

**AHDB PROJECT SPECIFICATION**

**Project Reference**

**INVITATION TO TENDER FOR**

**Parliamentary Monitoring**

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1. **Introduction**

*AHDB*

The Agriculture and Horticulture Development Board (AHDB) is a non-departmental public body, funded by levy income from farmers, growers and others in the supply chain, and managed as an independent organisation (independent of both commercial industry and of Government). The role of the AHDB is to help improve the efficiency and competitiveness of various agriculture and horticulture sectors within the UK. Our statutory functions encompass meat and livestock (cattle, sheep and pigs) in England; horticulture, milk and potatoes in Great Britain; and cereals and oilseeds in the UK. Our purpose is to inspire our farmers, growers and industry to succeed in a rapidly changing world.

As AHDB is funded in this manner, value for money is paramount, we welcome suppliers who can offer innovative and cost-efficient solutions to meet our needs, whilst also offering superlative service that will enable us to create a world-class food and farming industry. Solutions should look to help us not only reduce costs but increase business flexibility, lift productivity, bring people together to collaborate, innovate and drive change throughout.

Further information about AHDB can be found here: https://ahdb.org.uk/

1. Background

AHDB’s purpose is to equip levy payers with independent, evidence-based information and tools to grow and become more competitive and sustainable. Delivery of AHDB services to levy payers is focused on six sectors covering about 72% of total agricultural output in the UK.

* Pig meat in England – levy payer work branded as AHDB Pork
* Milk in Great Britain (GB) – levy payer work branded as AHDB Dairy
* Beef and lamb in England – levy payer work branded as AHDB Beef & Lamb
* Commercial horticulture in GB – levy payer work branded as AHDB Horticulture
* Cereals and oilseeds in the UK – levy payer work branded as AHDB Cereals & Oilseeds
* Potatoes in GB – levy payer work branded as AHDB Potatoes

*Our Priorities are*:

* To help levy payers to improve productivity, cost management and resource use efficiency (adaptation to and mitigation of climate change, managing soils, water and market volatility)
* To help levy payers to prevent and manage disease
* To develop markets (export development, promoting quality products to differentiate against imports, market information and analysis)
* To help levy payers to understand and adapt to the regulatory and policy environment
* To help levy payers to address labour market issues and skills development.

Lobbying:

AHDB is a Non-Departmental Public Body (NDPB) and does not participate in any lobbying activity. However, it has an important role in providing independent, evidence-based information and market analysis to government, including the devolved administrations on agriculture and horticulture-related matters.

1. Scope

*The Service*

AHDB is looking for a Parliamentary Monitoring Service.

This will be for the contract period 2 years followed by an option to extend 2 more years thereafter the opportunity will be put out to tender again.

**Mandatory Requirements**

* Ability to primarily monitor Westminster Parliament, however some monitoring of key topics also needed across Scottish Government, Welsh Government and Northern Ireland Assembly
* Monitoring of topics based on 30 keywords (Words to be supplied on contract award) covering agriculture, horticulture, export, animal welfare, plant health etc
* Daily email alerts/horizon scanning for new inquiries/debates into which AHDB can take a proactive role in supplying evidence-based information
* Daily email updates to key AHDB contacts at set times throughout the day relating to activity affecting the agriculture sector. (9am, 11.30am, 2.30pm & 5pm)
* Access to online library/archive of parliamentary documents (Hansard etc)
* Dedicated customer account manager
* Daily monitoring of relevant parliamentary/assembly business.
* Weekly alert on Government consultations/Committee and APPG enquiries

**Desirable Requirements**

* Email alerts on breaking news relating to agriculture and farming, including changes in government appointments (within 5 minutes of breaking news)
* Access to contact database of parliamentarians (4 AHDB users in total)
* Weekly round-up of Westminster and Scottish/Welsh Parliament/Northern Ireland Assembly activity and activity of NGOs supplied to key AHDB contact.
* Morning email briefing of key political headlines
* Potential for polling to gauge level of awareness/engagement of AHDB among parliamentarians
* New parliamentary business and changes to business
* Access to supplier-led events and training opportunities
* Publicity for AHDB news/parliamentary events
* Weekly alerts for relevant business at Westminster
* Weekly alerts for relevant business at Welsh Assembly
* Weekly alerts for relevant business at Scottish Parliament
* Weekly summary of questions to be raised in the House/Scottish Parliaments and Welsh Assembly relating to agriculture and farming on Fridays for questions the following week.
* Summary coverage of party conferences and fringe events relating to our sectors

For Information:

* AHDB will not accept any 3rd Party Working. This service must not be outsourced
1. **Key AHDB Personnel**
* Guy Attenborough, AHDB Corporate Affairs Director (Director responsible)
* Andy Hutson, AHDB Public Affairs Manager (Contract Manager)
* Sue Fox, PA to director of Corporate and Levy payer communications (Admin contact)
1. **Account Management**

Set out how the contract is to be managed, identifying:-

• Principal contact(s)

* Management reporting – Quarterly meetings with service provider to review service delivery
* Ad-hoc calls with service provider as issues arise
1. **Pricing**

Prices to be fixed for contract period with an annual adjustment in line with the Consumer Price Index (CPI)

1. **Invoicing**

AHDB to be invoiced quarterly in arrears

1. Format and Content of Response
2. Quality Assessment (50%)

Please provide your response to the questions in the accompanying Quality Assessment form. Each element of these responses will be marked on a score of 0-5. These responses should reflect your ability to provide the requirements of our scope.

|  |
| --- |
| **Scoring methodology** |
| Meets expectations - The response meets the requirements in all material respects and is extremely likely to deliver the required output/outcome. | 5 |
| Satisfactory - The response meets the requirement in most material respects, but is lacking or inconsistent in some minor respects. | 4 |
| Satisfactory but below expectations - The response meets the requirement in certain material respects and provides certain information which is relevant, but which is lacking or inconsistent in material respects | 3 |
| Weak - The response fails short of achieving the expected standard in a number of identifiable respects, may lack details on how the requirement will be fulfilled in certain areas. | 2 |
| Very Weak - almost unacceptable - The response significantly fails to meet the standards required. Contains significant shortcomings and/or is inconsistent with the other proposals. Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled. | 1 |
| Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement, irrelevant to the question asked. | 0 |

1. Price (50%)

Please also provide your quotation for the supply of the services providing the set items that will reflect as much of the costs of the contract as possible in the table on the accompanying Quality Assessment form. These will be extrapolated and weighted for evaluation purpose and also go to make up the pricing for the successful tenderer.

Total 50% will be scored to lowest price and relative score applied to tenderers offering higher cost pricing models.

Submissions will remain unopened until after the closing date and time has passed.

**Please send your submissions to** **Andy.Hutson@ahdb.org.uk** **by 5pm, 27 January 2021.**

**The deadline for clarification questions is 5pm, 18 January 2021.**

AHDB will then assess those eligible suppliers based on the combination criteria of Price (50 %) and Quality (50%) and the proposal that achieves the overall best score will be awarded the contract.

AHDB are not be obliged to return any materials submitted by interested parties before, during or after this advertised opportunity or any subsequent procurement process as a result of this tender.

Please note that AHDB will not reimburse any expenses incurred by interested parties in preparing their responses to this Tender.

1. Timetable

|  |  |
| --- | --- |
| Opportunity Published | 4 January 2021 |
| Last day for clarification questions | 18 January 2021 |
| Closing date for submissions | 27 January 2021 |
| Tender evaluation | 5 February 2021 |
| Notification of Award(s) outcome | 10 February 2021 |
| Contract commencement | 1 April 2021 |

1. Conditions of contract

Please note that AHDB Standard Terms and Conditions will apply to the contract, a copy of which can be found on the AHDB website: <http://www.ahdb.org.uk/about/Procurement.aspx>

Tenderers are advised to familiarise themselves with these Terms and Conditions prior to submitting the proposal.

For the avoidance of doubt, AHDB will not be open to negotiating the terms and conditions. Should any of the terms restrict a tenderers ability to provide a bid please make this known to AHDB ASAP for consideration.

The successful supplier will be required to sign a contract with AHDB before commencement of services.

The prices quoted in the response will form part of the contract.