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Request for Information for **ATC TRAINING**

This request for information (RFI) has been released to solicit vendor information regarding the provision of training courses for the ATC personnel (ACC, APP, TWR) and training courses for the operative FIS and AIS personnel.

Training courses for ATC, FIS and AIS personnel

I. GENERAL INFORMATION

R.A. ROMATSA is issuing this Request for Information (RFI) to identify eligible training organizations that can offer training services consisting of:

- Training courses for the ATC personnel
- General English for Aviation module
- Abnormal and Emergency Situations training module
- Training courses for the operative FIS and AIS personnel

Training must take place in an English speaking country.

Intended training period: between 2022 and 2024, starting from July 2022.

Accordingly, the contract shall be in effect for three (3) years.

Kindly provide supplementary information in written if requested by ROMATSA experts for following Request for Proposals (RFP).

II. OVERVIEW

The Romanian Air Traffic Services Administration (ROMATSA), based in Bucharest, is an autonomous, self-financing public enterprise under the authority of the Ministry of Transport and Infrastructure. Established in 1991, the organization provides air navigation services, including air traffic services, aeronautical communications, navigation and surveillance services and meteorological services within Bucharest FIR.

III. FINANCIAL CONSIDERATIONS

An informal price quote is requested as part of this RFI, as well as information that will allow understanding of the pricing approach your company will take to respond to the training needs presented in the subsequent RFQ. For scaling and pricing purposes please use the following user base figures in your response.

Type of personnel	Number of attendees/series	Number of series/year
ACC	10-12	10
APP	10-12	3
TWR	10-12	6
FIS/AIS/NOTAM/BRIEFING	12	1

- Please describe your pricing model(s) and indicate if there is any change depending on total number of ATC personnel trained
- For the last three years, what was the average price change for your training courses offered each year (percentage change)?
- Training service price shall include the manuals/courseware.
- Final price shall include accommodation for the students during the training plus a day before/after the start/end of the training period. Accommodation will be provided, as far as possible, in a single room of a 3 or 4 stars hotel.

IV. Key factors to be taken in consideration

The courses must consist in theoretical (classroom) training, and ATC skill enhancement (Computer based training, Synthetic training devices). The course will take place over 15 business days (3 weeks) of which 5 days (1 week) will consist of theoretical (classroom) training.

Classroom training must include the following:

- Plain English (pronunciation, listening, conversation, grammar)
- Aviation English (aeronautical terminology related to aircraft types & characteristics, ATM organizational elements, emergencies, radar terminology)
- Aeronautical communications (R/T Phraseology, Pilot/Controller pre-recorded dialogues, listening comprehension and interactive exercises)

Proficiency in English ATC phraseology and ATC techniques shall be assessed and recorded for each student.

Synthetic training devices (STD) must be distinct for TWR training, APP RADAR and ACC RADAR training. The STD training sessions shall be conducted

as per the provisions of REG UE 2015/340 and shall include TWR/RADAR specific Abnormal and Emergency Situation (ABES) Training.

The simulation exercises shall be conducted by replicating the existing conditions in the Romanian airspace and air traffic, including the coordination between air traffic control units.

FIS and AIS training must also be structured in classroom training and an interactive part consisting of exercises, workshops or simulations.

Classroom training shall include: Aviation Legislation related to FIS and Alerting Service – ICAO Doc 4444 PANS-ARM, ICAO Annex 11, Aviation Legislation related to Pre-flight Information Service - ICAO Doc 8126, ICAO Annex 15, ICAO Annex 4.

During FIS simulations training the following areas should be covered (but are not limited to): broadcasting procedures, in-flight services, emergency services, search and rescue (SAR) procedures, weather services, data communication systems, interphone communications, NAVAID monitoring, R/T phraseologies.

Workshops for the AIS personnel shall include (but are not limited to): ATS reporting office, flight plans, pre-flight information, integrated aeronautical information package and aeronautical charts.

For the personnel involved in the training process, besides the Resume/CV, a proof of competency of each trainer is required (certificates, diplomas or equivalent documents).

V. Factors to be evaluated

Special consideration shall be given to, among other factors, the cost of the training requested and how the information received best suits our training needs.

At this time the requested information is to ensure that the RFP that will be developed will appropriately and accurately reflect the services offered in support of this initiative.

Selected vendors will be invited to participate in either a live or an on-line presentation concerning the training services that were offered.

VI. Response format

Responses to this RFI should be concise, straightforward, and prepared simply and economically. Elaborate presentation and promotional materials are neither required nor desired.

Please ensure that the following required areas are addressed in your response to this RFI:

1. **Company history:** A brief history of your company, business focus and history of training services provided.
2. **Contacts:** Detailed contact information for the people within your organization who are responsible for your submission.
3. **Relevant experience:** We are most interested in your experience in past training services offered.
4. **Additional features:** Identify any training needs, requirements or suggestions not specified in this RFI.
5. **References:** Three or more references of current or past clients that we can contact by phone/email.

VII. Submission and Contact Information

All vendors interested in presenting information under this RFI must indicate their intent to participate no later than 30 of May 2022 by contacting Ms. Silvia Stanescu (Head of ROMATSA Training) on 0040723211832 or Mr. Vasile Mircea on 0040749030033 or by e-mail at: silvia.stanescu@romatsa.ro, mircea.vasile@romatsa.ro.

Thank you!