

FS

Request for Quotation

Work Package Number:	6
Work Package Title:	Corporate Framework Project - Implementation
Available Budget:	£40,000 excl. VAT
Supplier Name:	Deloitte
Specification of requirements – (to be completed by FSA (Food Standards Agency))	
<p>Deloitte have concluded a project to define, design and prototype a Corporate Performance Framework and executive level reporting Dashboard.</p> <p>[REDACTED]</p> <p>We now seek additional support from Deloitte to aid with the introduction of the framework and implementation of the initial Exec Dashboard. This work package set out specific implementation and engagement actions to ensure the framework and dashboard is smoothly inducted from the outset and sets out the future engagement process and helps resolve any ambiguities in the definitions determined in the first project.</p> <p>In short, the deliverables / products would be:</p> <ul style="list-style-type: none">• A Communications / Engagement plan (and help with drafting initial comm's)• Facilitate a discussion with BDG (Business Delivery Group) on their role and use of the Exec Dashboard• Documented intelligent owner function – including a practical understanding and application of the RAG (Red Amber Green) Matrix / level ratings.• Support in our preparation for the first EMT performance discussion (observation and suggestions for next steps) <p>We anticipate that this work will include:</p> <ol style="list-style-type: none">1. Co-develop and embed the process for implementing the new performance dashboard through:	

Developing a communications / engagement plan and aiding with the initial communications with those involved in the production, general users (functional Business leads / Deputy Directors (DDs)), our Executive Management Team (EMT) and the Business Delivery Group (BDG). This will aid us landing the product on the right footing and hopefully provides lessons learnt / what are the pitfalls to avoid from Deloitte's experience/s.

Develop a communications plan to facilitate engagement with teams across the Agency e.g., BDG, Functional Leads, staff with weekly progress meetings with the Planning & Performance team to ensure it matches expectations.

This will include:

- a. running a workshop at BDG, on or around [REDACTED] – by presenting the work to date of the prototype dashboard (like EMT session) and facilitating a discussion with BDG to consider different options (agreed by us in advance) on what role they play in the framework and with using the dashboard.
- b. observe EMT and facilitate a wash up session & suggest next steps expected last week of [REDACTED]

Products:

- a. communication / engagement plan – outlining immediate short term and longer-term comms messages and suggested approaches & timescales.

2. Establish the intelligent owner function by:

Supporting the Planning & Performance Team to critically review and challenge the returns from teams and develop the insight and commentary for EMT for meeting on or around [REDACTED] and be able to use the techniques and approach for further EMT meetings.

This will include

- a. Once FSA team have collated the information from the Functional Leads, helping us through the initial production and undertaking a 'critical review and challenge' to then present the right 'insights and commentary for EMT', sharing how this is achieved, for example by sharing demonstrating interrogation tools / techniques / bank of key questions.

Product:

- a. Suggested set of key questions for use by the FSA in interrogating data collated across the Agency.

3. Support the first EMT performance discussion on or around [REDACTED]

Supporting the Performance and Risk team in their preparations for the EMT meeting.

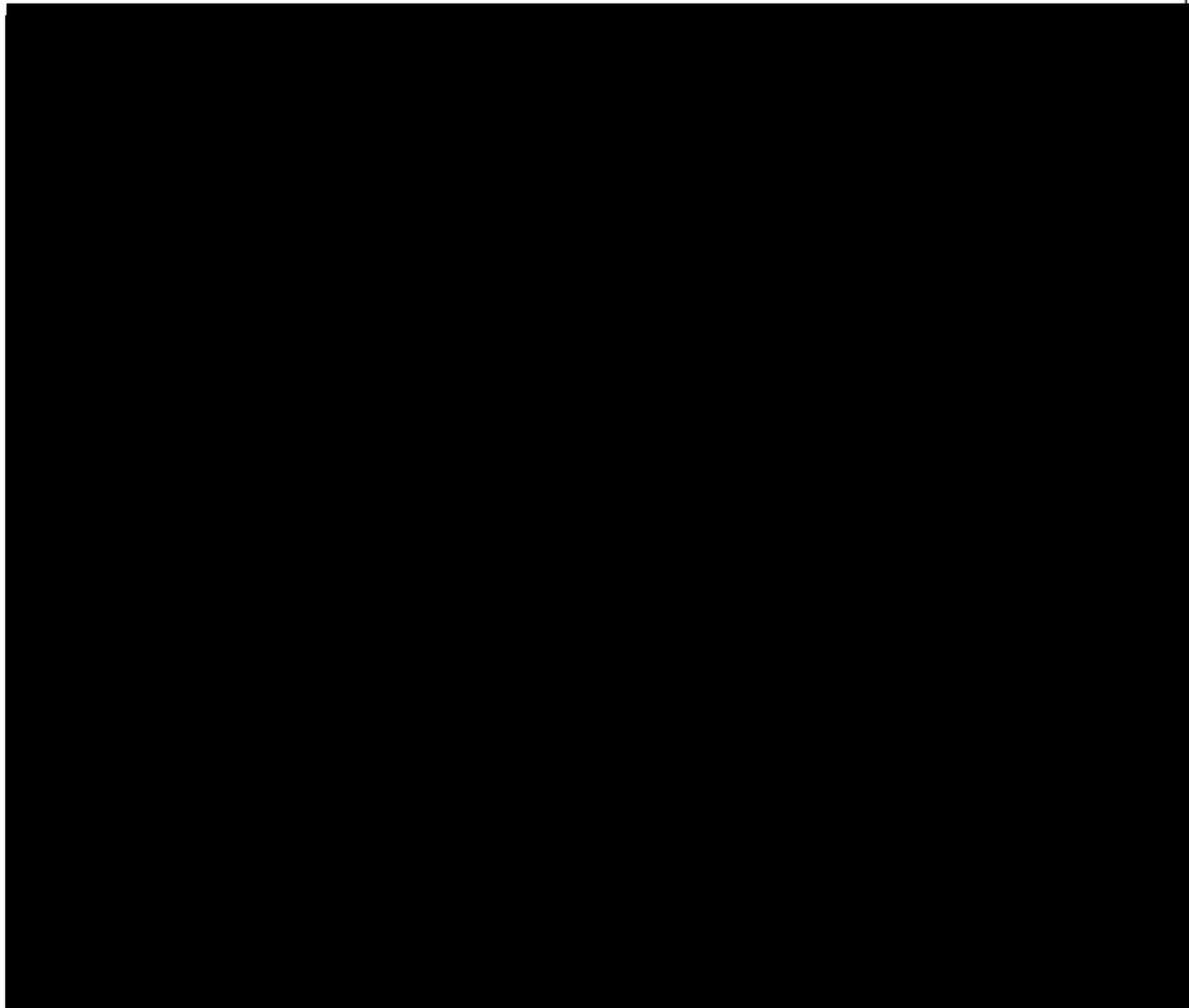
This will include:

- a. Helping to shape the agenda and preparing the [REDACTED] [REDACTED] by drawing out and explaining the key suggested focus areas for the conversation.
- b. Observing the EMT meeting on, or around, [REDACTED] facilitating a wash up session with the Performance and Planning Team to reflect on the meeting and next steps.

Product:

- a. Report summarising Deloitte's observations on the first EMT performance meeting including the nature of the conversation and recommendations to support the embedding of the performance management conversation at EMT.

The invoicing schedule will be 'one invoice for end of April'. The table below sets out the expected milestones and receipting of the work.



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

Our methodology for delivering your requirements:

[Redacted text block]

1.

[Redacted text block]

[Large redacted text block]

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

[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

The FSA will reimburse the Supplier on a fixed fee basis (£40,000 excl. VAT/£48,000 incl. VAT).
Invoicing: A single invoice for the full fee issued at the end of the agreement as per the statement of requirements

GDPR - Processing, Personal Data and Data Subjects

Description	Details
Identity of Controller for each Category of Personal Data	No personal data will be processed as part of this agreement
Duration of the Processing	N/A
Nature and purposes of the Processing	N/A
Type of Personal Data	N/A
Categories of Data Subject	N/A

Completed by: Deloitte LLP

Date: 09/03/2023

Date quotation accepted by FSA: 13th March 2023

Work Package start date: 13 March 2023

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 FS

Signed on behalf of the FSA



