**REQUEST FOR INFORMATION (RFI)**

**REFERENCE NO: 712994451**

**Customer: Home Command, British Army, Ministry of Defence**

Dear Potential Provider,

This RFI is not a bidding opportunity but a means by which industry can provide information. No further discussions with industry are planned at this stage. However, any future procurement activity will be advertised in line with public procurement regulations on the Defence Sourcing Portal and Contracts Finder.

This Request for Information (RFI) seeks information relating to the Provision of a Contracted Outdoor Instructor Solution for the Army Adventurous Training Group.

**Please note the following general conditions:**

* We reserve the right not to proceed with this procurement. Nothing shall constitute a commitment to instigating a formal procurement process.
* Any and all costs associated with the production of such a response either to an RFI or any resultant competition must be borne by the Provider. The Authority will not contribute in any way to meeting production costs of any response.
* Information contained within this document is confidential and must not be revealed to any third party without prior written consent from us.
* No down-selection of Potential Providers will take place as a consequence of any responses or interactions relating to this RFI.
* We expect that all responses to this RFI will be provided by Potential Providers in good faith to the best of their ability in the light of information available at the time of their response.
* No information provided by a Potential Provider in response to this RFI will be carried forward, used, or acknowledged in any way for the purpose of evaluating the Potential Provider, in any subsequent formal procurement process that may take place.
* Should a Potential Provider fail to respond to this Questionnaire, it will not affect any further participation in any possible future procurement for this capability.

# 1. RFI INTENDED OUTCOMES: WHAT WE WANT TO ACHIEVE

This RFI aims to inform future decisions within the Ministry of Defence by evidencing whether there is a solution available that meets the authority’s requirement.

If a capable provider does exist, this RFI seeks to gather more information regarding the provider’s operations and how the service would be costed.

**2. CURRENT SITUATION**

Army Commercial are investigating the possibility of sourcing a contracted instructor solution to assist in the delivery of Adventurous Training Course instruction at a variety of locations in the UK. This contracted solution will be used where instructor positions cannot be recruited and as primary instructor workforce provision. It is anticipated that up to 30 instructors will be required at any one time. Length of employment will vary from one week to enduring.

# 3. WHAT THE SERVICE WOULD LOOK LIKE

The intended impact of the service would be to provide instructor support to the military and civilian workforce to safely deliver the Joint Service Adventurous Training and Adventurous Leadership and Resilience Training (ALeRT) across the following disciplines: Offshore Sailing, Caving, Kayaking, Canoeing, Mountaineering, Rock Climbing, Mountain Biking, and Gliding and Parachuting across 9 sites in the UK. The authority will determine working locations, hours worked, how the task is delivered and will reject any instructor who does not meet the required standard.

The provider would be expected to:

a) Correctly employ all staff in accordance with UK employment law. As the employer of the staff, the provider would be expected to maintain and fully manage the contracted workforce.

b) Provide sufficient suitably qualified and current instructors to supplement the existing workforce when required. The number of instructors required will vary from week to week and throughout the year as will the qualifications required. Sufficient notice will be given of when instructors are required and of any cancellations. The requirement will be up to 30 instructors at any one time. Instructors will be required to hold a driving licence and there will be a requirement for D1 E for some instructors.

c) Ensure the pool of instructors are deployable across UK and Overseas, fully integrate with the military staff and accept non instructional tasking should a course be cancelled by the authority at short notice.

d) Conduct recruiting, screening, and suitability assessments for the potential workforce.

e Provide a communication channel to be used to resolve work force deficiencies.

f) To perform overtime where required.

g) Undertake ALeRT training provided by the authority.

h) Complete pre-employment training provided by the authority.

i) Understand that clothing, equipment, accommodation, and feeding will not be provided.

j) Ensure the following Individual requirements are met:

* Basic IT Skills
* Speak and write in fluent English.
* Experienced in delivering civilian NGB awards and be an accredited trainer and assessor.
* Hold Professional Membership of Professional Bodies.
* Hold Public Liability and professional integrity Insurance.
* Have experience and currency in the last 3 years for each award held.
* Mountain first aid qualified.
* Write reports and provide feedback to students.

**4. REQUEST FOR INFORMATION (RFI) PROCEDURE**

Responses to this RFI will be reviewed by Army (Home Command) Commercial.

If upon review of your submission any clarifications or additional information is required, you will be contacted using the details provided in your RFI response.

Any details provided in response to this RFI will be used for information purposes only and will not be used to determine the potential providers who will be invited to bid, should the Authority proceed to tender.

The results and analysis of this RFI shall not constitute any form of pre-qualification exercise.

Any formal procurement process will be undertaken in accordance with the relevant Procurement Law.

Nothing in this RFI, or any other engagements with Industry prior to a formal procurement process, shall be construed as a representation as to the Authority’s ultimate decision in relation to the future requirement.

**5. HOW TO SUBMIT RESPONSES TO THIS REQUEST FOR INFORMATION**

Respondents should provide responses in accordance with the format provided in **Annex A, quoting** the RFI reference number on all documentation and emails**.**

Once completed, please return electronically to the e-mail address shown below**,** no later than **15 November 2024.** Requests for clarification will also be acceptedto the below email address.

Email: Army-Comrcl-Procure-HC-Mailbox@mod.gov.uk

Responses will be acknowledged electronically by return e-mail.

Any responses received after the deadline has been passed will not be reviewed.

**Annex A**

**712994451: Provision of an Outdoor Instructor Contract for the Army Adventurous Training Group**

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| **Information Required** | **Response** |
| Company Name |   |
| Company Address |   |
| Is the company a Small - Medium Enterprise (less than 250 employees)? |  |
| Name of Company representative completing the RFI |   |
| Contact details (e-mail and telephone number) |   |
| Company website address |   |
| Description of main service provided by company |   |
| Main market sector |   |
| Number of years in this market sector |   |
| **QUESTIONS**  |
| 1. Can you provide an enduring solution that meets the requirements? Please provide an indication of how you would meet the requirements.  |
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| 2. Do you have experience in providing the same or a similar service? If yes, please provide detail as to how this service operates. |
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| 3. How would you calculate the costs charged for this service? |
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| 4. Have you identified any major pitfalls, issues or risks associated with this potential future service? |
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| 5. If this potential opportunity were to go to tender in the future, what would you consider an appropriate contract length to be? |
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| **Innovative ideas are welcome, even if they do not meet all of the requirements above. We welcome all responses which provide helpful information against the above questions.** |