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**STATEMENT OF SERVICE REQUIREMENTS**

**PROVISION OF INVIGILATION SERVICES TO HSE**

**1 Background**

1.1 The Health and Safety Executive (HSE) is inviting tenders for the delivery of invigilation services for the period from January 2022 to December 2022, with an option to extend for a further 36 months renewed yearly if required and agreed by both parties.

1.2 HSE are a NEBOSH accredited training provider, as part of its Regulators Training Programme HSE will be running a number of Assessments that need to be performed under exam conditions.

1.3 All NEBOSH examinations must be supervised by an independent invigilator. Invigilators are responsible for the proper conduct of the examination and have a key role in upholding the integrity of the external examination / assessment process.

1.4 All Invigilators will be required to complete a short e-learning course to successfully invigilate NEBOSH examinations. The course takes approximately 60 minutes to complete and a link will be sent from NEBOSH to the nominated individuals email address of the successful contractor.

1.5 The role of the invigilator is to ensure that the examination is conducted according to these instructions in order to:

•          ensure that all candidates have an equal opportunity to demonstrate their abilities;

•          ensure the security of the assessment before, during and after the examination;

•          prevent possible candidate malpractice;

•          prevent possible administration failures.

•          There must be at least one invigilator for each group of up to 16 candidates.

•          Candidates must not be left unsupervised or unattended.

**2 Service Requirements**

2.1 **Invigilation Services – January / November 2022**

HSE requires between 1-3 invigilators per specified day (3 will be required on occasions when assisting reasonable adjustment Learners). The following dates/times are what the RTP have on plan at this moment (this may be subject to change). Invigilation services are currently carried out in Redgrave Court, Bootle L20 7HS, going forward this may change to an alternative location.

**Legal Assessment 1** (January 2022 Cohort AB – Re-Sits)

|  |  |  |
| --- | --- | --- |
| 11 January 2022 | 11:00-12:00  12:00-18:00 | Briefing session with HSE Legal Lead  Invigilation of written tests and assessment tasks |
| 12 January 2022 | 08:00-18:00 | Invigilation of written tests and assessment tasks |

**Legal Assessment 2** (January 2022 Cohort AB – Re-Sits)

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| --- | --- | --- |
| 13 January 2022 | 11:00-12:00  12:00-18:00 | Briefing session with HSE Legal Lead  Invigilation of written tests and assessment tasks |
| 14 January 2022 | 08:00-18:00 | Invigilation of written tests and assessment tasks |

**Legal Assessment 3** (January 2022 Cohort E – Re-Sitis)

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| --- | --- | --- |
| 24 January 2022 | 11:00-12:00  12:00-18:00 | Briefing session with HSE Legal Lead  Invigilation of written tests and assessment tasks |
| 25 January 2022 | 08:00-18:00 | Invigilation of written tests and assessment tasks |

**Legal Assessment 4** (January 2022 Cohort E – Re-Sits)

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| 26 January 2022 | 11:00-12:00  12:00-18:00 | Briefing session with HSE Legal Lead  Invigilation of written tests and assessment tasks |
| 27 January 2022 | 08:00-18:00 | Invigilation of written tests and assessment tasks |

**Legal Assessment 5** (May 2022 Cohort F)

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| --- | --- | --- |
| 23 May 2022 | 11:00-12:00  12:00-18:00 | Briefing session with HSE Legal Lead  Invigilation of written tests and assessment tasks |
| 24 May 2022 | 08:00-18:00 | Invigilation of written tests and assessment tasks |

**Legal Assessment 6** (May 2022 Cohort F)

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| --- | --- | --- |
| 25 May 2022 | 11:00-12:00  12:00-18:00 | Briefing session with HSE Legal Lead  Invigilation of written tests and assessment tasks |
| 26 May 2022 | 08:00-18:00 | Invigilation of written tests and assessment tasks |

**Legal Assessment 7** (May 2022 Cohort G)

|  |  |  |
| --- | --- | --- |
| 30 May 2022 | 11:00-12:00  12:00-18:00 | Briefing session with HSE Legal Lead  Invigilation of written tests and assessment tasks |
| 31 May 2022 | 08:00-18:00 | Invigilation of written tests and assessment tasks |

**Legal Assessment 8** (June 2022 Cohort G)

|  |  |  |
| --- | --- | --- |
| 06 June 2022 | 11:00-12:00  12:00-18:00 | Briefing session with HSE Legal Lead  Invigilation of written tests and assessment tasks |
| 07 June 2022 | 08:00-18:00 | Invigilation of written tests and assessment tasks |

**Legal Assessment 9** (June 2022 Cohort C Re-Sits)

|  |  |  |
| --- | --- | --- |
| 13 June 2022 | 11:00-12:00  12:00-18:00 | Briefing session with HSE Legal Lead  Invigilation of written tests and assessment tasks |
| 14 June 2022 | 08:00-18:00 | Invigilation of written tests and assessment tasks |

**Legal Assessment 10** (June 2022 Cohort D Re-Sits)

|  |  |  |
| --- | --- | --- |
| 15 June 2022 | 11:00-12:00  12:00-18:00 | Briefing session with HSE Legal Lead  Invigilation of written tests and assessment tasks |
| 16 June 2022 | 08:00-18:00 | Invigilation of written tests and assessment tasks |

**Legal Assessment 11** (July 2022 Cohort H)

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| --- | --- | --- |
| 04 July 2022 | 11:00-12:00  12:00-18:00 | Briefing session with HSE Legal Lead  Invigilation of written tests and assessment tasks |
| 05 July 2022 | 08:00-18:00 | Invigilation of written tests and assessment tasks |

**Legal Assessment 12** (July 2022 Cohort H)

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| --- | --- | --- |
| 06 July 2022 | 11:00-12:00  12:00-18:00 | Briefing session with HSE Legal Lead  Invigilation of written tests and assessment tasks |
| 07 July 2022 | 08:00-18:00 | Invigilation of written tests and assessment tasks |

**Legal Assessment 13** (November 2022 Cohort H Re-Sits)

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| --- | --- | --- |
| 7 Nov 2022 | 11:00-12:00  12:00-18:00 | Briefing session with HSE Legal Lead  Invigilation of written tests and assessment tasks |
| 8 Nov 2022 | 08:00-18:00 | Invigilation of written tests and assessment tasks |

**Legal Assessment 14** (November 2022 Cohort H Re-Sits)

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| --- | --- | --- |
| 9 Nov 2022 | 11:00-12:00  12:00-18:00 | Briefing session with HSE Legal Lead  Invigilation of written tests and assessment tasks |
| 10 Nov 2022 | 08:00-18:00 | Invigilation of written tests and assessment tasks |

The successful bidder must attend a mandatory induction day at Redgrave Court, where they will be required to discuss further arrangements and what is expected of the invigilators on the day(s) of the assessments.The date of this will be communicated out in due course

2.2 **Invigilation Services – December 2022 and beyond**

2.3 Further dates will be scheduled and agreed with the successful supplier as they become known.

**3 Submission of Tenders**

3.1 To submit a compliant proposal in response to this service requirement, please provide:

* CVs of the individuals you propose to undertake the services, including a short narrative of their relevant experience. HSE will require sight of CV’s for all invigilators that are provided including any that are substituted due to unavailability of the original person allocated.
* Confirmation of their availability to undertake the services on the dates specified in the service requirements
* Confirmation that the proposed Invigilators are willing to undertake the NEBOSH e-learning course.
* The total costs associated in undertaking the services. This should be broken down by:
  + the daily rate applicable for the invigilation services
  + the hourly rate for the undertaking of the e-learning course and
  + any proposed travel and subsistence costs. (Actual and reasonable costs will be paid in line with standard HSE rates, as per Annex 1, by prior agreement with the HSE Contract Manager).

3.2 Bids will be evaluated using the criteria stipulated at Schedule C.

3.3 The successful bidder will be invited to discuss the arrangements with the appropriate HSE Contract Manager.

**4 Security - Access to HSE Premises**

4.1     It shall be the Contractor’s responsibility to ensure that, where access to HSE Premises or HSE confidential information is necessary, personnel engaged in the performance of this Contract shall have undergone pre-employment checks covering identity, the last three years employment history, nationality and immigration status and criminal record for unspent convictions.  Such checks shall meet the requirements of HMG Baseline Security Standard.

4.2     HSE reserves the right, at its sole discretion, to carry out audits and spot checks at any time during the Contract Period to satisfy itself that the checks have been carried out. Guidance on pre-employment checks may be found at :

<http://www.cabinetoffice.gov.uk/sites/default/files/resources/hmg-personnel-security-controls.pdf>

**5** **General Data Protection Regulation** **(GDPR)**

5.1 The **General Data Protection Regulation** (GDPR) is a legal framework that sets guidelines for the collection and processing of personal information from individuals who live in the European Union (EU). Bidders must provide details on how they will manage HSE’s / individuals personal data.

5.2 Please provide details of any personal information you will hold for the duration of the contract. You must provide full details of your GDPR processes and explain how and where the information is stored and/or shared.  If information is shared outside of your organisation, provide full details and confirm how you ensure that the Parties with whom it is shared comply with their GDPR obligations.   Provide details of your organisation’s information retention policies and how deletion of the information is achieved.

**5.3 Cancellation**

The following costs will be due should the RTP examinations need to be cancelled due to unavailability of invigilators.

HSE’s standard cancellation policy in relation to training/exam events is detailed below. Are you content to adopt this policy. If not, provide details of any variances you wish to propose.

Cancellation period (calendar days)    Percentage of charges payable

in advance of the event

0 - 7                                                100%

8 - 14                                                50%

15 - 28                                             25%

28+                                                 0%

**Annex 1**

**HSE Travel and Subsistence Rates**

**Travel rates**

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| --- |
| **Car Mileage Rates** (for using your own vehicle) – All engine types and sizes  Up to 10,000 mile per financial year 45p per mile  Over 10,000 miles per financial year 25p per mile  NB: Your vehicle must be insured for Business Use |
| **Rail Travel / Air Travel / Car Hire**  Actual and reasonable fares will be paid, subject to the approval of the HSE Contract Manager |

**Subsistence rates**

All receipts **must** be retained to support your claim.

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| **Day Subsistence**  More than 5 hours and up to 10 hours Actual costs up to £5.20  More than 10 hours and up to 12 hours Actual costs up to £10.00  More than 12 hours Actual costs up to £15.20 |
| **Night Subsistence**  **Booked via HSE Accommodation Booking Agency** :  The 24-hour overnight subsistence allowance consists of 2 components:  Evening Meal Actual costs up to £20.00  Lunch Actual costs up to £5.20  **Booked making your own Commercial Arrangements**  Actual cost of bed and breakfast up to a maximum of: £93.00 per night in London  Or  £70.00 per night elsewhere |