

FS

Request for Quotation

Work Package Number:
Work Package Title: Corporate Performance Framework Project
Available Budget: £90k including VAT
Supplier Name: Deloitte
Specification of requirements – (to be completed by FSA)
<p>We want our senior leaders to be able to tell how well we are delivering the ambitions set out in our strategy. Some of this is already well covered by our existing corporate performance measures, other areas have gaps. There is room to improve this approach with a full framework of performance, reporting and KPIs, for example by establishing a clearer 'golden thread' from the strategy to the indicators. Some of the indicators also lack targets and ambitions in line with our new strategy.</p> <p>Measuring performance is becoming more complex than in the past, for example as we start to grow our contribution to ensuring food is more sustainable. The FSA does not 'own' government policy in this space, nor can we directly influence outcomes like CO2 emissions from food companies.</p> <p>This Corporate Performance Framework project will have the following outcomes set within a recommendations report:</p> <ul style="list-style-type: none"> • Provide a report that details an understanding of where our current performance measures need to change to reflect our new strategy and corporate plan and priorities. • Include within the final report, recommended changes to our existing corporate performance measures and subsidiary measures at Directorate / team level – including practical plans to deliver these and a route to publishing and using them • Include within the final report a set of new corporate performance measures and subsidiary measures we can incorporate into a reporting framework (including, for example, sources of data), including at Directorate level • Reviewing and setting Targets / levels of Ambition for our new and existing measures <p>This Corporate Performance Framework project will have the following outcomes set within a guidance / instruction manual:</p> <ul style="list-style-type: none"> • A process for managing these corporate performance measures that has been designed and handed over to FSA staff (including agreed roles and responsibilities for those involved, at all levels). • Guidance or instructions to upskill FSA performance managers / teams to ensure they are equipped to continue publishing and maintaining our corporate performance measures <p>The key customers for this work will be EMT and FSA board, the sponsors will be the Director of Strategy, Legal, Communications and Governance and the Director of People and Resources.</p>

We expect the service provider to plan this work and suggest an approach in line with best practice for developing a new corporate performance framework that covers measures, targets / levels of ambition, publishing / reporting and upskilling (draft delivery finalised by 16 January 2023 in preparation for presentation at the 23 and 24 January 2023 Board Retreat). Final delivery is expected by the end date of 31 January 2023.

However, we anticipate this will include:

1. Set of structured comments on existing measures

- Working with our performance team to understand our existing measures and their needs for future corporate performance measures
- Aligned with and drawing from the other work relating to performance measures occurring in the FSA, including:
 - Our annual review of food standards
 - Our work on setting up and expanding performance measures for 'regulatory services' the FSA provides
 - Our new 'portfolio' and project management reporting
 - Development of our new three-year corporate plan
- Identified set of gaps or recommendations to take forward in points 2-4 below.

2. Set of updated or new corporate performance measures

- A concrete set of suggested changes to existing or new measures and targets / levels of ambition that should be added – anticipated to be through a mixture of desk research and the results of conversations with other teams working on performance measures at the FSA
- A clear link from the suggested changes or additions back to our strategy and / or corporate plan and priorities
- Aligned to best practice on corporate performance measures

3. A process for collecting the information needed to publish

- Which measures can be based on data the FSA already collects or has access to?
- Where can we source any additional external data required
- Any gaps in data that might need to be filled through additional research
- Suggested appropriate frequency for reporting on different measures (e.g. do some measures only change on an annual basis)

4. Guidance or instructions for FSA staff to continue publishing

- Work with FSA staff to ensure they are equipped to continue reporting on the revised set of corporate performance measures and able to keep revising the measures as our strategy and priorities evolves
- Provide documentation to support future publication of corporate performance measures as appropriate (e.g. a guidance document)

5. Presentation of results

Join the FSA board retreat in January to support FSA colleagues presenting the results of this work and receiving Board feedback. The supplier will be expected to finalise the report after Board feedback by the end date of 31 January 2023.

Our expectations of the supplier's ways of working with us are formal weekly/biweekly updates on delivery and progress to date. A formal progress update with our senior leadership team will be expected in early December to allow for any appropriate challenge to delivery.

The payment profile will be on a fixed cost basis.

Supplier response – please provide a detailed methodology of how you will deliver the requirements

[REDACTED]

Our methodology for delivering your requirements

1. [REDACTED]
 - a. [REDACTED]

2. [REDACTED]

3. [REDACTED]

4. [REDACTED]

Outputs:

1.

[REDACTED]

[REDACTED]

[REDACTED]

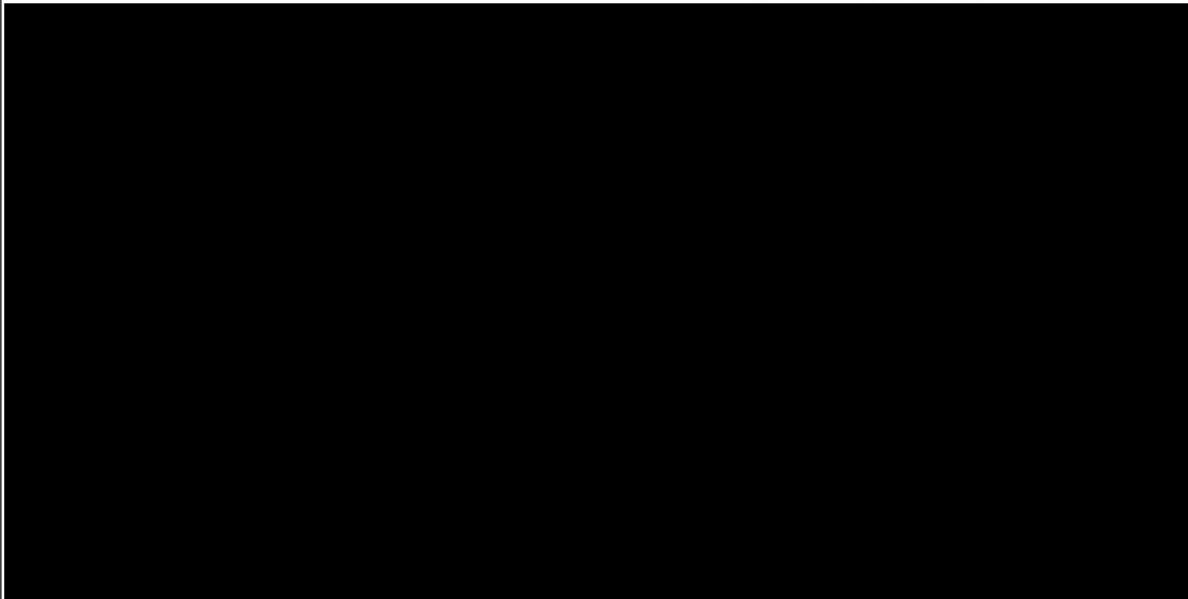
[REDACTED]

[REDACTED]

High-level indicative project plan – to be finalised with FSA at mobilisation

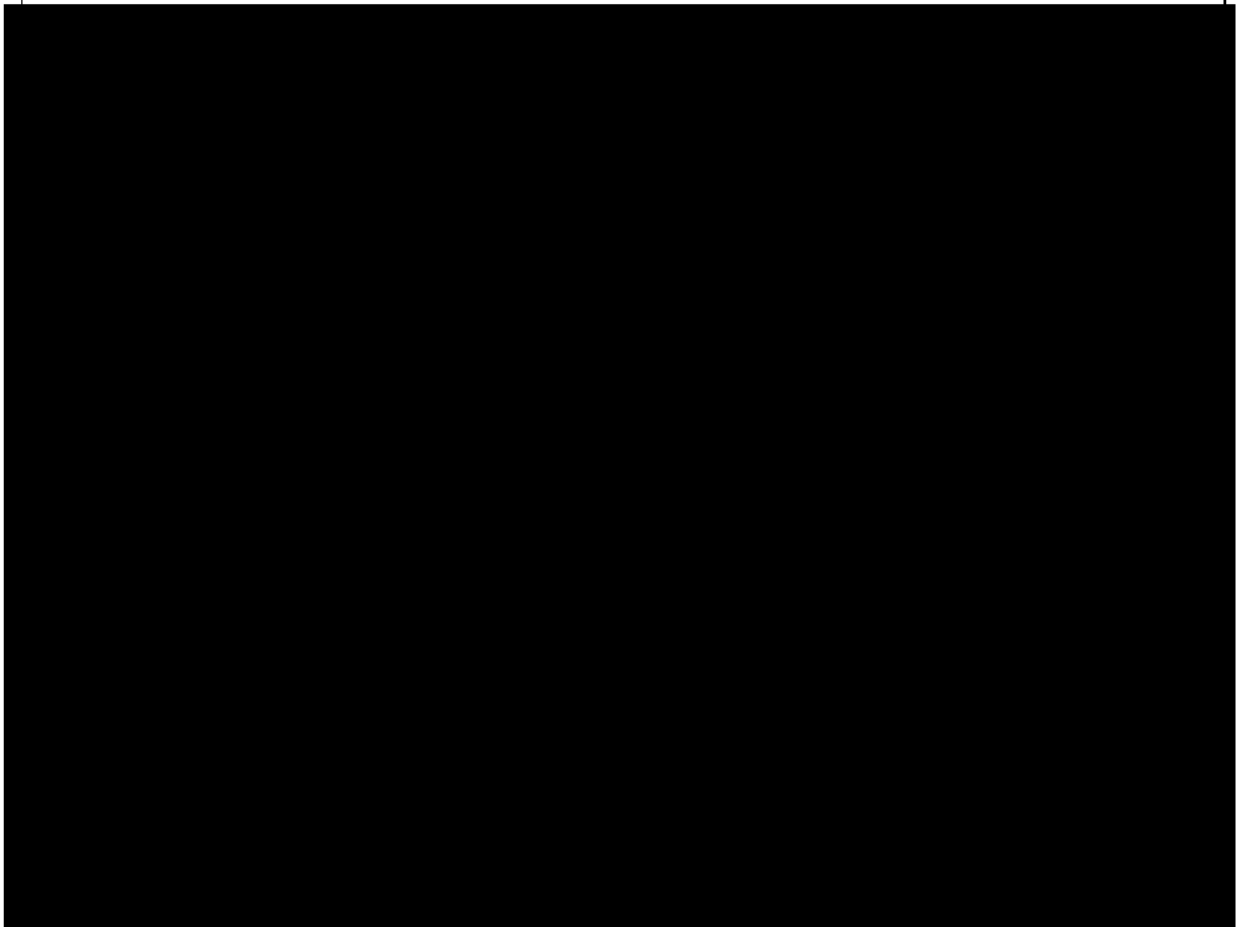
Work Plan – FSA Performance Framework

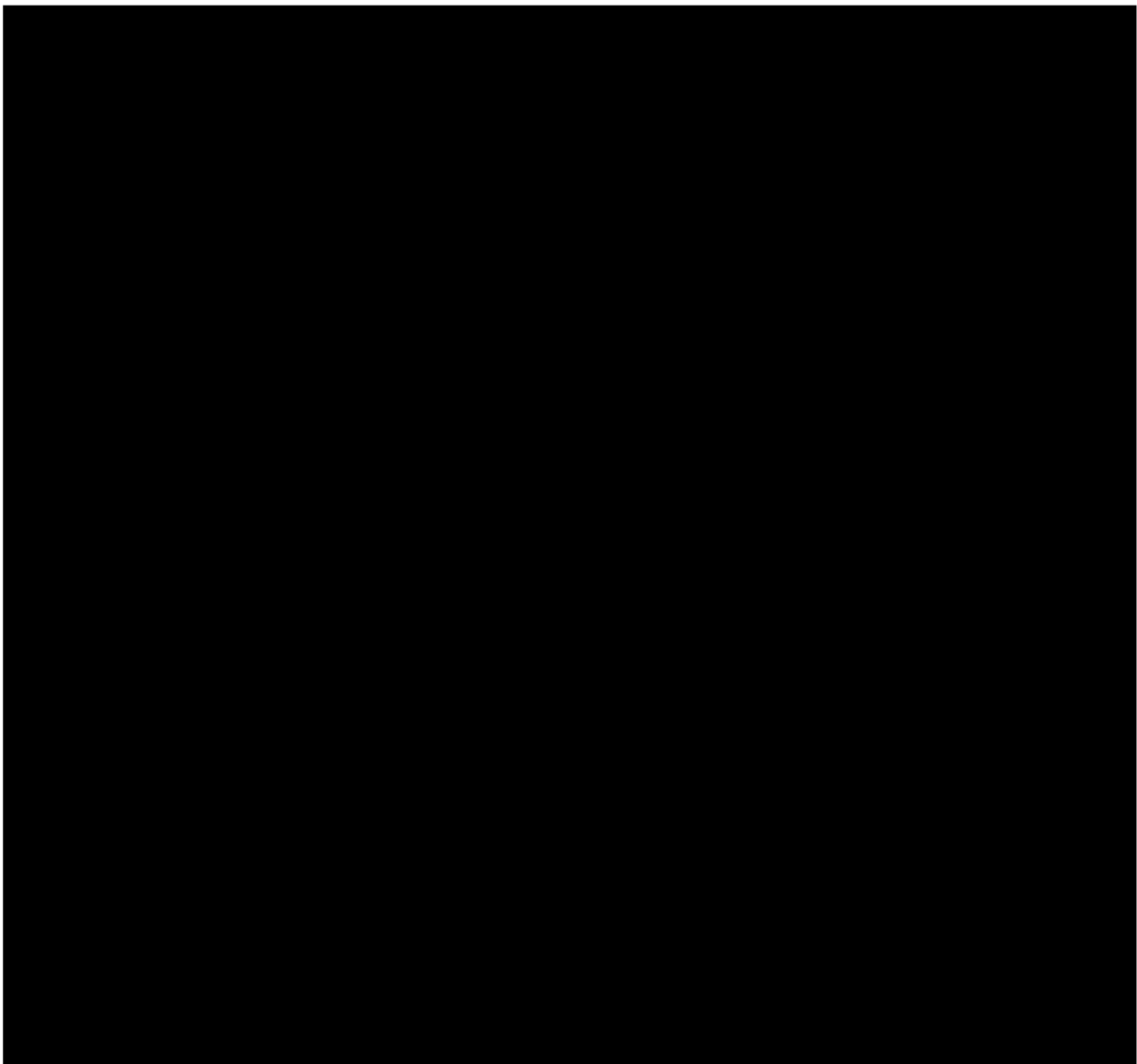
- ◆ Weekly project team meetings (Deloitte & FSA)
- ◆ Deloitte team
- ◆ Weekly meetings (with Tara and Katie)
- ◆ Deloitte and FSA team



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Any timetable will be dependent on the Parties fulfilling their respective responsibilities.

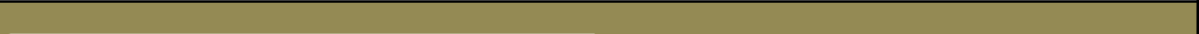




The FSA will reimburse the Supplier on a fixed fee basis (£75,000 excl. VAT/£90,000 incl. VAT).
Invoicing: A single invoice for the full fee issued at the end of the agreement

Completed by: Deloitte LLP

Date: 31/10/2022



Work Package start date: 07/11/2022

This quotation for the above mentioned Work Package has been agreed between the Food Standards Agency and the Supplier under the terms and conditions of the call-off contract FS900250



