**Schedule 2– Statement of Requirement**

**Background**

1. The Army is required to organise medical cover to ceremonial and other activities as detailed in Annex A. Medical cover for ceremonial events is routinely found from Service sources which provide Medical Officers (MOs), Combat Medical Technicians (CMTs) and Stretcher Bearer Teams. However, on site treatment facilities are also required to provide a suitable location for military casualties to be assessed by a MO, a holding area for the casualty until they can be returned to barracks or as transport to hospital under emergency use conditions if required. These treatment facilities cannot be provided from Service sources. Civilian sourced ambulances with suitably trained crew are therefore essential to provide the necessary on-site treatment, holding and transport facilities.
2. This contract **will only be for the provision of medical support to members of the armed forces** and not for members of the public viewing ceremonial or other events.

**Key Aspect of the Requirement**

1. Ceremonial events are high profile and in the public eye. For this reason, as well as the duty of care we have to our personnel, it is essential to guarantee the provision of ambulances and trained crew in the numbers and to the times required. Without this capability we risk failing in the delivery of medical support which ultimately places our personnel at unnecessary risk. Ambulance crew provide a mobile triage facility and a discrete and reassuring location for casualties who do not require hospitalisation to remain out of public view. Stretcher Bearers must be able to carry casualties to the nearest ambulance (Medical Treatment Facility); the provision of ambulances will reduce the distance and time as well as the public exposure of the casualty. Any failure to attend to casualties in a timely and efficient manner will also result in adverse publicity. The Army’s professional reputation in supporting State and Ceremonial events will be at risk which will be viewed by international audience, including Royalty, Foreign Dignitaries, and the like.
2. If ambulances cannot be provided when required for other ad hoc activities then this can result in the activity not going ahead which could also impact on reputation, recruiting and future staffing.

**Users**

1. Headquarters London District and units under operational command referred to at Annex A.

**Specification**

1. The ambulance provider must be registered with the Care Quality Commission and their most recent inspection should be graded adequate as a minimum.
2. For ceremonial and other events non-paramedic ambulances which can operate under emergency use conditions are to be provided. Each ambulance is to have a crew of two. Both crew members must be qualified at the minimum level of Emergency Care Assistant (or equivalent skill set) and at least one crew member must be qualified and insured to drive an ambulance on a public highway under emergency response conditions.

8. As ambulances will be located on the ceremonial routes near public figures all ambulance crew will need to be Counter Terrorist Check security cleared. It is the responsibility of the provider to determine how this is managed. We will regularly monitor this requirement through the life of the contract on an ad hoc basis. Should the supplier not hold a valid CTC, they will be required to obtain one within 6 months of contract award.

9. Ambulance crews are to be dressed in appropriate Personnel Protective Equipment and be clearly identifiable as medical staff by their uniform. Personnel must also be in possession of suitable company identification.

1. Equipment and Supplies. Ambulances must contain and have immediately available the following equipment:
2. Stretchers, spinal boards, and splints
3. A set of box splints or vacuum splints
4. Cervical collars – disposable adjustable semi-rigid collar(s) adult and paediatric
5. Femoral traction splint (e.g., Kendrick)
6. Pelvic splint (e.g., SAM Sling)
7. Scoop stretcher with head immobilisers and immobilisation straps
8. Airway equipment
9. Bag valve mask device (disposable)
10. Electronic suction unit (portable) plus disposable Yankauer and flexible suction catheters
11. Oropharyngeal airways (sizes 1, 2, 3 and 4)
12. Nasopharyngeal airways (sizes 6and 7)
13. Non-rebreathing oxygen masks
14. Transfer monitor to include ECG, NIBP, SaO2, capnography. If not available a separate ETCO2 monitoring device is needed if the vehicle used for hospital transfer
15. Nebuliser Masks
16. Portable oxygen and flow meter system capable of supplying up to15 litres/minute for no less than 30 minutes, with one fully charged, reserve cylinder in addition to any vehicle mounted supplies.
17. Entonox or nitronox (nitrous oxide 50%/oxygen 50%) kit + one fully charged reserve cylinder
18. General equipment
19. Dressings and bandages
20. Haemostatic agent/dressing
21. Haemorrhage control tourniquet e.g., CAT
22. Defibrillator (preferably an Automated External Defibrillator) with 2 sets of chest leads/pads
23. Gloves (non-latex)
24. Pulse oximeter
25. Sphygmomanometer
26. Stethoscope
27. Triangular bandages or sling
28. Ice packs
29. Blood glucose testing equipment
30. Sharps box

11. All gloves, airway and IV equipment must be latex free and disposable. All equipment and single use disposable items must be in date, serviceable and, where necessary, maintained in line with manufacturers’ recommendations. All ambulance personnel must be familiar with the use of such equipment held on their vehicles.

12. The payment would be expected to be on an hourly basis per crewed ambulance subject to any minimum charging periods that may be applicable. This is to include any additional charges for unsociable hours as referred to within the table at Annex A.

**Requirement**

13. Ambulances and crew meeting the specification outlined in paragraphs 5 - 9 above will be required to cover:

* 1. The annual ceremonial events listed in Annex A. Of note, these can be subject to change according to circumstances prevailing at the time. All dates are provisional and are at no time guaranteed.
	2. Ceremonial events not included in the list that occur occasionally. These can encompass Royal weddings, events to mark campaign anniversaries and events where there may be a large military component.
	3. Other ad hoc events/activities organised by HQ London District that may take place, e.g., sports events.

14. Ambulances will be required to arrive at the specified locations as outlined at Annex A, at the times stated in the instructions that are issued for each event which are made available in advance of the event date. Ambulance personnel must be prepared to be directed by competent Army Medical Officers, London District Staff Officers or Police Officers (as appropriate).

15. A nominated client contact who can attend review meetings as required, maintain bookings, and provide vehicle/crew details will be required by the successful tenderer. A lead crew member will also be required for each event attended. As a minimum it is expected that review meetings will be held prior to the commencement of the ceremonial season and at the end.

16. HQ London District will aim to give a minimum of one week’s notice of the actual dates of events and timings for which ambulances will be required. However, the provider must be prepared to provide ambulances in those circumstances where only minimum notice can be given.

1. HQ London District will aim to give no less than one week’s notice of cancellation of the requirement for ambulances. However, this cannot be guaranteed as ceremonial activities can be cancelled at very short notice due to events outside our control, e.g., very severe weather. In the event of cancellation, we would pay:
	1. More than one week’s (7 days) notice – No payment
	2. One week or less - 25% of the cost or attributable costs incurred, whichever is the lower. The Authority would require proof of costs before payment is sanctioned.

**Demanding Authority**

1. HQ London District, G1 Medical is to be the sole Demanding Authority for civilian ambulances to support ceremonial and other events organised by HQ London District.

**ANNEX A CEREMONIAL EVENTS REQUIRING AMBULANCE SUPPORT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EVENTS in 2024 to 2029****(Subject to change)** | **LOCATION** | **MONTH** | **DAY** | **No of AMBULANCES required**  |
| King’s Birthday Parade Rehearsal | London | May | Weekday (x4) | 1 |
| Guard Mounting from Horse Guards**3** | London | May | Weekday (x4) | 4 |
| Brigade Major’s Review | London | May | Weekday | 4 |
| Early Morning Mounted Rehearsal**4** | London | May | Weekday | 4 |
| Major General’s Review | London | May/Jun | Saturday | 4 |
| State Opening of Parliament – EMR**5** | London | May/Jun | Weekday | 5 |
| State Opening of Parliament | London | May/Jun | Weekday | 5 |
| Colonel’s Review | London | Jun | Saturday | 4 |
| King’s Birthday Parade  | London | Jun | Saturday | 4 |
| Garter Service | Windsor | Jun | Weekday | 1 |
| State Visit | London or Windsor | Oct/Nov | Weekday | 3 |
| State Visit – Early Morning Rehearsal**1** | London | Oct/Nov | Weekday | 3 |
| State Visit – Rehearsal**2** | Windsor | Oct/Nov | Weekday | 3 |
| Cenotaph Parade | London | Nov | Sunday | 3 |

1 When a State Visit is being held in London Early Morning Rehearsals normally take place from 0400.

2 When a State Visit is being held in Windsor rehearsals in Windsor normally take place in the morning.

3 Guard Mounting from Horse Guards takes place on 4 separate days. A fifth day may be required but the need for this may not be known until all 4 days have passed. As such minimum notice will only be able to be given for this fifth day.

4From 0400

5 From 0330

**N.B the hourly rate will be used for any additional tasking, please ensure that all costs including setup costs (if applicable) are presented in the breakdown at Schedule 2 – Annex A Pricing Matrix.**