**Early Market Engagement Capability Assessment**

**Department/Organisation:** Department for Business and Trade

**Contract Name:** Training for OPSS Intelligence Team

**Contact name:** Carrie Pearson

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**Jagger ref:** Project\_4174

**Date issued:** Monday 17th June 2024

**Response deadline:** Friday 21st June 2024

Summary

**Introduction**

Department of Business and Trade are conducting soft market testing as a process for engaging with potential training providers before utilising a formalised route to market. Early market engagement allows us to get a better understanding from the market on what is possible and what would be needed in order to fulfil a contract between us. A capability questionnaire has been provided within this information pack, responses will be reviewed, and questions and answers anonymised prior to circulating.

**The project objectives**

A training solution is required for the Office for Product Safety and Standards (OPSS) Regulatory Information and Intelligence Team.

The team performs a regulatory intelligence and information reporting function for OPSS. The team has gone through a 12-month period of intense recruitment which adds to the existing established intelligence staff already present on the team. The team is made up from a variety of backgrounds varying from established Intelligence backgrounds to no Intelligence experience whatsoever. The topic of Intelligence training can be a niche requirement and OPSS as a national product regulator is seeking heavily contextualised intelligence training that is a step removed from traditional law enforcement or Police focussed intelligence training.

A training provider would need to work extensively with the Intelligence team to help understand the nature of their day-to-day activity to help contextualise any content and scenarios/group work to suit a regulatory Intelligence environment.

1. **Mandatory constraints/ services required:**

Training providers need to be able to develop and deliver 2 different courses due to the variety of backgrounds/experience on the team, to help deliver an initial intelligence researcher function for new staff and a more advanced course for established staff to build on analytical techniques and skills in person as follows:

1. **Entry Level Intelligence Researcher training:**

A weeklong training program designed to equip OPSS intelligence researchers and new staff to OPSS Intelligence Team with the skills and knowledge needed to operate in a Consumer Product Regulatory Intelligence environment. Covering basic intelligence research skills, intelligence collection, unbiased report writing and presentation with scenarios and content contextualised to a regulatory environment, not law enforcement or police focussed. Delivered in person at a Birmingham office location.

* National Intelligence model teaching- to understand how to use strategic, tactical, and operational intelligence to support effective decision making.
* The role of an Intelligence analyst/researcher- understanding the role you play within the intelligence unit.
* Crafting Terms of Reference- Developing the skills needed to define SMART, clear, actionable research objectives, outline the scope of a project and detail the methods used and expected outcomes.
* Intelligence Collection Planning: Understanding how to plan and execute efficient information collection strategies. Discovering how to use quantitative and qualitative sources to gather comprehensive insights for analysis.
* Data Visualisation Techniques- Teaching how to apply the most effective visualization tools to represent your data clearly and persuasively, using software such as I2-Analyst notebook
* Understanding and overcoming Cognitive biases- Learning to identify and mitigate biases, such as conformation bias.
* Legal and Ethical Compliance relevant to Regulatory Intelligence Environment- Teaching to understand the legal frameworks that underpins intelligence research. Understand your responsibilities and how to conduct work within ethical and legal boundaries including data protection and RIPA.
* Report Writing and presentation skills- Teaching on how to write detailed and impactful intelligence products, summaries, reports. Including: Structuring and content to ensure reports are communicated effectively to all audiences.
* Reflective Practice- Teaching to understand how to assess both your research outcomes and the methodologies you've employed, to enable continuous improvement.

1. **Advanced Intel Analyst Training:**

Advanced 4-5 day long Analyst Training Program to enhance understanding and application of the National Intelligence Model. Improve your investigative analysis skills, and further embed production of intelligence products, open source and more advance analytical techniques.

To be delivered in person at an office location in Birmingham.

* Open-Source Intelligence (OSINT) skills- Explore the use of relevant open-source tasking for testing, validating, and corroborating known facts for analysis.
* Intelligence Reporting- Furthering the established skills to produce detailed and accurate intelligence reports, detailing rationale and effectively communicating findings to inform decision making processes.
* Enhanced National Intelligence Model (NIM) awareness- More detailed work to help apply NIM , understanding how an analyst can best support proactive and reactive investigations for OPSS Enforcement teams, recognising the role an analyst plays   within an investigation and helps contribute to Tactical and Strategic decision-making and Operational Activity
* Understand the importance of evidential integrity and intelligence information

in supporting legal processes.

* Tasking and Intelligence Briefing- Teaching on how to inform/develop tasking processes and craft/deliver intelligence briefings that drive targeted actions and resource allocation.
* Data Layering Techniques- More advanced data layering techniques and strategies to enhancing Intelligence Products and understand/correct data anomalies that could negatively impact investigative outcomes. Teaching on how to make effective assumptions and recommendations within documents with correct source reference whilst maintaining evidential integrity.

1. **Constraints that may preclude suppliers from accepting this specification**

* Supplier must be sufficiently trained to deliver Intelligence training, delivered similar training to other enforcement departments or regulatory intelligence functions.
* Supplier must be sufficiently Security Clearance vetted
* Supplier must be able to deliver training in person in Birmingham in October 2024 over numerous sessions for 6/7 staff per session.

1 x session for researcher course

1. x sessions for higher level Intelligence Analyst course.
2. **Budget and contract duration (including any extension options)**

The budget range is stated below. Please be aware that proposals more than the value range will be automatically excluded.

**Budget:** £30,000- £35,000   
**Duration:** Training to be delivered in Late Summer/Early Autumn (October/November)  
**Extension option:** None

Stages:

**Stage 1** – Pre-market engagement, obtaining information from training providers. Capability questionnaire will identify potential bidders. Applicants must be able to answer yes to all the capability assessment questions to meet the selection criteria.

**Stage 2** – Prospective bidders will be invited to submit a written response supported with delivering a virtual presentation of the service offer.

Capability Questionnaire – To be completed by applicants and sent to: DBTProfessinalServices@businessandtrade.gov.uk

Please confirm you have the capability to provide the following training package by responding Yes or No to the questions listed below. Indicating with an **X** in the correlating box.

Only those bidders answering Yes to these mandatory questions will progress to Stage 2.

1. Can you confirm acceptance to all the requirements listed above. (a) to (e).

If you would like to raise any additional clarification questions regarding the requirements, please list them in the comments table below.

|  |  |  |
| --- | --- | --- |
| **YES** | **Unsure** | **NO** |
|  |  |  |

Comments:

1. Are you able to deliver training in person in Cannon House-Priory Queensway, Birmingham in October/November 2024 over 3 sessions for around 6/7 staff per session.

|  |  |
| --- | --- |
| **YES** | **NO** |
|  |  |

1. Have you delivered similar intelligence training to other national regulators or government intelligence functions? If yes, please provide contact details i.e. name, email address, and phone number to enable obtaining a reference request.

|  |  |
| --- | --- |
| **YES** | **NO** |
|  |  |

Contact Details:

1. Do you have an off the shelf solution that can be delivered but are willing to work over the summer 2024 with OPSS Intelligence team to help craft and curate the content of the course so that it is contextualised for the purposes of a product regulatory intelligence environment?

|  |  |
| --- | --- |
| **YES** | **NO** |
|  |  |

1. Do you understand the requirement and the needs of the trainees?

|  |  |
| --- | --- |
| **YES** | **NO** |
|  |  |

1. Can you commit to delivering the training requirement within the published budget?

|  |  |
| --- | --- |
| **YES** | **NO** |
|  |  |

Please note that any Nil Responses to this invitation will be treated as confirmation of your intention NOT to participate in this competition and you will not be invited to participate in Stage 2.

All responses to the capability questionnaire should be submitted via email no later than Friday 21st June 2024 12noon. Send to [dbtprofessionalservices@businessandtrade.gov.uk](mailto:dbtprofessionalservices@businessandtrade.gov.uk)

Should you have any queries regarding the Capability Assessment please email [dbtprofessionalservices@businessandtrade.gov.uk](mailto:dbtprofessionalservices@businessandtrade.gov.uk) including the following within the subject bar (Intelligence Training Pre-Market Engagement.