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Planning

Staff Development System

Royal Berkshire Fire Authority

F01: Prior information notice

Prior information only

Notice identifier: 2023/S 000-023726

Procurement identifier (OCID): ocds-h6vhtk-03ef85

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Section I: Contracting authority

I.1) Name and addresses

Royal Berkshire Fire Authority

Newsham Court

Reading

RG31 7SD

Contact

Shuvham Bhandari

Email

bhandaris@rbfrs.co.uk

Telephone

+44 11899384739

Country

United Kingdom

Region code

UKJ1 - Berkshire, Buckinghamshire and Oxfordshire

National registration number

VAT gb 642 4620 56

Internet address(es)

Main address

<http://www.rbfrs.co.uk>

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/71935>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=71789&B=BLUELIGHT

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Regional or local Agency/Office

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Staff Development System

Reference number

1379

II.1.2) Main CPV code

- 79633000 - Staff development services

II.1.3) Type of contract

Services

II.1.4) Short description

This procurement seeks to implement a one transparent, integrated, intuitive HR information and learning system to facilitate growth and development and to support, assess and assure development and performance activities and processes.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 48450000 - Time accounting or human resources software package
- 48931000 - Training software package
- 72212450 - Time accounting or human resources software development services
- 72212931 - Training software development services
- 79313000 - Performance review services
- 79600000 - Recruitment services
- 79633000 - Staff development services

- 80570000 - Personal development training services

II.2.3) Place of performance

NUTS codes

- UKJ1 - Berkshire, Buckinghamshire and Oxfordshire

Main site or place of performance

Berkshire

II.2.4) Description of the procurement

Royal Berkshire Fire and Rescue Service employs approximately 650 people at any given time. The recruitment process is managed through web based portal. Once appointed new staff are on boarded to the Service, then undertake an induction process, and are supported and developed through a probationary period to confirm their suitability for the role.

Subsequent and / or concurrent with this, staff undertake training and development activity, which can include acquisition of formal qualifications. All staff are able to access a range of training and development courses and inputs (delivered via e-learning, virtually or face to face). Training and development activity is planned annually.

Operational staff (firefighters) undertake an initial training period followed by a period of development, either an Apprenticeship or a Development and Assessment Pathway (DAPs). This takes between 18-24 months to complete and involves a number of training elements / learning inputs and work based performance activity (work product evidence). The knowledge, skills and behaviours are assessed to ensure they meet the required standard. Once the programme of learning and performance is complete staff are deemed competent in role, this is linked to pay. This process is subject to internal and external assurance. DAPs will be introduced for all staff. Following initial acquisition, operational staff are also required to maintain their technical knowledge and skill across a range of qualifications / training inputs. These must be refreshed a defined intervals.

All staff participate in an annual Performance Appraisal Process (PDR) which runs between April and June. Staff are asked to seek 360 feedback in advance of their PDR meeting.

These processes utilise, and staff records are held in, a range of paper based files, computer drives and folders, electronic HR Information Systems, and Learning Management Systems. The systems are not integrated. It is time-consuming to collate, analyse and report on data. Both our staff and their line managers have to use multiple systems to undertake, progress and complete learning, development and performance

activities therefore the user experience is disjointed rather clear and intuitive.

The Service wishes to implement one system that can effectively manage these integrated learning, training, development and performance functions and processes.

This Prior Information Notice is to inform the market that all RBFRA/RBFRS are planning to undertake a procurement process to implement a solution that will meet the aims of the project as per the Problem Statement attached.

The Authority has also attached a draft specification and feedback questionnaire for you to provide your suggestions and input to help us refine our requirement. Could you please complete the questionnaire and any feedback you have on the specification by 13th September 2023 at 2 pm.

The Authority plans to hold a supplier engagement event to present a more detailed overview of our project aim and objectives and to seek industry expertise and feedback.

The market engagement events are scheduled to take place as half day events on 4th September 2023 with the first slot starting from 10:30 to 13:00 and the second slot from 14:00 to 16:30, 5th September 2023 one slot from 14:00 to 16:30 and 6th September 2023 the first slot starting at 10:30 to 13:00 with second slot from 14:00 to 16:30. The session will involve an initial RBFRS presentation for 30/60 minutes followed by question and answer session for the remainder of the slot time and further timings to follow.

Full details of the event and all associated communications shall be managed using the messaging service on the Bluelight portal and any interested suppliers are encouraged to register on to the Portal to ensure that they are notified of any updates.

II.3) Estimated date of publication of contract notice

29 March 2024

Section IV. Procedure

IV.1) Description

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes