**Requirement for First Response First Aid Training**

**Background**

The Border Force National Deep Rummage Teams (NDRT’S) have responsibility to search ships and small vessels arriving into the United Kingdom. The teams have occasion to work in potentially hazardous areas on ships, this includes the use of breathing apparatus. There is a need for the teams to be competent in giving first aid and possess casualty handling skills should an incident occur whilst searching commercial vessels or similar operational scenarios. Border Force is an agency of the Secretary of State for the Home Department, often called the Home Office (the `Client’).

**Requirements**

* To provide the teams with appropriate level of medical training to address the specific requirements of First Aid at Work and Confined Space Regulations.
* To provide certification and re-certification training to appropriate standards.
* To deliver initial training within a timely manner and subsequent recertification training within appropriate time scales.
* It is expected that there will be 4 x 2 day refreshers every six months.
* It is also expected that on occasion there will be a 5 day regulated First Response Emergency Care (FREC) level 3 course followed by a 5 day confined space rescue event. This event is over 10 days, with the Commercial Vessel Rummage Training instructors providing the breathing apparatus and work at height elements and the medical staff overseeing the medical elements.
* Courses may take place on weekend & bank holiday dates (but not on Christmas Day or Boxing Day)

**Please provide the following in your response:**

The prices for the following which should include weekend & bank holiday dates:

1. The cost of 1 x 2 day refresher course.
2. The cost of 1 x 5 day regulated level 3 FREC course followed by a 5 day confined space rescue event.
3. The cost per day of 2 x medical instructors.
4. Please provide evidence of contractor instructor certification

**Additionally, all bidders should please indicate:**

* Your ability to provide appropriate training materials to support the training events, including a Resuscitation Annie, oxygen, Entonox, training specification, defibrillators, training aids and any associated consumables.
* How you would intend to deliver relevant training with appropriate certification
* How you would ensure that any recertification training is delivered within prescribed timescales
* Professional accreditation of course syllabus
* Your experience in delivering training within the appropriate environment
* Your ability to develop a continual staff development program to consolidate and enhance skills for the duration of the contract
* Your ability to provide Instructors with experience of delivering medical courses on commercial vessels
* Your availability of a pool of core of suitably qualified instructors to deliver events to Border Force personnel. The event delivery is usually expected to be held in Liverpool. Occasionally an event may have to be delivered elsewhere on the United Kingdom mainland.
* The willingness of trainers to work at weekends and Bank Holidays if required.

**Information for bidders:**

The awarded contract expected duration is from 1st March 2020 to 28th February 2023. The charges shall remain fixed for this entire period.

The successful bidder is required to achieve security clearance for all its trainers to be used on this contract within the first six months of the contract. The Home Office (on behalf of UK Border Force) would not be the sponsor.

Thereafter the charges may be varied subject to the written agreement of the Client. Such variations will be limited to the annual negotiations on subsequent anniversaries of the award of the Framework Agreement. The Contractor can submit written notice to the Client of any proposed variation up to and including one month before subsequent annual anniversaries of the Commencement Date. Such written notice to the Client of any proposed variations should be supported by detailed cost breakdowns and management information as requested by the Client. Any increase will not exceed the increase change in the Office of National Statistics’ Consumer Price Index (CPI) for the 12-month period preceding the anniversary of the Commencement Date. This increase will be capped at a maximum of 3% and recorded as a Variation to Contract.

Any questions or queries should be made in writing and e-mailed to Paul.Tooke@homeoffice.gov.uk on or before 12 noon on Wednesday 25th September 2019 to allow for replies prior to the below submission deadline.

All submissions/bids must be made in writing and must be e-mailed to Paul.Tooke@homeoffice.gov.uk by 12 noon on Monday 30th September 2019.

All potential bidders must confirm in writing within their submitted bids that the personnel that they will provide to service this requirement must meet all the above mandatory standards & requirements. Any non-compliant bids will **not** be accepted.

All bids that meet the above mandatory standards will be considered for financial evaluation based on the total cost of points 1 to 3 in the `Please provide the following in your response’ section above. The lowest priced compliant submission/bid will be chosen.

Please note any agreement signed with your Company will be subject to the Standard Home Office Terms and Conditions in the GLS short form services contract (attached for reference).