

23 June 2023

Dear Training Provider,

**Invitation to bid for a Licence ('the Licence') to use the College's Post Incident Management (PIM) training to deliver training to Learners from UK police forces who are licensed under a College of Policing Firearms Training Licence and other approved partner agencies/organisations (Licence bid reference: COP004)**

The College of Policing ('the College') is the professional body for the police in England and Wales. The College works to raise the professional status of police officers and police staff. It plays a vital role in setting standards and in the training and development of police officers and staff, ensuring that they have the skills they need in order to fight crime and protect the public.

This announcement and invitation to participate in a competition is for a 5-year licence to use the College's Post Incident Management (PIM) training courses to deliver training to Learners from UK police forces who are licensed under a College of Policing Firearms Training Licence and other approved partner agencies/organisations. It includes the College's:

- 5-day PIM Training courses
- 3-day PIM re-accreditations

The term post-incident describes the period following a death or serious injury (DSI), where the criteria for the implementation of a post-incident investigation has been met and an investigation into police action or inaction is to be conducted. A post incident manager's role is to facilitate, manage and ensure the integrity of the post-incident procedure.

Further information regarding this opportunity can be found in the PIM Licence Description and PIM Licence documents (attached).

### **Timeline of bidding process**

The timeline is set out in the table below. This timetable may be changed by the College at any time. Bidders will be notified if changes are necessary.

Date	Activity
Monday, 19 June 2023	Advertise opportunity on College website
Friday, 23 June 2023	Advertise opportunity on Contracts Finder
5.00pm, Friday 30 June 2023	<b>Deadline</b> for receipt of clarification questions
Friday 7th July 2023	Clarification responses issued
5.00pm, Monday 14 July 2023	<b>Deadline</b> for applications
Monday, 24 July 2023	Grant of Licence and decline letters to bidders

### National Guidance on PIM

Bidders can view the College's Authorised Professional Practice - Armed Policing Module (Post Deployment chapter) at <https://www.app.college.police.uk/app-content/armed-policing/post-deployment/> and the College's Post-incident procedures following death or serious injury at <https://www.college.police.uk/app/post-incident-procedures-following-death-or-serious-injury> to get an overview on current national guidance on which the post-incident management and refresher courses are based.

### Questions and clarifications

Bidders may raise questions or seek clarification regarding any aspect of the Licence at any time prior to the deadline for receipt of clarification questions. Questions must be submitted by email to [copyright&licensing@college.police.uk](mailto:copyright&licensing@college.police.uk). The College will not enter into exclusive discussions regarding this opportunity with potential bidders. To ensure that all bidders have equal access to information regarding this bid, the College may publish all its responses to questions raised by bidders on an anonymous basis. If a bidder regards any questions to be commercially sensitive, these must be clearly marked as such. Responses will be published in a Questions and Answers document which will be made available on the College's website: <http://www.college.police.uk>.

## Submitting a bid

Bidders must complete the attached bid application form and submit their bid by email to [copyright&licensing@college.police.uk](mailto:copyright&licensing@college.police.uk) by the date specified in the table above. Bidders must not submit any additional information with their application other than that specifically requested.

## Bid evaluation

The College is advertising and competing this opportunity in order to facilitate an increase in supply to meet the current demand and to obtain optimum value for money for policing. This does not mean accepting the lowest cost to Learners and an assessment will be made of the bidders experience, capacity and quality standards as well as their likelihood of making use of the Licence.

Bids will be evaluated in accordance with the marking scheme set out in the attached bid application (Part B).

Upon completion of the evaluation, the marks obtained by the bidder for each question will be converted into a “**Question Score**”, this is a percentage of the Total Score Available as indicated in the marking scheme for the specific question. The Question Scores will be added together to determine an overall “**Total Score**” for each bidder. The Total Score Available for each question set out in the bid application is as follows:

Question Number	Question	*Total Score Available	Weightings %
A1 – A7	Organisation information	Information only	N/A
A8	Conflict of interest	Discretionary grounds for rejection	N/A
A9	Insurance	Grounds for automatic rejection	N/A
A10	Code of ethics	Grounds for automatic rejection	N/A
B1	Agree licence terms	Pass / Fail	N/A
B2	Transparency and sharing management information	Pass / Fail	N/A
B3	Experience	100*	40
B4	Methodology	100*	35
B5	Price and improving results	100*	25
<b>TOTAL:</b>		<b>300</b>	<b>100%</b>

## **Grant of Licence**

The bidder that achieves the highest score will be awarded the Licence. If two or more bidders obtain the highest total score, the bidder with the highest score for the 'Methodology' element will be deemed the winner and will be granted a Licence. If the College receives only one bid in relation to this opportunity, the bidder will be awarded the Licence provided they meet the minimum total score of 50.

The Licensor is the College of Policing Limited (a company registered in England and Wales with registration number 08235199) of Leamington Road, Ryton on Dunsmore, Coventry, CV8 3EN.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D Kennedy', with a large, stylized flourish underneath.

Head of IPR and Licensing

E: [diane.kennedy@college.police.uk](mailto:diane.kennedy@college.police.uk)

**College of Policing Limited**

Attachments:           PIM-COP004 Licence Description  
                              PIM-COP004 Bid Application Form  
                              PIM-COP004 Licence Agreement