

**COLLEGE LICENCE BID REF: COP004**

Licence ('the Licence') to use the College of Policing Limited's (hereinafter referred to as 'the College') **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

**Bid application form**

**Note: This page must be the front cover sheet of your application.**

**Please insert your Organisation's name and contact details in the spaces below:**

Applicant / Organisation Name:

Contact name (if different from above):

Contact telephone No:

Email address:

**Please note:**

- Any applicant that meets the eligibility and selection criteria specified in this document will be considered for the Licence, however the College reserves all rights to reject any application at its absolute discretion.
- Applications that fail to meet the minimum eligibility and selection requirements will automatically be rejected.
- For further details please refer to the PIM Licence Description and PIM Licence documents.

- If you experience any problems submitting your application, please email Diane Kennedy, the Head of IPR and Licensing for assistance at: [copyright&licensing@college.police.uk](mailto:copyright&licensing@college.police.uk).

## Part A – Organisation information and identity

The following questions will assist the College in understanding the type of Organisation applying for a Licence.

### A1 Name of the Organisation to be licenced

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### A2 Application lead's details

Name:	
Position:	

The application lead will be the person who signs the declaration (on page 8) and who has authority to complete this application on behalf of the Organisation.

### A3 Organisation's details

Address:	
Postcode:	
Telephone number:	
E-mail address:	
Website address:	

### A4 Registered office details (if different from the above)

Address:	
Postcode:	
Telephone number:	
E-mail address:	

### A5 VAT registration number

Number:	
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### A6 Organisation's information

Is your Organisation:

(Please select as applicable)

☐ a public limited company

<input type="checkbox"/>	a limited company
<input type="checkbox"/>	a limited liability partnership
<input type="checkbox"/>	a partnership
<input type="checkbox"/>	a sole proprietor
<input type="checkbox"/>	charity or not for profit organisation
<input type="checkbox"/>	other (for example, non-UK formed Organisations).

If you have selected '**other**', please provide the details in the box below:

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**A7 Registration under the Companies Act 1985 (limited companies only)**

Company registration number:	
Date of registration:	

**A8 Conflict of interest**

Please confirm whether you have any potential, actual or perceived conflicts of interest that may be relevant to the licence.
<b>Yes / No</b> (Please delete as applicable)

- a) If you have answered '**Yes**', please identify any potential, actual or perceived conflicts of interest in respect of the Licence and outline what safeguards the Organisation will put in place to mitigate the risk of actual or perceived conflicts arising under the Licence, in the box below.

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- b) If you have identified any conflicts of interest relating to employment such as any proprietor, director, partner, officer or associate who is employed or has been employed by the College, **or** has a relative(s) who is a police officer or is employed by the College at a senior level, please enter details of their names, positions and dates of employment in the box below.

Employer	Name	Position	Dates

Note: Answering '**Yes**' to this question is grounds for discretionary rejection. The College reserves the right to exclude any application where an Organisation fails to suitably demonstrate that it has suitable safeguards to mitigate any identified risks.

## A9 Insurance

Organisations need to have adequate levels of insurance coverage (including but not limited to public liability insurance) in place.

Please confirm that your Organisation's insurance relevant to the Licence is adequate.

**Yes / No** (Please delete as applicable)

Note: Answering '**No**' to this question is grounds for automatic rejection and applicants will not be considered.

## A10 Code of Ethics

The College's Code of Ethics sets out the principles and standards of behaviour we expect to see from police professionals. It applies to every individual who works in policing, whether a warranted officer, member of police staff, volunteer or someone contracted to work in a police force.

We expect our Licensees to be aware of and uphold our Code of Ethics. This can be found at: <https://www.college.police.uk/ethics/code-of-ethics>.

Please confirm that you have read, understood and, where appropriate, will uphold the principles of the College's Code of Ethics.

**Yes / No** (Please delete as applicable)

Note: Answering '**No**' to this question is grounds for automatic rejection and applicants will not be considered.

## Part B – Technical and professional and ability, experience and capacity

This section sets out the questions that will be evaluated as part of the bid application process.

Applicants must provide a response to every question.

**Mandatory requirements:** Questions which are mandatory are marked as Pass/Fail questions.

If the applicant cannot or is unwilling to answer '**Yes**', their application will be deemed non-compliant and they will not be considered.

**Marking scheme:** The following marking scheme will be used to assess the response provided to the non-mandatory questions:

- The maximum score available for these questions is 100.
- The maximum score available for each question is 100.

0	<b>Failed</b> to provide an acceptable response resulting in a lack of confidence regarding the Organisation's ability to comply with the Licence.
20	A <b>Poor</b> response which lacks convincing detail and raises concerns about the Organisation's ability to comply with the Licence.
50	A <b>Satisfactory</b> response but lacks sufficient detail to warrant a higher mark.
70	A <b>Good</b> response with good supporting evidence that results in confidence of the Organisation's ability to comply with the Licence. Demonstrates good understanding.
100	An <b>Excellent</b> comprehensive response with detailed supporting evidence that results in a high level of confidence that the Organisation will comply with the Licence and its ability and intention to deliver credible and good quality training.

### B1 Licence agreement

Applicants are required to confirm that they agree to the terms of the Licence without modification. This question is a Pass/Fail question, therefore, if the applicant cannot or is unwilling to answer '**Yes**', their application will be deemed non-compliant and they will not be considered.

Do you accept the licence terms without modification?	<b>Pass / Fail</b>
<b>Yes / No</b> (Please delete as applicable)	

**B2 Transparency and sharing management information**

Applicants are required to state that, in the event they are successful in applying for the Licence, they are and will be willing to share with the College **any** licence related management information on Learner activity (including but not limited to Learner's results and feedback) from the Licence that the College determines is necessary. This question is a Pass/Fail question, therefore if the applicant cannot or is unwilling to answer '**Yes**', their application will be deemed non-compliant and they will not be considered.

Do you agree, throughout the Licence term, to share with the College any licence related management information that the College determines is necessary for the purpose of monitoring activity from the Licence and for calculating royalties?	<b>Pass / Fail</b>
<b>Yes / No</b> (Please delete as applicable)	

**B3 Experience**

Applicants are required to provide evidence of their Organisation's current occupational and operational competence, and experience relevant to this licence. CVs (full or summary sheets thereof) of all delivery staff, who will be directly involved in delivery under the licence, must be included as part of the response. Confirm that all delivery staff will be security cleared to Counter Terrorism Check (CTC) level and identify which delivery staff meet each of the delivery requirements set out in 4.2 of the Licence Description document.

- **Maximum score 100**
- **Weighting 40%**

Number of attachments:	

**B4 Methodology**

Provide details of the proposed methodology for delivery under the Licence. If your Organisation is applying its own quality assurance process, describe the processes that will ensure the quality of your activities and provide details of any quality assurance

accreditation you may have or are working towards. Provide an indicative timetable of your Organisation's proposed delivery of training in the first six months which illustrates your capacity and your intention to supply training under the Licence to meet the current demand.

- **Maximum score 100**
- **Weighting 35%**

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#### **B5 Price and improving results**

Provide a breakdown of your proposed Learner fees, per Learner for each course (exclusive of accommodation, meal costs and VAT) but inclusive of the College's royalty fee of 12.5%.

Learners will be assessed against performance criteria which will demonstrate their achievement of the learning outcomes for the course. Confirm how you will monitor and improve Learner results including feedback obtained from the College's customer satisfaction survey.

- **Maximum score 100**
- **Weighting 25%**

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## Declaration

- The College will not consider your application if you do not supply all the information requested.
- When you have completed the application, please read and sign the section below.

I/we understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will empower the College to reject any application and will result in my/our exclusion as a Licensee.

I/we also understand that my/our Organisation may be automatically excluded if any of the following apply: insolvency, criminal offences, professional misconduct and misrepresentation.

By signing this form I/we declare that none of the immediate above paragraph apply to my/our Organisation.

I/we certify that the information supplied is accurate to the best of my/our knowledge and that I/we accept the conditions and undertakings requested in the application form. I/we understand that false information could result in my/our exclusion as a Licensee.

Signed: *		Date:	
Name:			

\* The person signing this form must be the person whose details are given in A2.

**Before returning this application form please ensure that you have:**

- ☐ answered all questions appropriate to your application.
- ☐ indicated where you have enclosed relevant documents.
- ☐ signed the above undertaking as per the instructions.



Please email the completed application form to: [copyright&licensing@college.police.uk](mailto:copyright&licensing@college.police.uk).