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Tender

Outdoor education - support and guidance services for off-site activities and educational visits

Portsmouth City Council

F01: Prior information notice

Call for competition

Notice identifier: 2023/S 000-034982

Procurement identifier (OCID): ocds-h6vhtk-041d1c

Published 27 November 2023, 5:26pm

Section I: Contracting authority

I.1) Name and addresses

Portsmouth City Council

Civic Offices, Guildhall Square

PORTSMOUTH

PO12AL

Contact

Procurement Service

Email

procurement@portsmouthcc.gov.uk

Telephone

+44 2392688235

Country

United Kingdom

Region code

UKJ31 - Portsmouth

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://www.portsmouth.gov.uk/>

Buyer's address

<https://www.portsmouth.gov.uk/>

I.3) Communication

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

<https://in-tendhost.co.uk/portsmouthcc.aspx/home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/portsmouthcc.aspx/home>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Outdoor education - support and guidance services for off-site activities and educational visits

II.1.2) Main CPV code

- 80000000 - Education and training services

II.1.3) Type of contract

Services

II.1.4) Short description

The Council currently have a contract in place for the delivery of Outdoor Education Guidance Services in Portsmouth. This contract is due to end on the 31st August 2024 and is valued IRO £20,000 per annum.

The contract provides advice and support services for outdoor educational activities ensuring compliance with Portsmouth City Council's (the 'Council') duties under health and safety legislation. The service is used by Portsmouth Local Authority maintained and Academy schools via a Traded Service. There is a 92% take up across Portsmouth schools. There are more than 2,800 visits organised by Portsmouth schools every year, with over 70,000 participants.

The purpose of this Prior Information Notice (PIN) is to engage with the market to obtain a better understanding of the level of interest from potential providers in delivering this service. We are also using the opportunity to share a top-level service specification and ask interested providers to comment on our requirements. Any information a provider shares could be used to assist drafting our final specification in support of any tender activity.

The Council are using this PIN as a call for competition in accordance with regulation 26(9) and regulation 48(5) to (7) of the Public Contract Regulations 2015.

The PIN will be published via Find a Tender Service (FTS) on the same day that this is published on the Council's e-sourcing system InTend. Interested economic operators are invited to express their interest, and only those providers who express an interest will be invited to tender. Full details are available via the council's e-sourcing system

Intend <https://in-tendhost.co.uk/portsmouthcc.aspx/home>.

Following this process (PIN), those who have responded to the PIN will be invited to tender via the Council's e-sourcing system InTend. The contract will be awarded using a restricted procedure without further publication of a call for competition.

The new contract will run for initial period of 3 years with the facility to extend for a further 3 years, 6 years in total, subject to performance and agreement of both parties and in increments to be agreed.

II.1.5) Estimated total value

Value excluding VAT: £150,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 80500000 - Training services

II.2.3) Place of performance

NUTS codes

- UKJ31 - Portsmouth

II.2.4) Description of the procurement

Key purpose of the service:

To ensure the health and safety of young people involved in educational visits, off-site and adventurous activities from Portsmouth City Council Schools as identified by Portsmouth City Council and including DofE expeditions managed on behalf of Portsmouth City Council by Motiv8. This service will guarantee good practice and safety management for off-site educational visits and outdoor learning.

Support for Portsmouth City Council in complying with its legal framework as employers in relation to;

- Off-site activity and educational visits, as outlined in DfE Guidance to Schools (2014), and including Health and Safety: Responsibilities and Powers (2011), and National Guidance for Off-Site Visits (2018)

- Physical education and sport, see Physical Education and the Law in safe Practice in PE and School Sport (AfPE, 2017)

- Liaise with named and agreed Council staff

Key activities are;

- Provide legal guidance on off-site activities and educational visits, DofE expeditions and physical education and sport through publications, information notes, communications and access to website(s), this to include up-to-date advice on best and safe practice and risk management.

- Provide an agreed approval system in order to assess the needs of individual educational visits and Daffi expeditions. Offer access to a web-based approval and guidance system.

- Provide access to an Outdoor Education (PE and Sport) Service to make available:

- o advice and guidance, and support problem/issue solving

- o additional access to advice from Service managers

- o advice on further related contacts as required, for example technical advisers.

- Monitor activity providers of outdoor education/ outdoor activities, physical education and sport and confirm that their safety management systems are in place. Follow up any issues, inspect centres and visit providers as issues arise or near misses are reported. In liaison with City Council staff and as agreed, support and follow up any incidents or emergencies.

- Operate an Adventure Activities Licence for outdoor activities in scope of the scheme to ensure compliance and provide advice.

- Offer a comprehensive outdoor education training programme to ensure that training needs are addressed. Provide access to initiatives such as safety management, curriculum development and high quality physical education and sport, in addition to those available through the sports partnerships and Local Delivery Agency.

- Provide data from the approval system to demonstrate the range and extent of approved ventures. (Continue to develop and support data provision through the web system.)

- Provide an annual report that will include:

- o educational visit and venture statistics

- o training recommended and numbers attending (both areas)
 - o advice given and typical activity undertaken (both areas)
 - o any areas of concern or recommendations to consider (national and local information - both areas).
- In addition, liaise with:
- o City Council staff to ensure that incident and emergency arrangements for off-site activities and educational visits are in place and effective.
 - o the City Council's Insurance and Risk Manager to ensure that current practice is shared, and issues are addressed.
- Liaise directly over the provision of suitable training and the development of training teams.

II.2.6) Estimated value

Value excluding VAT: £150,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

72

This contract is subject to renewal

Yes

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted procedure

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

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of expressions of interest

Date

18 December 2023

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

The High Court of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

Internet address

www.justice.gov.uk