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1. PURPOSE

- 1.1 This procurement seeks to award a call off contract for the provision of an Explosive Safety Testing Service to a sole Supplier.
- 1.2 The contract will be for an initial one (1) year term, with the option to extend for one year (1) + one (1) year, commencing on successful award of the Contract. (1+1+1)
- 1.3 This requirement is being run on behalf of the Home Office Centre for Applied Science and Technology (CAST).
- 1.4 CAST may be referred to as the “Authority” hereafter.

2. BACKGROUND TO THE CONTRACTING AUTHORITY

- 2.1 CAST are a unique team of scientists and engineers at the heart of the Home Office (HO) providing expert advice, innovation and frontline support.
- 2.2 CAST are the primary science and technology interface between the Home Office (HO) ministers and policy makers, frontline delivery partners, and the suppliers of science and technology. Understanding the policy and operational context of the Home Office (HO) business allows the customer to operate where others cannot for reasons of impartiality, national security or market failure.
- 2.3 CAST’s expertise and activities are focused into capability areas that serve the range of Home Office interests in:
 - 2.3.1 Contraband Detection;
 - 2.3.2 Crime Prevention;
 - 2.3.3 Community Safety;
 - 2.3.4 Cyber;
 - 2.3.5 Forensics;
 - 2.3.6 Identity Assurance;
 - 2.3.7 Protective Security;
 - 2.3.8 Public Order and;
 - 2.3.9 Surveillance.

3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 3.1 The Authority has a requirement for a call-off contract to be put in place for an Explosive Safety Testing Service.
- 3.2 CAST currently hold a limited amount of pre-existing data on the safety of their explosives. As the work on explosive testing increases, there is a need for additional testing on explosive sensitiveness against the following stimuli/areas:
 - 3.2.1 Impact Initiation;
 - 3.2.2 Friction Initiation;
 - 3.2.3 Heat Initiation; and
 - 3.2.4 Spark Initiation.



- 3.3 The required testing service should produce Hazard Test Certificates on the sensitivity of commonly used explosives against the aforementioned test areas. The “sensitiveness” will be measured by the response of the explosive to an unplanned stimulus, i.e. an accident scenario.
- 3.4 Data identified from this testing will contribute towards CAST’s project delivery of improving the safe handling and use of explosives within the organisation. It will also support CAST’s working practices of undertaking the necessary risk assessments and putting relevant safety measures in place.

4. DEFINITIONS

Expression or Acronym	Definitions
CAST	Means; Centre for Applied Science and Technology
HO	Means; Home Office
EMTAP	Means; Energetic Materials Testing Assessment and Policy
ISO	Means; International Organisation for Standardisation (The Body that Develops and Publishes International Standards)
Sensitiveness	Means; A measure of response that the explosive has to an unplanned stimulus, i.e. an accident scenario
ESD	Means; Electrostatic Discharge
UN Number	Means; 4 digit number assigned by the United Nations of Committee of Experts on the Transport of Dangerous Goods

5. SCOPE OF REQUIREMENT

- 5.1 The Authority are inviting suppliers to provide prices for an Explosive Safety Testing Service, as outlined below.
- 5.2 This required service should determine the “sensitiveness” of commercially available explosives.
- 5.3 The Supplier will be responsible for conducting tests on a maximum of twelve (12) explosive materials during each one (1) year contract period. The Authority cannot commit to a minimum number although it is anticipated to be in the region of four (4).
- 5.4 Explosives may be in a solid, powdered, emulsified, gel or liquid state.
- 5.5 There are eight (8) possible tests to be conducted on these explosives. Tests have been drawn from the 2007 Issue 4 of the Energetic Materials Testing Assessment and Policy (EMTAP) manual of tests. These tests are as follows:
- 5.5.1 EMTAP test no. 1 (Rotter Impact test)
- 5.5.2 EMTAP test no. 42a (BAM Impact test)



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- 5.5.3 EMTAP test no. 33 (Rotary Friction test)
- 5.5.4 EMTAP test no. 44 (BAM Friction test)
- 5.5.5 EMTAP test no. 3 (Temperature of Ignition test)
- 5.5.6 EMTAP test no. 6 (Electric Spark test)
- 5.5.7 EMTAP test no. 6 (Electric Spark test) – modified test conducted with sample wrapped in ESD cling wrap and/or in an ESD bag.
- 5.5.7.1 The Authority will supply details of the relevant wrapping required in the test and provide the wrapping if required ahead of testing.
- 5.5.8 EMTAP test no. 7 (Electric Spark test: Method for sensitive explosives) – This test will be requested on materials where the result of test no. 6 (above) means the material could require secondary level electrostatic pre-cautions to be taken. The aim of this test is to confirm whether the material requires secondary level or intermediate level precautions.
- 5.6 The successful Provider is required to ensure that all tests are conducted following the strict procedures described in the 2007 Issue 4 of the EMTAP manual of test.
- 5.7 The results of each test will be submitted to the Authority on a Hazard Test Certificate.
- 5.8 The Contract shall be for an initial one (1) year period with the option to extend for one (1) year + one (1) year, commencing on successful award of the Contract. (1+1+1).
- 6. THE REQUIREMENT**
- 6.1 On identification of the required testing, the Authority will provide the Supplier, by email, of:
- 6.1.1 Full details of all explosive(s) to be tested
- 6.1.2 The relevant EMTAP test required for each explosive, and
- 6.1.3 The relevant wrapping if required.
- 6.2 The Authority shall supply all suitable samples for testing purposes. The Supplier shall be responsible for telling the Authority how much of each sample is required.
- 6.3 The Supplier is expected to provide a confirmation email response within ten (10) working days of receipt of initial request.
- 6.4 The email response should provide a test slot within thirty (30) working days of receiving the Authority's original email request, and confirmation of the quantity of sample required.



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- 6.5 Samples will be dispatched to the Supplier once a test slot is confirmed. The samples shall be delivered by the Authority's contracted explosive courier service (details of the courier service will be disclosed upon award of the contract).
- 6.6 All tests will have a UN Number to allow transportation to the Supplier's premises.
- 6.7 During the testing, the Provider should adhere to the 2007 Issue 4 of the Energetic Materials Testing Assessment and Policy (EMTAP) manual of tests for the required test identified by the Authority.
- 6.8 The results of the testing will be presented on a Hazard Test Certificate. The Hazard Test Certificate shall comprise of:
- 6.8.1 All necessary EMTAP data depending on the test undertaken;
- 6.8.2 Information for the required date for re-test and;
- 6.8.3 Any further comments/observations noted for each EMTAP test.
- 6.9 The Hazard Test Certificate may be submitted in any format preferred by the Supplier (PDF, Microsoft Excel, etc.), providing the results quoted are in line with the 2007 EMTAP testing manual.
- 6.10 The Hazard Test Certificate should be submitted to the Authority electronically (contact details to be provided on award of the Contract).
- 6.10.1 The preferred method for this is by e-mail however a DVD will also be acceptable, provided this is posted by special recorded delivery. The costs will be borne by the supplier.
- 6.11 Potential providers are required to demonstrate adherence / compliance to ISO9001: 2008 certification in order to be considered to undertake the works.

7. AUTHORITY'S RESPONSIBILITIES

- 7.1 The Authority has a responsibility to:
- 7.1.1 Ensure that the required quantity of explosives are prepared and packaged for transport to the contracted Provider's test site;
- 7.1.2 Provide any existing data or information on the explosives which may be relevant to the testing. This will be provided with the request for testing; and;
- 7.1.3 Supply the Provider with the details of the explosive samples to undergo testing in advance. This will be disclosed in the initial request for testing.

8. REPORTING

- 8.1 The reporting required for this procurement is outlined in Sections 6.8 to 6.10.



9. VOLUMES

- 9.1 The Authority expects testing on a maximum of twelve (12) explosives materials in any one (1) year contract period. The Customer cannot commit to a minimum number although it is anticipated to be in the region of four (4).

10. CONTINUOUS IMPROVEMENT

- 10.1 The Provider will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.
- 10.2 The Provider should present new ways of working to the Authority during quarterly Contract review meetings.
- 10.3 Changes to the way in which the Services are to be delivered must be brought to the Authority's attention and agreed prior to any changes being implemented.

11. SUSTAINABILITY

- 11.1 Not Applicable.

12. QUALITY

- 12.1 The quality requirement for this procurement is outlined in Section 6.11.

13. PRICE

- 13.1 Prices are to be submitted via the Appendix E – Pricing Schedule, excluding VAT, within the e-sourcing portal.
- 13.2 The price evaluation will be conducted based on a Total Average Contract Cost. Suppliers are advised that the Total Average Contract Cost is for evaluation purposes only. This pricing model has been adapted because the Authority is unable to give indicative numbers of explosives to be tested or the number of test types to be conducted.
- 13.3 A detailed breakdown of the rationale for the price evaluation can be found within the Appendix D – Response Guidance and Appendix E – Pricing Schedule.
- 13.4 On award of the contract the firm price per test per explosive type shall be used when the Authority submits a request for testing.

14. STAFF AND CUSTOMER SERVICE

- 14.1 The Authority requires the Potential Provider to provide a sufficient level of resource throughout the duration of the provision of Explosive Safety Testing Service Contract in order to consistently deliver a quality service to all Parties.
- 14.2 Potential Provider's staff assigned to the provision of Explosive Safety Testing Service Contract shall have the relevant qualifications and experience to deliver the Contract.
- 14.3 The Potential Provider shall ensure that staff understand the Authority's vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

15. SERVICE LEVELS AND PERFORMANCE

- 15.1 The Authority will measure the quality of the Supplier's delivery by:
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KPI/SLA	Service Area	KPI/SLA description	Target
1	Allocating Test Slot	The contracted Provider is expected to provide a confirmation email response of the original request within ten (10) working days	100%
2	Providing Test Slot	The contracted Provider is expected to provide a test slot within thirty (30) working days of receiving the Authority's original email request	90%
3	Testing	The contracted Provider is expected for testing to be completed within fifteen (15) working days of receipt of sample(s).	80%
4	Reporting	The contracted Provider is expected to complete reporting within ten (10) working days of testing completion.	80%

- 15.2 Where the Authority identifies poor performance against the agreed KPI's, the Provider shall be required to attend a performance review meeting. The performance review meeting shall be at an agreed time no later than ten (10) working days from the date of notification at the Authority's premises.
- 15.3 The Provider shall be required to provide a full incident report, no later than ten (10) working days from the date of request by the Authority, which describes the issues and identifies the causes. The Provider shall also be required to prepare a full and robust 'Service Improvement Action Plan' which sets out its proposals to remedy the service failure. The Service Improvement Plan, shall be subject to amendment following the performance review meeting and agreed by both parties prior to implementation.
- 15.4 The Authority will agree to work with the Provider to resolve service failure issues. However, it will remain the Provider's sole responsibility to resolve any service failure issues.
- 15.5 Where the Provider fails to provide a Service Improvement Plan or fails to deliver the agreed Service Improvement Plan to the required standard, the Customer reserves the right to seek early termination of the contract in accordance with the procedures set out in Appendix C - Terms and Conditions.

16. SECURITY REQUIREMENTS

- 16.1 The Supplier shall not disclose any details with regards to this requirement or reports following this without the Authority's written consent.



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- 16.2 The Authority shall advise the Supplier of any specific information or security requirements with regards to the reporting at the time of the testing request.
- 16.3 The Provider and/or subcontractors will be required to be Security Cleared (SC).
- 16.4 If the Supplier returns the test results by a DVD, then this will be required to be transported securely, by using the Authority's courier service. (Dates and times to be arranged locally between the Authority and Supplier).

17. INTELLECTUAL PROPERTY RIGHTS (IPR)

- 17.1 The Authority shall own the rights and permissions to any data collected.

18. PAYMENT

- 18.1 Payment will be made each time a call-off service is requested. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
- 18.2 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
- 18.3 Payment will be made upon successful delivery/receipt of the provision of explosive safety data testing service and will be invoiced on an annual basis.
- 18.4 Each invoice MUST state a valid purchase order number as issued by the Contracting Authority.
- 18.5 Each invoice should list a full breakdown of services supplied.
- 18.6 Payment will be made 30 days following receipt of a correctly submitted invoice.
- 18.7 All electronic invoices should be sent directly to the accounts payables team at:
ap-hold-reoslution@homeoffice.gsi.gov.uk
- 18.8 All paper invoices should be submitted for the attention of Accounts Payable at the following address(s):

Home Office Shared Service Centre (Shared Services Connected Ltd / SSCL), PO Box 5015, Newport, Gwent, NP20 9BB

Tel: 01633 581644

Email: ap-hold-resolution@homeoffice.gsi.gov.uk

19. ADDITIONAL INFORMATION

- 19.1 The call-off contract will be invoiced as and when explosive testing is undertaken.
- 19.2 The Authority maintains a stock of explosives for testing purposes and over time this stock may require 'ad-hoc' re-testing. Where this does not fall within the scope of this requirement, the Authority will look to the Supplier for a variation of this contract in order to include these additional tests.
- 19.3 Suppliers are required to outline their compliance to EMTAP testing specified in the 2007 Issue 4 of the EMTAP manual within the 'Mandatory Requirements' section of the Response Guidance document.



20. LOCATION

20.1 The location of the Services will be carried out at CAST's Sandridge site, which is located at:

20.1.1 Centre for Applied Science and Technology (CAST)

Woodcock Hill

Sandridge

St Albans

Herts

AL4 9HQ

20.1.2 Full contact and site access details will be disclosed upon award of the contract.