

APPENDIX B
SERVICE DESCRIPTION

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1. INTRODUCTION

- 1.1 The Home Office Centre for Applied Science and Technology (CAST) is a scientific and technical organisation offering advice and guidance to the Home Office and other Government Organisations.

2. PURPOSE

- 2.1 The Home Office Centre for Applied Science and Technology (CAST) are looking to invite offers for the servicing and on-going call off maintenance of Occupational Exposure Monitoring at their Sandridge site.

3. BACKGROUND TO THE AUTHORITY

- 3.1 CAST is a unique team of scientists and engineers at the heart of the Home Office providing expert advice, innovation and frontline support. CAST are the primary science and technology interface between Home Office ministers and policy makers, frontline delivery partners, and the suppliers of science and technology. Understanding the policy and operational context of Home Office business allows CAST to operate where others cannot for reasons of impartiality, national security or market failure.
- 3.2 CAST supports the full range of Home Office interests in policing and tackling crime, counter-terrorism, border security and controlling immigration. CAST's extensive in-house skills and expertise, coupled with access to industrial, academic and international networks, ensures that they are able to provide the right advice and support, irrespective of the problem.
- 3.3 CAST are a diverse working environment including offices and a variety of technical facilities and laboratories.

4. SCOPE OF THE REQUIREMENT

- 4.1 This contract will be for a 4 year term and include planned and an annual visit for occupational exposure monitoring.
- 4.2 CAST require a fully trained occupational hygienist who is competent in the area of range ventilation systems and the statutory/regulations required in this area.
- 4.3 Investigations are required in both air and surface monitoring.
- 4.4 Table A provides a descriptive list of the samples required within each laboratory that are needed for the annual onsite investigation into occupational exposure monitoring.

4.4.1 Table A

Requirement	Description	Location
A fully trained occupational hygienist to undertake an investigation within the areas as described below:		
Body Armour Laboratory	3 air samples to be collected. 5 surface swab samples to be collected for lead.	Firing Range, Block 6, Room 6 & 8 Sandridge Site
Weapons Laboratory	3 air samples to be collected. 5 surface swab samples to be collected for lead.	
Indoor Firing Range & Load Area	6 air samples to be collected. 6 surface swab samples to be collected for lead.	
Indoor Firing Range (Firing into Various Materials)	6 air samples to be collected for total inhalable dust. 3 air samples to be collected for crystalline silica.	

- 4.5 The supplier must carry out an annual planned occupational exposure monitoring visit and take samples as required and listed in Table A.
 - 4.5.1 The visit schedules will be agreed upon award of contract with the successful supplier.
 - 4.5.2 Specific dates and times must be confirmed with CAST 1 month before the annual visits. Contact details to be provided to the successful supplier upon completion of the procurement activity.



- 4.5.3 On completion of the site work, a fully interpretative report requires issuing to CAST.
- 4.6 The results of the occupational exposure monitoring contract should be suitable for CAST to use to assess whether existing control measures are adequate and advise of any recommendations/further works required if there is a failed result of any of the tests.
- 4.7 During the annual planned occupational exposure monitoring visit, the supplier must sample the areas as detailed in Table A, according to Regulation 8 (Use of Control Measures) of the Control of Substances Hazardous to Health (COSHH) standards.
- 4.7.1 The supplier must produce a detailed report per area (as detailed in Table A) which will include as a minimum:
- 4.7.1.1 Details of the sampling undertaken.
 - 4.7.1.2 Detailed results of the testing including; hood/duct/face velocities plus volume flows and a diagram of the area.
 - 4.7.1.3 Detail the technical, subjective and physical assessments and examinations with any recommendations and suggestions for remedial work for any failures.
- 4.7.2 All reports must be produced and submitted to CAST no later than 20 working days for each service and maintenance visit for each individual unit, providing full details of the works undertaken.
- 4.8 All analysis will need to be UKAS accredited to ISO/IEC 17025: 2005 standard.
- 4.9 Suppliers must submit copies of their UKAS accreditation to ISO/IEC 17025: 2005 standard certificates as part of their tender submission.
- 4.10 The occupational monitoring supplier must be able to provide standard Personal Protection Equipment (PPE) to the engineer for the task/job that they are required to do plus any products (chemicals/tools/waste containers and equipment) that they require to be used during their visit.

5. SERVICE LEVELS AND PERFORMANCE

- 5.1 The Authority will measure the quality of the supplier's delivery by:
- 5.1.1 The receipt of the detailed reports provided after every site visit to CAST no later than 20 working days after the site visits, providing full details of any works undertaken including details of the equipment and results of the sampling of occupational exposure monitoring.
 - 5.1.2 Meeting the specified supplier visit schedule. On award of the contract with the successful supplier, supplier visit schedules will be agreed for the annual occupational exposure monitoring visits. The supplier will be responsible to notify CAST 1 month before a visit to arrange an agreeable date and time for the visits to take place.

6. PAYMENT AND INVOICING

- 6.1 In order to achieve complete automation of the Procure to Pay process, payment can only be made for services rendered. Interim payments will not be considered. Suppliers should take this into consideration when outlining their costs and payment terms.
- 6.2 Payment will be made upon successful delivery of the services required.
- 6.3 Each invoice **MUST** state a valid Purchase Order number as issued by the Contracting Authority.
- 6.4 Each invoice should list an elemental breakdown of services supplied.
- 6.5 Payment will be made 30 days following receipt of a correctly submitted invoice.
- 6.6 It is expected that the winning bidder will provide e-invoicing, where invoices anticipated per month are greater than 10. The winning bidder will also be required to provide an electronic catalogue to support e-invoicing/regular requirements where applicable.
- 6.7 Invoices clearly marked for with order number.
- 6.7.1 To: post-room-rescan@homeoffice.gsi.gov.uk.
- 6.7.2 VAT Number GB: 8888180 55.
- 6.8 All paper based invoices should be submitted for the attention of Accounts Payable at the following address:
- 6.8.1 Home Office Shared Service Centre, PO Box 5015, Newport, Gwent, NP20 9BB.
- 6.8.1.1 Tel: 01633 581644
- 6.8.1.2 Email: ap-hold-resolution@homeoffice.gsi.gov.uk.
- 6.9 Travel and subsistence must be billed in accordance with the Home Office Policy (Please see Annex A).
- 6.10 The planned service visits will be invoiced in January irrespective of the service dates.
- 6.11 If parts and consumables are required by CAST from the supplier a written quotation must be approved by CAST before any works commence.
- 6.12 All parts and consumables required throughout the contract will be paid via purchase order.

7. ADDITIONAL REQUIREMENTS

- 7.1 The contract is required to commence in February 2016 and last for 4 years. Invoices should be invoiced in January irrespective of the service visit dates.

- 7.2 A site visit will be held at the Sandridge site on Friday 12th February 2016 to enable potential suppliers to view the equipment requiring a service contract alongside a CAST representative.
- 7.3 Potential suppliers must confirm their attendance by 10am on Thursday 11th February 2016 via a message on the e-sourcing portal. Suppliers are restricted to three individuals per visit and the names of the individuals must be provided in advance via the message on the e-sourcing portal. It is a requirement of the sites that photographic identification such as a passport or driving licence be presented at security. There is adequate parking at both sites; please note that vehicles may be subject to a security search upon entry.
- 7.4 Evaluation of the contractor's Experian credit search will be carried out by Crown Commercial Service's "Commercial Intelligence" department and any risk will be identified and referred to the procurement lead.
- 7.5 If there is any risk to the delivery of this contract being identified through this exercise Crown Commercial Service reserves the right to remove any bidder from this procurement process.

8. SERVICE LOCATION

- 8.1 The location where the Services will be carried out is: CAST,
Woodcock Hill,
Sandridge,
St Albans,
Herts,
AL4 9HQ

9. SECURITY REQUIREMENTS

- 9.1 CAST Sandridge is a guarded site. Therefore visitors will be stopped at the guard's check point and then be directed to reception to meet the nominated CAST representative via the visitor car park at the top of the site.
- 9.2 Visitors will be escorted for the duration of their visit.

Annex A

1. HOME OFFICE INNLAND TRAVEL MANUAL

1.1 Charges are to be no more than the upper limit:

2. NIGHT BED AND BREAKFAST AND MEAL RATES

MEAL RATE TYPE	RATES PER DAY	
	LONDON	ELSEWHERE
BED & BREAKFAST RATE	£125.00	£90.00
24-HOUR RATE MEAL RATE	UP TO £26.00	UP TO £26.00

3. TRAVEL ALLOWANCES

3.1 Public transport rate of motor mileage

3.1.1 23.8p per mile

4. STANDARD RATE OF MOTOR MILEAGE

4.1 Public transport rate of motor mileage (All engine sizes)

4.1.1 Up to 10,000 miles: 40p per mile

4.1.2 Over 10,000 miles: 25p per mile

5. MOTOR CYCLES AND MOTOR CYCLE COMBINATIONS

5.1 All sizes and mileage

5.1.1 24p per mile

6. PASSENGER SUPPLEMENT

6.1 5P per mile per passenger

7. PEDAL CYCLE ALLOWANCE

7.1 6.2P per mile



SO15765 – Occupational Exposure Monitoring Contract
Appendix B – Statement of Requirements

8. CAR MILEAGE

OFFICIAL CAR RATE		
ENGINE CAPACITY	PETROL	DIESEL
UP TO 1400CC	11p per mile	9p per mile
1401 - 2000CC	14p per mile	9p per mile
ABOVE 2000CC	21p per mile	13p per mile



SO15765 – Occupational Exposure Monitoring Contract
Appendix B – Statement of Requirements
