumn of 2018, Personal Safety Officers trainers are needed to support this recruitment.

All new Border Force officers will require to be trained to Personal Safety Training Level 3.

At present Border Force trainers deliver PST training at the ratio of 1 trainer to 4 students in classes of between 12-16 students (4 trainers per course) as per the current Risk Assessment.

To minimise the impact on current Border Force operations by taking additional trainers out of the business to train these new officers and the short time-frame available and the large numbers involved. It has been decided to seek external support in delivering this training.

**Requirements**

The outside provider will:

Provide PST Level 3 trainers to support the delivery of between 5 & 20 Initial 5 day PST courses to the College of Policing Standard and Home Office/OSU Assurance standard.

Provide 3 (L3 trainers) per course (16 students per course), supported/led by 1 BF officer.

PST trainers will provide both verbal and written feedback and assist in completion of student training records.

Trainers to provide Emergency Life Support first aid training

Training venues will be provided by Border Force and are anticipated to be near Heathrow and/or Manchester.

The training courses are expected to take place between July 2018 and March 2019.

It is possible that 2 courses could be run simultaneously, so the maximum requirement is for 6 PST Trainers.

**Please confirm the following in your response compliance with the following mandatory standards:**

PST trainers must be accredited and trained to current Police Sector standards and authorised/in date as per College of Policing standards.

Trainers must be qualified/in date ELS First Aid trainers.

Trainers must hold a recognised training qualification to a minimum of QCF standards Level 3.

Trainers must have recent experience within the previous 12 months of delivering PST training in a law enforcement setting.

Provider must be flexible regarding times/dates location of training venues including days/late shifts, weekday and weekend working.

**Information for bidders:**

All bids must be submitted in writing to e-mail address ``Paul.Tooke @ homeoffice.gsi.gov.uk’’ by 12 noon on Wednesday 11th April 2018.

All potential bidders must confirm in writing within their submitted bids that the personnel that they will provide to service this requirement must meet all the above mandatory standards & requirements. Any non-compliant bids will **not** be accepted.

All bids that meet the above mandatory standards will be considered for financial evaluation. All bids will be evaluated on the cost of providing one compliant PST trainer for the full x 5 days. The cost of the complaint PST trainer must include the costs for the following:

* Travel to/from the venue provided by Border Force
* Overnight hotel accommodation (if required)
* Any other subsistence costs

The compliant bid received with the lowest cost per 5 days including the above will be awarded the contract.

Please note any agreement signed with your Company will be subject to the Standard Home Office Terms and Conditions for Goods, and the GLS short form services contract (attached for reference).