



UK-AFI

UNITED KINGDOM
ASSOCIATION OF
FIRE INVESTIGATORS

TENDER SPECIFICATION



Tender Specification

Provision of interactive training workshops on electrical systems for the members of the United Kingdom Association of Fire Investigators.

1. Purpose

- 1.1 The purpose of this document is to invite tenders for the contract of providing training consisting of interactive workshops to the members of the United Kingdom Association of Fire Investigators (UK-AFI) in 11 National Fire Chiefs Council (NFCC) regions in England, Wales & Scotland. Northern Ireland will be dealt with separately.
- 1.2 The contracting authority for this tender, and manager of the project, is the United Kingdom Association of Fire Investigators.
- 1.3 Invitations are invited from suitably qualified individuals, collectives, or organisations to develop and provide training sessions on the criteria specified in paragraph 4.1 of this specification.
- 1.4 This document constitutes the specification of the tender for the contract. Subsequent sections describe the background to the project, the work to be done under the tender and the terms and conditions under which tendering will take place.

2. Background to the project

- 2.1 The UK Association of Fire Investigators (formally known as the IAAI-UK) was formed on the 31 January 2003 at an inaugural meeting at City Hall, London. It is the 67th Chapter of the International Association of Arson Investigators. The UK-AFI is a non-profit organisation and is the Professional Body for fire investigators within the UK.
- 2.2 There are currently over 400 members, with representation from the fire service, insurance industry, law enforcement, forensic scientists, private fire investigators, fire investigation training providers, and forensic science academic establishments.
- 2.3 Its aim is to develop and maintain good practice in the investigation of fire and to develop and share technical knowledge in fire and arson investigation techniques and procedures.
- 2.4 The UK-AFI holds two training conferences each year, in January (two day) and July (one day). Following on from these conferences, the UK-AFI Board made the decision to ask the members whether additional training in the form of workshops, free to all members, would be supported. Research carried out in the form of a survey with the members revealed the following:
 - *100% of the members who responded to our survey supported the idea of the UK-AFI providing workshop style training.*



- *100% of the members who responded to the survey also agreed with the suggestion that the workshops should be held in 11 NFCC regions in England, Wales & Scotland.*
- *84% of members who responded indicated their preference of the first subject matter should be electricity.*
- *In addition, the survey highlighted comments that there should be sufficient courses to facilitate as many members as possible have the opportunity to attend.*

2.5 As a result of the survey responses, the Board has taken the decision to provide 11 interactive workshops, one in each NFCC region in England, Wales & Scotland as an initial provision. This provision will be reviewed after completion to determine the take-up and subsequent viability of further provision of workshop style training.

3. The Project: Our Requirements

- 3.1 Following the annual training conference in January, the Board of Directors has taken the decision to consider providing further training opportunities to UK-AFI members. It is proposed that the UK-AFI will provide interactive workshops on subjects that members would like to have a refresher / more training on. Three subjects were offered, namely electricity, photography, and evidence collection. The most popular subject selected was electricity.
- 3.2 The format being considered is a series of 11 workshops provided over a period to be mutually agreed, delivered by an external provider. It is the Board's intention to provide one workshop in the 11 NFCC areas in England, Wales & Scotland to reach as many members as possible.
- 3.3 These workshops will be free for all members (both private and public sector) able to attend, the cost being funded by the UK-AFI. The result of this decision is the formation of this tender specification to allow the training workshops to be created.
- 3.4 No workshops are to be done in January or July to avoid any clashes with the UK-AFI training conferences.

4. The Project: Work to be undertaken.

- 4.1 Design and creation of training for UK-AFI members on electricity fundamentals and distribution and approved by the UK-AFI Board. Examples of topics covered should include: -
- Electricity generation and transmission to the point of premises entry.
 - Definition of basic electrical terms (volts, amps, ohms watts, ohms law etc.).
 - Describe common electrical systems and components found in both domestic and non-domestic settings;
 - Identify common electrical failure mechanisms (short circuit, overload, resistive heating, lost neutral etc.) and how they manifest themselves.
 - Circuit protection measures.



- Electrical Safety (isolation, lock-offs etc.).

And where appropriate;

- Relative case studies to reinforce learning.
- Interactive practical sessions with attendees.

- 4.2 The content shall be suitable for delivery as either a half or full day interactive workshop.
- 4.3 Identification and procurement of venues to facilitate delivery of the workshops to as many of the UK-AFI members within the NFCC regions in England, Wales & Scotland (the list of regions being at the end of this document). Northern Ireland will be dealt with separately.
- 4.4 Adapting the training, to suit each individual venue to ensure engagement with the audience. The delivered content must be consistent for each training session.
- 4.5 Devise a way of testing the content/learning so the training can attract UK-AFI CPD hours.
- 4.6 Engage in monitoring and evaluation activity in conjunction with the UK-AFI. Gather and share feedback and test results of the previous training sessions with the UK-AFI.

5. Skills and Experience

- 5.1 It is essential for the commissioned team to bring to the project:
 - Demonstrable knowledge and experience of the subject matter.
 - Ability to explain technical and complex information to delegates from different backgrounds and levels of understanding.
 - Experience in delivering and providing training.
 - Ability to identify, secure and deliver training at suitable locations.
 - Ability to develop methods of knowledge testing of delegates following training.

6. Management and Organisation

- 6.1 The work of the commissioned organisation will be monitored by representatives of the UK AFI Board.
- 6.2 The commissioned individuals and teams will be required to provide delegate feedback within two weeks following completion of the preceding session, consult with and report back as required to representatives from the UK-AFI.

7. Format of Responses Required

The Tender proposal should include:



- 7.1 An outline of the approach that will be taken to establishing and delivering the project. This should include how the training incorporates sustainability and environmental considerations.
- 7.2 The names of the individuals who will lead, manage, and deliver the project including details of their qualifications, experience, and competence to deliver on this project.
- 7.3 Detailed breakdown of anticipated costs.
- 7.4 Any background material that demonstrates previous experience of training delivery on electrical systems of both the company and specific personnel selected for the project. This can include descriptions and examples of previous relevant training delivery.
- 7.5 Contact details of two referees from previous training delivery clients.

8. Provisional timescales

- 8.1 Tender brief advertised – 4th September 2023
- 8.2 Closing date for submissions – 3rd November 2023
- 8.3 Tenderer interviews (if required) – w/c 20th November 2023
- 8.4 Successful tender informed – w/c 11th December 2023
- 8.5 Training delivered – 2nd January 2023 to 31st December 2024
- 8.6 Training evaluation – 18th March 2024

9. Budget

- 9.1 For all responses, please include a full breakdown of costs and highlight opportunities to alter the scale of the project to reduce costs where possible.
- 9.2 Payment to the contractor for each training session will be on completion of the training and receipt by the UK AFI of all test and delegate feedback forms. The contractor should submit their invoice along with the session evaluation and test reports. The timescale for the payment of undisputed invoices will be 30 days.

10. Submissions

- 10.1 If you would like an informal discussion contact Richard Hagger, 2nd Vice President on 07879 411565. The closing date for tender submissions is 3rd November 2023 at 12pm and all submissions should be sent electronically via email to info@uk-afi.org



UK Fire and Rescue Services by NFCC Region

South Western Region

[Avon](#)
[Cornwall](#)
[Devon & Somerset](#)
[Dorset & Wiltshire](#)
[Gloucestershire](#)
[Guernsey](#)
[Jersey](#)
[Isles of Scilly](#)

South Eastern Region

[Buckinghamshire](#)
[East Sussex](#)
[Hampshire & Isle of Wight](#)
[Kent](#)
[Oxfordshire](#)
[Royal Berkshire](#)
[Surrey](#)
[West Sussex](#)

North Eastern Region

[Cleveland](#)
[Durham](#)
[Northumberland](#)
[Tyne and Wear](#)

Yorkshire & Humberside Region

[Humberside](#)
[North Yorkshire](#)
[South Yorkshire](#)
[West Yorkshire](#)

North Western Region

[Cheshire](#)
[Cumbria](#)
[Isle of Man](#)
[Lancashire](#)
[Greater Manchester](#)
[Merseyside](#)
[Northern Ireland](#)

Eastern Region

[Bedfordshire](#)
[Cambridgeshire](#)
[Essex](#)
[Hertfordshire](#)
[Norfolk](#)
[Suffolk](#)

East Midlands

[Derbyshire](#)
[Leicestershire](#)
[Lincolnshire](#)
[Nottinghamshire](#)
[Northamptonshire](#)

West Midlands

[Hereford and Worcester](#)
[Shropshire](#)
[Staffordshire](#)
[Warwickshire](#)
[West Midlands](#)

Wales

[Mid and West Wales](#)
[North Wales](#)
[South Wales](#)

London

[London Fire Brigade](#)

Scotland

[Scottish Fire and Rescue Service](#)

Northern Ireland

[Northern Ireland Fire and Rescue Service](#)
