

SCHEDULE 9 STATEMENT OF REQUIREMENT

1. Introduction and Background

1.1 Regulatory bodies such as the Health and Safety Executive (HSE) and the Environment Agency (EA) are paying an increasing interest in the Army's safety and environmental management performance. In addition the Army is under intense scrutiny in order to verify the degree to which the Army is compliant with Statute and Defence safety policy. Aside from the legal and moral factors, there are overriding economic and reputational factors. Support is required to be delivered in the following areas: Training Courses, Technical Support and Publications. Services will potentially be provided to all Army sites, including Reserve and Cadet sites, throughout the UK mainland and overseas sites (Northern Ireland, Germany, British Army Training Unit Kenya (BATUK), British Army Training Unit Belize (BATSUB) and British Army Training Unit Suffield (BATUS). These services include independent assurance and audit of all services put in place to meet the Secretary of State for Defence's requirements.

1.2 The work is divided into 3 different work packages as specified below:

1.3 Delivery and Management of new and existing training courses.

1.3.1 The purpose of this work package is to deliver training courses that facilitate compliance with statute. Portable Appliance Testing and Dangerous Substances and Explosives Atmospheres Regulations are examples of just two of the specific training courses required to qualify Army personnel such as they are competent in dealing with these situations when they arise.

1.4 Technical Support.

1.4.1 Technical support and advice is also required to be delivered to the Army in order to take account of specific safety, health and environmental protection tasks where individual expertise and experience is specifically required.

1.5 Publications.

1.5.1 The production of publications is required to disseminate safety, health and environmental protection information to Army personnel as necessary, such that the Army can facilitate compliance with statute.

2. Detailed Requirements

The Contractor shall meet the detailed requirements as specified below:

Activity Ref No	Detailed Requirement	Additional Information	Estimated Volume	Performance Standard
1	Training Courses			
1.1	<p>The Contractor shall manage, develop and deliver new Training Courses to fulfil Health Safety and Environmental training needs as identified by the Authority during the Contract period. The Authority will provide details of the specific training need when requesting the course.</p> <p>The Contractor shall be responsible for providing everything required to deliver the course except for those items listed in Schedule 9 Annex B. This shall include, but is not limited to, presentation of subject material, examination, marking of exam papers and issuing of certificates. The Contractor shall provide a CD ROM containing the course content and a hard copy of the CD ROM information (generally one copy of each per course).</p> <p>The Contractor shall amend and develop the course in accordance with legislation, and student feedback.</p>	<p>The Contractor's proposal shall include a Firm Price quotation.</p> <p>Within 3 weeks of a written request from the Authority, or as otherwise agreed, the Contractor shall provide a proposal for the course. Once agreed by the Authority the course shall be delivered by the Contractor within 2 weeks.</p> <p>Once agreed the requirement shall be added onto the Schedule of Requirements of the Contract.</p> <p>All intellectual property rights in the training courses generated in the performance of work shall vest in and be the property of the Authority.</p>	1 - 2 courses per year.	As per KPI Serial No 1 and No 3.

Activity Ref No	Detailed Requirement	Additional Information	Estimated Volume	Performance Standard
	<p>Feedback criteria will be agreed in advance by the Authority. The Contractor shall be responsible for collecting feedback against the agreed feedback parameters and submitting to the Authority as agreed by the Chief Environment and Safety Officer (CESO(A) or his nominated representative.</p>			
1.2	<p>The Contractor shall deliver the existing Manual Handling "Train the Trainer" Course as requested by CESO(A) or his nominated representative.</p> <p>The Authority will be responsible for the provision of a CD ROM to the supplier containing the course content in the form of a Power Point slideshow.</p> <p>The Contractor shall be responsible for providing everything else required to deliver the course except for those items listed in Schedule 9 Annex B. This includes, but is not limited to, presentation of</p>	<p>The course details can be found at Schedule 9 Annex A.</p> <p>The Contractor shall deliver the course within 3 weeks of the Authority requesting such a course or as otherwise agreed.</p>	Maximum 12 courses per year.	As per KPI Serial No 2 and No 3.

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	<p>subject material, examination, marking of exam papers and issuing of certificates.</p> <p>The Contractor shall amend and develop the course in accordance with legislation, and student feedback</p> <p>Feedback criteria will be agreed in advance by CESO(A) or his nominated representative. The Contractor shall be responsible for collecting feedback against those parameters and submitting to the Authority as requested by CESO(A) or his nominated representative.</p>			
1.3	<p>The Contractor shall deliver the existing course in Portable Appliance Testing as requested by CESO(A) or his nominated representatives.</p> <p>The Authority will be responsible for the provision of a CD ROM to the Contractor containing the course content in the form of a Power Point slideshow.</p> <p>The Contractor shall be</p>	<p>The course details can be found at Schedule 9 Annex A.</p> <p>The Contractor shall deliver the course within 3 weeks of the Authority requesting such a course or as otherwise agreed.</p>	Maximum 1 - 2 courses per year.	As per KPI Serial No 2 and No 3.

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	<p>responsible for providing everything else required to deliver the course except for those items listed in Schedule 9 Annex B. This includes, but is not limited to, presentation of subject material, examination, marking of exam papers and issue of certificates.</p> <p>The Contractor shall amend and develop the course in accordance with legislation, and student feedback as agreed by CESO(A) or his nominated representative.</p> <p>Feedback criteria will be agreed in advance by CESO(A) or his nominated representative. The Contractor shall be responsible for collecting feedback against those parameters and submitting to the Authority as directed by CESO (A) or his nominated representative.</p>			
1.4	<p>The Contractor shall deliver the existing Environmental Management Systems – Army Sites (EMSAS) implementation course as requested by CESO(A) or his nominated representative. As part of the</p>	<p>The course details can be found at Schedule 9 Annex A.</p> <p>The Contractor shall deliver the course within 3 weeks of the Authority requesting such a course or as otherwise agreed.</p>	<p>Maximum 8 courses per year.</p>	<p>As per KPI serial No 2 and No 3.</p>

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	<p>course the Contractor shall brief the course delegates on the basics of Environmental Protection Law and how to apply the EMSAS policy. The Contractor shall also be responsible for providing a tour of the site where the course is taking place, drawing delegates' attention to potential Environmental Protection (EP) issues.</p> <p>The Authority will be responsible for the provision of a CD ROM to the Contractor containing the course content in the form of a Power Point slideshow.</p> <p>The Contractor shall be responsible for providing everything else required to deliver the course except for those items listed in Schedule 9 Annex B. This includes, but is not limited to, presentation of subject material, examination, marking of exam papers and issuing of certificates.</p> <p>The Contractor shall amend and develop the course in accordance with legislation,</p>			

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	<p>and student feedback as agreed by CESO(A) or his nominated representative.</p> <p>Feedback criteria will be agreed in advance by CESO(A) or his nominated representative. The Contractor shall be responsible for collecting feedback against those parameters and submitting to the Authority as requested by CESO(A) or his nominated representative.</p>			
1.5	<p>The Contractor shall deliver the existing training course in Risk Assessments "Train the Trainer" course as requested by CESO(A) or his nominated representatives. The Authority will be responsible for the provision of a CD ROM to the Contractor containing the course content in the form of a Power Point slideshow.</p> <p>The Contractor shall be responsible for providing everything else required to deliver the course except for those items listed in Schedule 9 Annex B. This includes, but is not limited to, presentation of subject material, examination,</p>	<p>The Course details can be found at Schedule 9 Annex A. The Contractor shall deliver the course within 3 weeks of the Authority requesting such a course or as otherwise agreed.</p>	Maximum 14 courses a year.	As per KPI Serial 2 and Serial 3.

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	<p>marking of exam papers and issuing of certificates.</p> <p>The Contractor shall amend and develop the course in accordance with legislation, and student feedback as agreed by CESO(A) or his nominated representative.</p> <p>Feedback criteria will be agreed in advance by CESO(A).The Contractor shall be responsible for collecting feedback against those parameters and submitting to the Authority as requested by CESO(A) or his nominated representative.</p>			
1.6	<p>The Contractor shall deliver the existing training course in Control of Substances Hazardous to Health (COSHH) "Train the Trainer" course as requested by CESO(A) or his nominated representatives. The Authority will be responsible for the provision of a CD ROM to the Contractor containing the course content in the form of a Power Point slideshow.</p> <p>The Contractor shall be responsible for providing</p>	<p>The course details can be found at Schedule 9 Annex A. The Contractor shall deliver the course within 3 weeks of the Authority requesting such a course or as otherwise agreed.</p>	Maximum 12 courses per year.	As per KPI Serial 2 and Serial 3.

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	<p>everything else required to deliver the course except for those items listed in Schedule 9 Annex B. This includes, but is not limited to, presentation of subject material, examination, marking of exam papers and issuing of certificates.</p> <p>The Contractor shall amend and develop the course in accordance with legislation, and student feedback as agreed by CESO(A) or his nominated representative.</p> <p>Feedback criteria will be agreed in advance by CESO(A). The Contractor shall be responsible for collecting feedback against those parameters and submitting to the Authority as agreed by CESO(A) or his nominated representative.</p>			
1.7	<p>The Contractor shall deliver the existing training course in Waste Awareness as requested by CESO(A) or his nominated representative.</p> <p>The Authority will be responsible for the provision of</p>	<p>The course details can be found at Schedule 9 Annex A. The Contractor shall deliver the course within 3 weeks of the Authority requesting such a course or as otherwise agreed.</p>	Maximum 10 courses per year.	As per KPI Serial 2 and Serial 3.

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	<p>a CD ROM to the Contractor containing the course content in the form of a Power Point slideshow.</p> <p>The Contractor shall be responsible for providing everything else required to deliver the course except for those items listed in Schedule 9 Annex B. This includes, but is not limited to, presentation of subject material, examination, marking of exam papers and issuing of certificates.</p> <p>The Contractor shall amend and develop the course in accordance with legislation, and student feedback as agreed by CESO(A) or his nominated representative.</p> <p>Feedback criteria will be agreed in advance by CESO(A). The Contractor shall be responsible for collecting feedback against those parameters and submitting to the Authority as agreed by CESO(A) or his nominated representative.</p>			
1.8	The Contractor shall deliver the existing Army Dangerous	The course details can be found at Schedule 9 Annex A.	Maximum 2 courses per year.	As per KPI Serial.2 and Serial 3.

Activity Ref No	Detailed Requirement	Additional Information	Estimated Volume	Performance Standard
	<p>Substances Explosive Atmosphere Regulations (DSEAR) training course, developing and amending it in accordance with legislation, Acceptable Codes Of Practice (ACOPs) and student feedback as agreed by CESO(A) or his nominated representative.</p> <p>The Authority will be responsible for the provision of the materials required for this course including the provision of a CD ROM to the Contractor containing the course content in the form of a Power Point slideshow.</p> <p>The Contractor shall be responsible for the presentation of subject material, examination, marking of exam papers and issuing of certificates.</p> <p>Feedback criteria will be agreed in advance by CESO(A) or his nominated representative. The Contractor shall be responsible for collecting feedback against those parameters and submitting to the Authority as agreed by CESO(A) or his</p>	<p>The Contractor shall deliver the course within 3 weeks of the Authority requesting such a course or as otherwise agreed.</p>		

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	nominated representative.			
2	Technical Support			
2.1	The Contractor shall carry out single bespoke tasks solely to support CESO(A) staff. These may include responses to email enquires in relation to Health and Safety and Environmental Protection related matters as well as face to face support when required.	Technical support will be required for specific tasks where individual expertise and experience is specifically required. When conducting these tasks the Contractor shall apply the edicts, principles and legislation as articulated in the Secretary of State's Health and Safety (HS) and Environmental Policy (EP) statement.	Maximum 3-4 enquiries per year.	Qualitative assessment by CESO(A) or his nominated representative
2.2	The Contractor shall carry out Health and Safety and Environmental Protection audits of Regular, Reserve or Cadet units using the current CESO(A) approved BLB/Unit question set as the benchmark of success. The benchmark will be provided to the Contractor in advance. Audit to be carried out within 3 weeks of the request by the Authority or as otherwise agreed. A final written report is to be provided to CESO(A) within 2 weeks or as otherwise agreed of completing the audit. This audit may be required in both UK and Germany based locations.	No further information.	Maximum 8 audits per year.	As Per KPI Serial 4.
2.3	Within 3 months of each	The Contractor shall provide to	Directly related to 1.4 above.	As per KPI Serial 4.

Activity Ref No	Detailed Requirement	Additional Information	Estimated Volume	Performance Standard
	<p>EMSAS course presentation, the Contractor shall re-visit the Establishments/Units where training has been given, in order to assess progress and produce a brief summary in the form of a written report. Each re-visit shall take no longer than 8 hours in total and each report shall be delivered to the CESO(A) or his nominated representative no later than 3 weeks or as otherwise agreed after the completion of the Audit. This audit may be required in both UK and Germany locations.</p>	<p>CESO(A) or his nominated representative a final written report with an assessment of internal progress in implementation of the EMS and, where necessary, provide assistance and guidance on the implementation of the Army EMS throughout the Chain of Command. This may include setting targets and objectives for heads of Army establishments.</p>	<p>Maximum 8 audits per year.</p>	
2.4	<p>The Contractor shall provide an advice and assurance service on matters relating to compliance with the Dangerous Substances and Explosives Atmosphere Regulations (DSEAR). The Contractor shall provide advice to email queries from the CESO(A) or his nominated representative. The Contractor shall also provide assurance services including a review of the Authority's existing</p>	<p>No further information.</p>	<p>Maximum 3 - 4 enquiries per year.</p>	<p>As per KPI Serial 5.</p>

Activity Ref No	Detailed Requirement	Additional Information	Estimated Volume	Performance Standard
	compliance paperwork relating to DSEAR to ensure it aligns with existing policy and legislation. The documentation will be sent by the Authority by email to the Contractor for review.			
2.5	The Contractor will conduct with the Authority a review of the Environment Management System Army Sites (EMSAS) policy document to ensure it is consistent with Environmental Protection Statutory requirements.	The Authority will provide the Contractor with access to the EMSAS policy document. The Contractor shall then draft changes and provide these to the Authority for review within 3 weeks of tasking or as otherwise agreed.	Max 1 review per year.	Qualitative assessment by CESO(A) or his nominated representative
3	Publications			
3.1	In conjunction with CESO(A) or his nominated representative, the Contractor shall collate articles provided by CESO(A) for the bi-annual magazine covering Health & Safety and Environmental Protection matters. The Contractor shall collate the pages, print colour copies and distribute in accordance with the distribution list which will be provided by the Authority. The Contractor shall provide CESO(A) with an electronic copy of each magazine in pdf format.	<p>Publication of the magazine shall be 'Winter' and 'Summer'.</p> <p>The Contractor shall provide a draft to the CESO(A) magazine editor for approval 3 weeks or as otherwise agreed before publication. The pdf copy of each magazine is to reflect the agreed publication.</p>	Each magazine will normally contain between 20 – 24 colour pages. The magazine will regularly contain enclosures ranging from A5 to A3 in size. A maximum of 5,500 copies of each magazine may be required; the exact number will be confirmed immediately prior to publication of each magazine. There will be one enclosure per magazine. The magazines shall be distributed by the Contractor to a maximum of 400 UK locations including overseas locations via the BFPO system.	As per KPI Serial 6.

Activity Ref No	Detailed Requirement	Additional Information	Estimated Volume	Performance Standard
	The Contractor shall ensure that the content of the magazine articles are in accordance with existing legislation and policy.			
3.2	The Contractor shall develop and produce Safety and Environmental Protection (EP) publications / guides as required by the Authority. The proposed Safety and EP publications / guides shall be provided to the Authority for review and approval prior to publication.	These may range from single page tri-fold leaflets to A5 / A6 booklets. Once approved the guides / publications shall be printed by the Contractor in colour and distributed to a maximum of 10 locations in the UK.	On demand, as required. A maximum of 5,500 copies of each publication / guide may be required; the exact number will be confirmed immediately prior to the printing of each publication / guide.	Qualitative assessment by CESO(A) or his nominated representative
3.3	The Contractor shall provide updates to the publication "Guidelines for DSEAR Compliance at Army Facilities" and the "Explosion Protection Document" to ensure it aligns with legislation and policy. The proposed updates shall be provided by the Contractor to the Authority for review.	The Authority will be responsible for the printing of the guidelines.	Once approved by the Authority the Contractor shall distribute a Maximum of 1,000 copies - to be distributed to 10 UK locations (including BFPO).	Qualitative assessment by CESO(A) or his nominated representative
4	<u>Meetings and Reports</u>			

Activity Ref No	Detailed Requirement	Additional Information	Estimated Volume	Performance Standard
4.1	The contractor shall attend one yearly meeting with CESO(A) in Andover	The meeting will include but is not limited to discussing progress against KPIs, financial summary and general feedback.	1 meeting per year.	Qualitative assessment by CESO(A) or his nominated representative
4.2	The contractor will provide CESO(A) with one monthly report via email.	The report will include but is not limited to progress against KPIs, financial summary and general feedback.	1 report per month	Qualitative assessment by CESO(A) or his nominated representative

Schedule 9 Annex A

Outline of existing courses requiring delivery

Course Title	Course content	Learning Environment	Duration of Course 1 day = 6.5 hrs	Estimated no of students per course
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			0.5 day = 3.5 hrs	(Estimate)
Manual Handling "Train the Trainer"	P. Point Presentation + exercises	Classroom	2 days	15
Risk Assessment (RA) "Train the Trainer"	P. Point Presentation + exercises	Classroom	1 day	15
Control of Substance Hazardous to Health (COSHH) "Train the Trainer"	P. Point Presentation + exercises	Classroom	1 day	15
Army Dangerous Substances Explosive Atmosphere Regulations (DSEAR)	P. Point Presentation + exercises	Classroom	1.5 days	15
Portable Appliance Testing (PAT)	P. Point Presentation + exercises	Classroom	1 day	15
Environmental Management System - Army Sites implementation	P. Point Presentation + exercises	Classroom + walk around unit location where course is delivered	1 day	20
Waste Awareness	P. Point Presentation + exercises	Classroom	1 day	20

Schedule 9 Annex B

Government Furnished Equipment

The following GFX will be provided to the contractor:

- Access to Army premises.
- Classroom Facilities including desk, chairs, projector and projector screen.
- Existing course material if applicable. This will include 1 x CD Rom containing the presentation slides.