

SPECIFICATION FOR THE DESIGN & DELIVERY OF INTRODUCTION TO CIVIL CONTINGENCIES IN WALES TRAINING COURSE

1. Introduction

The Welsh Government's Resilience Team invites quotes to design and deliver a Civil Contingencies in Wales training course for Welsh Government staff.

2. Introduction

The Welsh Government's (WG's) Emergency Coordination Centre (Wales) (ECC(W)) manages the WG's response to emergencies in Wales, gathers and disseminates information and briefs and updates Ministers. It is essential that the ECC(W) is always at the level of preparedness required to respond to any emergency. Key to this is a cohort of available staff, with the necessary knowledge, skills and experience to work and respond confidently in this pressured environment.

3. Aim

To design and deliver an Introduction to Civil Contingencies in Wales course to WG staff who are responsible for running the ECC(W) when responding to an emergency.

This course needs to provide an insight to:

- how civil contingencies planning is structured and undertaken in Wales and how it links with UK Government;
- how the Command, Control and Co-ordination arrangements are applied to respond to emergencies;
- how we deal with consequence management and recover from emergencies;
- the role of the Welsh Government, the ECC(W) and how it fits within the emergency planning structure in Wales.

4. Requirements

The WG's Resilience Team is seeking proposals for a provider experienced in the area of Civil Contingencies and emergency response to design and deliver an Introduction to Civil Contingencies in Wales training course, tailored for WG staff who work within the ECC(W). The requirement is to develop the course content and deliver up to 3 x one-day courses, for up to 20 attendees per day, to be delivered by the **end of March 2016**. The Resilience Team will be available to assist in the design and briefing about content.

Exact details, including location, will be provided in advance of the training to the successful supplier.

Course Structure and Outcomes – Civil Contingencies in Wales Course.

To include but not exclusive to the following:

- Define the key duties under the Civil Contingencies Act (CCA), and its associated regulations from the Welsh perspective.
- An interactive course, tailored specially for Wales and ECC(W) volunteers for their role in the WG corporate response.
- Including ice breakers and other mechanisms to encourage and enhance team working and to build and test knowledge.
- To equip delegates with the knowledge and skills required to manage information in an emergency control centre.
- Introduction of three stages: Planning, Response and Recovery to explain and build understanding about:
 - **Planning** - The emergency planning structure; how Local Resilience Forums operate, what they do, and how they link with Wales wide fora such as the Wales Resilience Partnership Team (WRPT), Wales Resilience Forum (WRF), Joint Emergency Services Group (JESG) and UK planning machinery.
 - **Response** - Pan- Wales Response Plan and Command, Control and Coordination
 - Emergency Response Structure including an interactive team activity to explain role of and links between Gold - Strategic Coordinating Groups (SCG), Silver – Tactical Coordinating Groups (TCG) and Bronze “on scene” operational activity.
 - Explain the role, operation and links between SCG, ECC(W) and COBR.
 - **Recovery** – ‘Consequence Management and Recovery’ looking at the role of the Recovery Co-ordinating Group, how they deal with fatalities, casualties and how they look to return things to normality. A useful way to explain the role of WG Departments on such things as EFAS etc.
- Finish with short team civil contingencies in Wales quiz to test knowledge.

Skills, experience and knowledge

- Knowledge of, and experience in developing creative, interactive training courses.

- Relevant presentation and facilitation experience, including working within the environment of civil contingencies.
- A qualified and registered provider.

5. Roles and Responsibilities

Welsh Government Resilience Team will provide briefing and information and expect the successful contractor to develop course content and materials. To include, but not exclusive to, the objectives outlined in the Requirement at Section 4. The content will be approved by Resilience Team before roll-out.

The successful contractor will have lead responsibility and accountability for the delivery of the training courses.

The courses will be delivered at ECC(W) Conference and/or Situation Room, Cardiff.

6. Timetable of Events

The key dates associated with this procurement are as follows:

Tenders/quotes to be returned to Welsh Government Resilience Team –
09:00 7 March 2016

Assessment – week commencing **7 March 2016**

Notification of contract award – week commencing **14 March 2016**

Development of course content and materials **14 March – 24 March 2016**

Course Sign Off by **24 March 2016**

Provisional dates for each 1 day course have been set as:

Course 1: 29 March 2016
Course 2: 30 March 2016
Course 3 31 March 2016

Following contract award, WG Resilience Team and the successful contractor will work on a timetable of events to ensure the programme is completed on schedule. Once agreed, any variations to contracted milestones must be agreed in advance with Resilience Team and confirmed in writing by the Contract Manager.

7. Contract Award Evaluation Criteria

Only bids from providers who are able to deliver within the required timescale will be considered. Please confirm in your tender that you are available for the dates outlined above.

The contract will be awarded to the most economically advantageous quote in terms of value for money on the basis of the following criteria, which are listed in order of importance including the weighting applicable to each criterion.

Criteria	Weighting %
Demonstration of skills, experience and knowledge of the area / focus for the programme as outlined in section 4	40
Costs for preparing and delivering the programme must be included in the response, broken down into elements indicated in the price schedule	30
Demonstration of fulfilling this requirement, utilising the expertise gained from successfully delivering similar programmes across different areas of the public sector.	20
Demonstration of Innovative and practical approach to the programme.	10

8. Financial Standings & Resources

The Client wishes to ensure that suppliers have the necessary financial standing and resources to meet their obligations throughout the duration of this contract. This may include (where appropriate) considering your level of existing work commitments and the potential impact on resources that awarding a contract would have.

In deciding to tender for a contract, you should also be aware and take in consideration the risks of becoming over-reliant on the Client's business, or indeed that of any customer. In doing so, you should take into account earnings from any other work undertaken for the Welsh Government as well as potential earnings from this contract.

9. Freedom of Information

The Welsh Government is committed to open government and operates under a Code of Practice on Public Access to Information to meeting their responsibilities under the Freedom of Information Act 2000. Any information submitted by you in connection with this tender may need to be disclosed in response to a request under the Act.

If you consider that any of the information included in your bid is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may be required to disclose it under the Act if a request is received.

You will be consulted if we receive a request for disclosure of any of the information you have identified as commercially sensitive.

10. Client's Contact Point

The Contract Managers for the Client will be Gary Whitbread and Tracy Goode, Resilience Team, Welsh Government. Telephone **029 2082 6314**

The Contract Managers will be the point of contact for the Contractor during the course of the contract. The contract manager may elect to meet a named representative of the Contractor as and when necessary to discuss any issues which may have arisen during the provision of the service.

11. Contractor's Personnel

Tenderers should provide the names of personnel to be assigned to the contract, their status in the organisation and their previous experience of dealing with contracts of a similar nature. Tenderers should also give details of a nominated contact point.

12. Non-compliance

In the event of non-compliance with the Specification, the following procedure will be followed:

- Notification of complaint and requirement to comply;
- Notification of unacceptable practices and/or substantial non compliance to the Specification of the services;
- Recourse to the conditions of contract.

13. Travel and Subsistence

The Resilience Team expects quotes supplied to be inclusive of travel and subsistence.

14. Payment

Payment will be made in stages following successful completion of each element of the programme. Payment will be made within 30 days of receipt of

a correctly submitted invoice. Invoices must show a full breakdown of costs that clearly tie back to the successful Company's submitted quote.

15. Changes to the Specification

This specification document sets out the Client's current service requirement. It is possible that during the life of the contract changes, for example, in the nature and volume of the work and the timescale or other requirements will arise.

Changes to the Specification will be implemented by issuing written amendments to all those affected by the changes.

16. Duration of contract

March 2016

17. Costs incurred

Any costs involved in the tender process are the responsibility of the supplier. The Client holds no liability in this respect and will not reimburse costs associated with the preparation, drafting and submission of tenders.

18. Conditions of Contract for Services

The Conditions of Contract for services hereafter specified should apply in relation to this contract. The Contractor must have regard to these Conditions.

Provide a full tender schedule of services as shown in annex 1.

19. Submission

Tenders are to be returned to: Tracy Goode
Welsh Government
Resilience Team
N07 First Floor North
Cathays Park
Cardiff
CF10 3NQ
Email: PPCS-Resilience@wales.gsi.gov.uk

All tenders are to be returned by 09:00 7 March 2016

Tenders received after this date will not be considered.

Tenders to be reviewed and winning submission notified w/c **14 March 2016**

Annex 1

PRICE SCHEDULE FOR SERVICES

1.

Name of Tenderer: 888-Group Ltd

Contact Details: Steve Gallagher

Tel: 07969 975888

Email: sgallagher@888-group.com

Website: www.888-group.com

Please complete the information below.

Tenderers are to return the Price Schedule complete for consideration prior to awarding the contract.

2.

Development of Course as required

Item Name	Cost (Amount in pounds £)
Design course content (please include cost per day, and envisaged total number of design days for each course – including days working with Resilience Team)	Redacted – s43(2)
Development and production of course materials (up to 20 sets per day course)	Redacted – s43(2)
Course presentation and facilitation	Redacted – s43(2)
Total ex-VAT	4050
Plus 20% VAT	810
Total	4860

3. 2016

Cost Per day Course Delivery

Course held at:

ECC(W), Welsh Government, Cardiff

Item Name	Cost (Amount in pounds £)
Course presentation and facilitation per day delivery	Redacted – s43(2)
Expenses (including travel and accommodation)	Redacted – s43(2)
Total ex-VAT	Redacted – s43(2)

