

Contract Reference: *K280021438*

Schedule 2 – Requirements Specification

1. Requirement Overview

DVSA Enforcement Vehicle Examiners (VEs) are engaged in Post Collision Examination (PCE) work on heavy goods and passenger carrying vehicles. A national process is in place for Vehicle Examiners to examine vehicles involved in road traffic collisions and supported by the national Police forces.

Vehicle Examiners are required to provide high standard detailed written reports with supporting oral evidence to the Police. These reports are often subjected to close review by defence councils and industry experts.

To ensure the Vehicle Examiners have the appropriate skills and knowledge to provide sufficient evidence, Vehicle Examiners require an advanced level of commercial tyre training.

It is anticipated the intended contract will commence in December 2021. The contract period will be three (3) years from the Commencement Date.

DVSA require Practical Tyre Examination and Diagnostics Training as part of the new PCE examiner & refresher process. The course must be delivered in connection with DVSA's in-house designed Post Collision Examination modules.

DVSA is unable to confirm exact numbers however it anticipates the following:

Year 1 (2021/22) – 32 examiners

Year 2 (2022/23) – 20 examiners

Year 3 (2023/24) – 20 examiners

The numbers provided are estimated numbers only with no minimum or maximum guaranteed.

This topic is solely aimed at DVSA Vehicle Examiners engaged in sensitive vehicle collision forensic investigations when working in partnership with the national Police Forces.

The supplier must provide access to any specialist tools and learning aids that are required as part of this training.



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The following outcomes must reference & include both heavy commercial / passenger vehicle tyres.

- Understand commercial tyre design & construction
- Correctly identify key components & reason for presence
- Understand operating effects & impact on tyre life
- Understand & explain tyre sidewall information
- Understand & apply detailed whole tyre examination techniques
- Identify correctly varying levels of damage found during normal & extreme conditions
- Identify probable damage / defect causes
- Provide effective evidence (verbal & written) on tyre condition
- Understand, communicate & apply all correct legal regulations for commercial vehicle tyres

The course must include theory and practical tuition with knowledge validation assessments or exercises.

Assessment of learning

The supplier must carry out theory and practical assessment for each delegate following completion of the training. There is no requirement for delegates to pass or fail the assessment. The supplier should provide a high-level feedback to the contract owner highlighting any development areas for delegates. The main purpose is to identify any concerns or development areas for delegates.

The feedback should be provided within five (5) working days following completion of the training.

2. Quality Assurance Requirements

The supplier will be required to have quality assurance processes in place as part of their delivery of the services.

DVSA will have the option to review the course material to quality assess before service commencement. DVSA will also have the option to conduct random quality assurance checks on the delivery of the training.

DVSA will be applying for ISO and Institute of the Motor Industry (IMI) accreditation for the PCE scheme and require external independent validation for learning. The supplier should meet the minimum industry standard of a Level 2 diploma accredited by Institute of the Motor Industry (IMI) or City & Guilds or an equivalent standard. The supplier must evidence this in their tender response.

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3. Information Assurance

Security

The supplier will ensure that all data processed in relation to the contract is held securely.

Data Protection

Delivery of this contract will require the supplier to process Personal Data (as defined in the GDPR) on the Buyers behalf. The Buyer will be the Data Controller and the supplier will act as the Data Processor. The supplier will process Personal Data only on the Buyers documented instructions, as set out in Schedule 8 of the Tender (Authorised Processing Template).

4. Service Delivery Conditions

Booking Procedure

The supplier will be expected to deliver the training to 8 - 10 delegates per course. It is anticipated that DVSA will require 4 courses in Year 1, 3 courses for Year 2 and 3 courses in Year 3. The supplier will work with DVSA to mutually agree dates and would prefer to exclude training being delivered on Mondays and Fridays to allow delegates time to travel. It is anticipated that the course would start in December, and we would require one course delivered per week. DVSA will provide the invitations to delegates.

Delivery conditions

The supplier must provide access to any specialist tools and learning aids that are required as part of this training.

The training should be delivered as a closed course with only DVSA staff attending. The training should be delivered on the suppliers' premises. The duration of the training course will be proposed by the supplier.

As the training is delivered on the supplier's premises, travel and substance will not apply to this contract.

The training should be available from December 2021 onwards, avoiding training being delivered on Mondays and Fridays as this will allow for delegates to travel.

The supplier will need to ensure safety procedures are in place as per government guidelines in relation to COVID-19. All PPE can be provided to delegates by DVSA.



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Cancellation

If the supplier cancels an agreed course for any reason, they shall meet all claims for costs incurred by DVSA or its delegates in the cancelling and rebooking of an alternative training course.

DVSA may cancel agreed training dates with the supplier up to and including seven working days prior to that date without incurring costs. Any costs incurred by the supplier due to a cancellation by DVSA within seven working days of the training date will be paid in full by DVSA.

We would reserve the right to substitute delegates at short notice if the needs of our business change.

5. Management and Contract Administration

Account Management

The supplier shall within five (5) days of signing the intended contract send to DVSA's Contract Manager, the name and contact details (including email address and telephone number) of the Account Manager responsible for managing the intended contract and arrange a contract implementation meeting.

The supplier and DVSA will set in place contract review meetings and agree the frequency appropriate to the length, value and complexity of the contract. The supplier will agree with DVSA's Contract manager at the contract implementation meeting what will be reviewed and measured at these meetings, and define the format data should be provided in. No reimbursement of costs will be provided if travel is required for these meetings.

Payment and Invoicing

Unless we specify otherwise, payment will be made by BACS no later than 30 (thirty) days of receipt of a valid invoice. We will aim to pay you within 10 (ten) days. All payments will be made in arrears after works have been approved and signed off by the DVSA Contract Owner.

A Purchase Order Number for this requirement will be provided to the supplier. The supplier must quote the PO number on all invoices, and these must be submitted directly to:

SSa.invoice@sharedservicesarvato.co.uk

Invoices received without the correct PO number will be returned and will delay receipt of payment. Invoices should be copied to the DVSA Contract Owner and the Contractor should include any information required to ensure efficient and effective receipting / invoice matching. For example provision of timesheets or an annotated progress report.

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Further information on invoicing and payment procedures are contained within our Instructions to Tenderers document.

Sub-contracting to Small and Medium Enterprises (SMEs)

DfT is committed to removing barriers to SME participation in its contracts, and would like to also actively encourage its larger suppliers to make their sub-contacts accessible to smaller companies and implement SME-friendly policies in their supply-chains (see our [website](#) for further information).

To help us measure the volume of business we do with SMEs, our Form of Tender document asks about the size of your own organisation and those in your supply chain.

If you tell us you are likely to sub-contract to SMEs, and are awarded this contract, we will send you a short questionnaire asking for further information. This data will help us contribute towards Government targets on the use of SMEs. We may also publish success stories and examples of good practice on our website.

6. Skills

Trainers should provide evidence of their relevant skills and experience.

7. Documentation

The supplier shall provide any documentation required as part of the delivery of the training and include these in their overall costs. DVSA is unable to accept USB sticks, but materials can be either hard copies or sent through email if required.

8. Arrangement for End of Contract

The Contractor shall fully cooperate with the Buyer to ensure a fair and transparent re-tendering process for this contract. This may require the Contractor to demonstrate separation between teams occupied on the existing Contract and those involved in tendering for the replacement contract to prevent actual (or perceived) conflicts of interest arising.