

ATTACHMENT 1 – ABOUT THE PROCUREMENT

INVITATION TO TENDER FOR

**A VR SYSTEM TO TRAIN FIRST RESPONDERS RELATING TO
NONE FIRE EMERGENCIES AND TO INTEGRATE INTO
HYDRA.**

REF NO: COP80_2021

RESPONSE DEADLINE : 21/01/2022 at 17.00hrs

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1. Welcome

1.1. We invite you to bid in this competition for the provision of a system to train first responders relating to none fire emergencies and to integrate into the College's Hydra Training Solution. Our bid pack comes in two main parts:

1.1.1. **Attachment 1 - About the procurement** – what the opportunity is, who can bid, the timelines for this competition and how to ask questions. Plus:

- Making the competition work - sets out the rules of this competition
- How the contract works - what's in a contract

1.1.2. **Attachment 2 - How to bid** – guidance on the selection and award questionnaires and how we will assess your bid.

1.2. There are 3 additional attachments to this Bid Pack:

1.2.1. Attachment 3 Statement of Requirements.

1.2.2. Attachment 4 Price Schedule

1.2.3. Attachment 5 Terms and Conditions and Letter of Appointment

1.3. Make sure you **read all the attachments**. The guidance, information, and instructions that we provide are there to help you to make your best bid.

1.4. If anything isn't clear, see Section 5. "When and how to ask questions".

2. The Opportunity

2.1. This Procurement will establish a single Supplier Contract for the purchase of a system to train first responders relating to none fire emergencies and to integrate into Hydra. The Services are described in detail within Attachment 3, Statement of Requirements.

2.2. The contract will be for an initial two (2) year with an option to extend for a further two one-year periods

2.3. This Contract will be between the successful Supplier and the Contracting Authority.

2.4. The Contract is being offered under the Terms and Conditions as set out in, Attachment 5 Terms and Conditions/Order Form/Contract, plus Letter of Appointment which will govern any resultant Contract.

3. What You Need To Know

3.1. What 'We' And 'You' Means

- 3.1.1. When we use 'CoP', 'College' 'we', 'us' or 'our' we mean the College of Policing.
- 3.1.2. When we use 'Contracting Authority', we are referring to the College of Policing who the goods/services will be delivered to and with whom you will enter into any subsequent contracts.
- 3.1.3. When we use 'you' or 'your' we mean your organisation, or the organisation you represent, in this competition.

3.2. Who Can Bid

- 3.2.1. We are running this competition on the open market and the value of the contract will be under the current EU thresholds, and anyone can submit a bid in response to the published contract notice.

4. Timelines for The Competition

- 4.1. These are our intended timelines. We will try to achieve these but, for a range of reasons, dates can change. We will tell you if and when timelines change.

DATE	ACTIVITY
07 th January 2022	Publication of Procurement Contracts Finder Notice inclusive of Launch of the event
10 th January 2022	Clarification period starts
18 th January 2022 at 17.00 hrs	Clarification period closes (" Bid Clarification Deadline ")
19 th January 2022 at 17.00 hrs	Deadline for the publication of responses to Clarification questions
21 st January 2022 at 17.00 hrs	Deadline for submission of Bid (" Bid Submission Deadline ")
24 th January 2022	Commencement of Evaluation Process

27 th January 2022	Proposed Award Date of Contract
01 st February 2022	Expected execution (signature) date for Contract(s)
01 st February 2022	Expected commencement date for Contract(s)

5. When And How To Ask Questions

- 5.1. If you have any questions you need to ask them as soon as possible after the procurement opportunity is published. The clarifications questions deadline (see the table at 4.1).
- 5.2. This clarification question process gives you the chance to check that you understand everything before you submit your bid.
- 5.3. All clarification questions should be sent to **CPU.Tenders@college.pnn.police.uk** This is the only way we can communicate with bidders. Try to ensure your question is specific and clear. Do not include your identity in the question. This is because we publish all the questions and our responses to all bidders.
- 5.4. If you feel that a particular question should not be published, you must tell us why when you ask the question. We will decide whether to publish the question and response.
- 5.5. Remember that you can ask us questions about the competition but please do not attempt to 'negotiate' the terms. All contract awards will be subject to the terms and conditions identified in this Bid Pack.

6. Making the Competition Work

- 6.1. We run our competitions so that they are fair and transparent for all bidders. This section sets out the rules of this competition.

6.2. **What you can expect from us**

- 6.2.1. We will not share any information from your bid with third parties, (apart from stakeholders in the competition) which you have identified as being confidential or commercially sensitive. However, we may share this information but only in line with the Regulations, the Freedom of Information Act 2000 (FOIA) or any other law as applicable.

6.3. **What we expect from you**

- 6.3.1. You must comply with the rules in this Bid Pack and any other instructions given by us. You must also ensure members of your consortium (if relevant), group companies, subcontractors or advisers comply.
- 6.3.2. You may:
- Submit one bid]
 - Your bid must remain valid for 90 days after the bid submission deadline.
 - You must submit your bid to
CPU.Tenders@college.pnn.police.uk

6.4. **Contracting arrangements**

- 6.4.1. Only you or, as applicable, your subcontractors (as set out in your bid) or consortium members (if relevant) can provide goods and/or services through the contract.

6.5. **Bidder conduct and conflicts of interest**

- 6.5.1. You must not attempt to influence the contract award process. For example, you must not ever directly or indirectly:
- Collude with others over the content and submission of bids. However, you may work in good faith with a proposed partner, supplier, consortium member (if relevant) or provider of finance.
 - Canvass our staff or advisors about this competition.

- Try to get information from any of our and/or Contracting Authority staff or advisors about another bidder or bid.

6.5.2. You must ensure that no conflicts of interest exist between you and us/Contracting Authority. If you do not tell us about a known conflict, we may exclude you from the competition. We may also exclude you if a conflict cannot be dealt with in any other way.

6.6. **Confidentiality and Freedom of Information**

6.6.1. You must keep the contents of this Bid Pack confidential (including the fact that you have received it). This obligation does not apply to anything you have to do to:

- Submit a bid
- Comply with a legal obligation

6.7. **Publicity**

6.7.1. You must not publicise the deliverables or the award of any contract unless we have given written consent. For example, you are not allowed to make statements to the media about any bid or its contents.

6.8. **Our rights**

6.8.1. We reserve the right to:

- Waive or change the requirements of this Bid Pack from time to time without notice
- Verify information, seek clarification, or require evidence or further information about your bid
- Withdraw this Bid Pack at any time, or re-invite bids on the same or alternative basis
- Choose not to award any contract or Lot as a result of the competition
- Choose to award different Lots at different times
- Make any changes to the timetable, structure, or content of the competition

6.8.2. Exclude you if:

- You submit a non-compliant bid
- Your bid contains false or misleading information
- You fail to tell us of any change in the contracting arrangements between bid submission and award
- The change in the contracting arrangements would result in a breach of procurement law
- For any other reason provided in this Bid Pack
- For any reason set out in the Public Contract Regulations 2015

6.9. **Bid costs**

6.9.1. We will not pay your bid costs for any reason, for example if we terminate or amend the competition.

6.10. **Warnings and disclaimers**

6.10.1. We will not be liable:

- Where parts of the Bid Pack are not accurate, adequate, or complete
- For any written or verbal communications

6.10.2. You must carry out your own due diligence and rely on your own enquiries.

6.10.3. This Bid Pack is not a commitment by us or the Contracting Authority to enter into a contract.

6.11. **Intellectual Property Rights**

6.11.1. The Bid Pack remains our property. You must use the Bid Pack only for this competition.

6.11.2. You allow us to copy, amend and reproduce your bid so we can:

- Run the competition
- Comply with law and guidance
- Carry out our business

6.11.3. Our advisors, subcontractors and other government bodies can use your bid for the same purposes.