

The Maritime and Coastguard Agency (MCA) is an Executive Agency of the Department for Transport. The MCA is responsible throughout the UK for implementing and developing the UK Government’s maritime safety and environmental protection policy. That includes co-ordinating Search and /Rescue at sea through Her Majesty’s Coastguard 24 hours a day, and checking that ships meet UK and international safety rules. The MCA work to prevent the loss of lives at the coast and at sea, to ensure that ships are safe, and to prevent coastal pollution: **Safer Lives, Safer Ships, Cleaner Seas.**

The MCA provides a full range of search and rescue, counter pollution, survey, inspection and enforcement activities and has 12 major business activities:

|  |  |
| --- | --- |
| Survey | Seafarers’ Services |
| Inspection | Search and Rescue |
| Enforcement | Pollution Response and Salvage |
| Ship Registration | Stakeholder Communication |
| Navigation Services | Ministerial Services |
| Strategic Prevention Design/Development | Regulatory Process |

These activities are maintained by support services responsible for providing a range of administrative functions including: infrastructure, MCA people, financial management and administration and corporate management.

In accordance with the 2010 Equality Act, our capacity as a public body means we have a statutory duty to eliminate unlawful discrimination, promote equality of opportunity and promote good relations between people of different backgrounds. Contractors will be expected to ensure that the service they provide promotes good relations between the MCA and its customers and does not directly or indirectly discriminate on the grounds of any of the protected characteristics specified in the Act.

You are invited to submit a tender for the following project:

**MCA REFERENCE: TCA 3/7/1068**

**PROVISION AND IMPLEMENTATION OF HM COASTGUARD COASTAL OPERATIONS ALL TERRAIN VEHICLE (ATV) OPERATORS TRAINING**

**1. BACKGROUND**

1.1 HM Coastguard operates a fleet of blue light response vehicles which are utilised by Coastal Operations. In some areas the lack of proper roads and mixed terrain means that a full size Coastguard 4x4 is unsuitable, therefore in some areas a smaller more nimble side by side ATV is required to support SAR operations.

A number of HM Coastguard island communities are unable to easily sustain a full - size off road vehicle. Side by side ATVs are well suited to the operating environment as they are simpler to maintain and service remotely. ATVs meet the operational need and are more suited to the operating parameters of small island locations.

**2.** **REQUIREMENT**

2.1 The MCA has a requirement for a training provider to deliver an approved ATV Operators Course which would incorporate a recognised syllabus e.g. LANTRA, ROSPA or NPTC covering vehicle operation. In addition to the standard vehicle operator syllabus, training should also cover the use of ATVs in an Operational Search and Rescue (SAR) role, integrating Coastguard operational practice.

2.2 This requirement will be divided into Lots due to the remoteness of some locations. Potential suppliers may tender for one or all lot(s), and the MCA will award each lot to the potential supplier that submits the most economically advantageous tender for it according to the criteria set out in both this document and the Instructions for Tenders.

2.3 The successful contractor should provide a course that covers the use of ATVs in a professional setting as opposed to courses aimed at recreational off-roading.

2.4 The training provider will be expected to conduct the courses at specified HMCG locations around the UK (see section 5 Lot details) providing the same or very similar vehicles to the types used as Coastguard Rescue Vehicles (see section 5 lot details). Suppliers will need to arrange for vehicles to be available for the duration of the course by providing them themselves or renting them. It is anticipated that operational vehicles will be available on site (dependent on incident occurrence) for the trainer to use for familiarisation training. Operational vehicles should not be routinely used practically in training courses without consultation with HMCG Coastal Operations due to the risk to operational capability.

2.5 The contractor must provide suitable qualified instructors to deliver the courses and evidence this in their tender submission.

2.6 It is anticipated that there will be a requirement for 8-10 courses per annum, however, the contract will be based on an ‘as need’ basis charged per course delivered over a 3-year period with an option to extend for a further 2 years in 12month increments. Potential contractors are expected to quote a fixed price for the first three years of the contract. If any lot(s) of the contract are extended then either party may request a price variation for the extension period, of no more than the average change in the Consumer Prices Index (CPI) over the previous 12months. The party requesting a price variation must give one month’s written notice of the change requested.

2.7 The MCA’s ATV capability may increase during the lifetime of the contract so suppliers may be asked, with mutual agreement, to provide training at additional locations.

2.8 The length of each course should be 2 days and will not be reliant on a minimum number of trainees, the expected number is 6 -10 per course.

2.9 All written materials for the course must be provided by the supplier.

2.10 All travel and expenses must be included in the overall cost for the training as identified in the Pricing Schedule included in the tender documents.

2.11 On completion of the course all trainees who have passed the assessment will be awarded a certificate accredited by LANTRA, ROSPA or NPTC.

2.12 All potential suppliers must be GDPR compliant and provide details of how all personal data will be processed.

2.13 The estimated quantities of courses required over the period of the contract are detailed below in section 5 lot details. However, the MCA does not guarantee this and does not guarantee any minimum order level.

2.14 The supplier would be expected, on occasion, to provide specialist telephone/email advice to HQ Coastal Operations.

**3. OBJECTIVES**

3.1 The principal objective is to provide the MCA Coastal Operations with a consistent, externally accredited training solution.

3.2 The course requirements for this solution must include.

* Introduction to drive systems
* Vehicle controls
* Use of warning lights, siren and radio.
* Vehicle safety checks
* Engaging 4WD/diff lock and/or use of High and Low Gearbox settings.
* Approach and departure angles.
* Failed hill climbs.
* Cross axle.
* Terrain assessment.
* Route planning.
* Off road Driving techniques including:
* Grass
* Mud
* Sand/shingle driving.
* Ruts and tracks
* Considerations when driving on metaled roads
* Hill descents.
* Speed control.
* Self-recovery.
* Vehicle loading.
* Passenger safety including protocols for carrying casualties.
* Re-joining the road.
* CG SAR response considerations (including: LASET, SASPI, Hierarchy of rescue)
* MCA ATV policy, procedures and Risk Assessments.
* Common causes of accidents
* Loads: loading/stability/ securing
* Vehicle checks and basic maintenance
* Manoeuvring including restricted areas and near hazards, use of banks men.
* Where held safe loading/unloading/securing on transport trailer.

**4. INDEMNITY AND RISKS**

4.1 The Contractor is required to have current and sufficient insurances for carrying out this activity and to indemnify the MCA against any incident which could arise. Reference to our General Conditions of Contract for Services Section G Liabilities.

4.2 Suppliers will be expected to identify any potential risks associated with the delivery of this contract and how these would be mitigated. This should include a Business Continuity Plan in order to ensure uninterrupted service to HM Coastguard.

4.3 The MCA has identified a risk to completion of a course if Coastguards are called out to an incident immediately before or during the training. Please identify if course extension could be an option or if the course would have to be rebooked.

**5. LOT DETAILS**

5.1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lot Number** | **Area in UK** | **Estimated annual training courses** | **Course length** | **Current vehicle in use** |
| Lot 1 | Stornoway – Isle of Lewis and  Isle of Colonsay – Southern Hebrides | 2 | 2 days | Yamaha Viking  (3 seat) |
| Lot 2 | Isle of Lundy and  Isle of Scilly | 2 | 2 days | Yamaha Viking  (3 seat) |
| Lot 3 | Wells next the sea Norfolk | 2 | 2 days | Yamaha Viking  (3 seat) |
| Lot 4 | Cumbria (Burgh by Sands)  and Lancashire (Knott End) | 2 | 2 days | Argo  Avenger 8x8  (Rubber Tracked) |

**6. CONTRACT MANAGEMENT**

6.1 The MCA’s Contract Manager for this agreement will be the Head of Technical Training who will manage all course bookings and be the point of contact for all queries throughout the contract term.

The Contract Manager will also be responsible for keeping all records of candidates and managing the performance of all suppliers under this agreement.

Contract review meetings will be held every 3 months and can be conducted by phone/Skype. The contractor is expected to monitor and improve the quality of their syllabus and course delivery throughout the contract in terms of learner satisfaction and feedback from the Contract Manager.

An escalation route should be identified for any unresolved issues

The following management information will be required:

* Updates on pass and failure rates
* Any issues or complaints

**7. SUSTAINABILITY**

7.1 The MCA is committed to sustainable procurement. This means making the necessary decisions to operate our procurement activity in an economically, socially and environmentally responsible way, in accordance with the policy published at <https://www.gov.uk/government/collections/greening-government-commitments> Tenderers should indicate ways in which their organisation promotes and practices sustainable development and how this can impact on this contract ie disposal of vehicles and motor oil.