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|  | Direct No: +44 (0)2380 055932  E-mail: [alex.bassett@os.uk](mailto:alex.bassett@os.uk)  Date: 16th March 2017 |
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Dear Sir/Madam

**REQUEST FOR QUOTATION (RFQ)**

Ordnance Survey Ltd is a company registered in England and Wales (company registration number 09121572) whose registered address is at Explorer House, Adanac Drive, SOUTHAMPTON, SO16 0AS, UK (OS). OS is a limited company in which the entire share capital will be owned by the Department for Business, Energy & Industrial Strategy (BEIS).

OS is the national mapping agency of Britain and is responsible for the surveying, production, maintenance, and marketing of a wide range of geographic information, relied on by government, business, and individuals. Further information can be found on our website: [http://www.os.uk](http://www.ordnancesurvey.co.uk)

Ordnance Survey is creating a new Ventures business which will be responsible for identifying new revenue opportunities in Great Britain and internationally to support global growth. The business is due to become operational by 1 June. We are looking for an operations consultant/PMO to help the new Ventures MD to define the operating and implementation/transition for Ventures.

To support this, OS are requesting the submission of CV’s of candidates who can provide services that can meet our requirements (as specified in Appendix A). If you require any additional information in order to provide the required submission, please submit any clarification questions to myself, via the following email address: **procurementgroup@os.uk** (marked for my attention), no later than **Wednesday 22nd March 2017.** OS reserves the right to issue the response to any clarification request made by you to all participants.

All CV’s must be returned no later than **17:00 on Wednesday 29th March 2017** (OS may reject any CV’s not received by this date). Candidates must be available to attend interview at OS’ London Office, 157-197 Buckingham Palace Road, Victoria, London, SW1W 9SP during w/c **Monday 3rd April 2017.**

OS reserves the right to cease this procurement process at any time without any liability (whether in contract, tort or negligence) to the participant. All OS’s technical and commercial information contained within this RFQ must be considered confidential and must not be disclosed to a third party.

OS has no liability for any costs incurred by the participant in preparing or evaluating this quotation. The request and submittal of the quote does not constitute a purchase agreement between OS and the participant. OS reserves the right to amend, add or delete its requirements from this RFQ. This RFQ does not constitute an order or contract offer and there is no obligation for OS to accept your submitted proposal.

All documents and information contained in this RFQ shall remain the property of OS. Participants shall not disclose either: a) the fact that they have been invited to participant in this RFQ or release details of the proposed contract; or b) details of their quotation in whole or in part, other than on an ‘in confidence’ basis to those who have a legitimate need to know or with whom they need to consult for the purposes of preparing the quotation.

**Freedom of Information Act 2000 (‘FOIA’) and Environmental Information Regulations 2004 (‘EIR’)**

OS is committed to meeting their legal responsibilities under FOIA and EIR. Accordingly, all information submitted to OS (including without limitation, the information contained in the RFQ and the proposals received from Participants in response) may need to be disclosed by OS in response to a request for information.

OS may also decide to include certain information in the relevant publication scheme maintained under FOIA or EIR. In making a submission, each participant therefore acknowledges and accepts that the information contained therein may be disclosed under the FOIA or EIR.

In respect of any information submitted by a participant that it considers being commercially sensitive the participant should: 1) clearly define such information as commercially sensitive; 2) explain the potential implications of disclosure of such information; and 3) provide an estimate of the period of time during which the Participant believes that such information will remain commercially sensitive.

However, participants should be aware that even where a participant has indicated that information is confidential or commercially sensitive, OS is responsible for determining, at its absolute discretion, whether such information is exempt from disclosure under FOIA or EIR, or must be disclosed in response to a request for information. Blanket labelling of all the content of submissions as ‘confidential’ is not acceptable.

Participants should also note that the receipt by OS of any material marked ‘confidential’ or equivalent does not mean that that OS accepts any duty of confidence by virtue of that marking, and OS has the final decision regarding the disclosure of any such information in response to a request for information under the FOIA or EIR.

**Conflict of Interest**

Participants are responsible for ensuring that there are no conflicts of interest either between their own advisers and those of OS, or between the members of its consortium and their sub-contractors. Participants must notify OS of any actual or potential conflict of interest as soon as reasonably practicable as soon as it becomes aware of such a conflict and the measures it has taken and/or proposes to take to deal with such a conflict. OS reserves the right to disqualify the Participant where the measures taken or proposed do not address the conflict to OS’s satisfaction.

**Non-canvassing, non-collusion, compliance with Bribery Act 2010 and The Modern Slavery Act 2015**

OS takes a zero-tolerance approach to bribery. Participants must have demonstrated that they take a robust approach to bribery prevention through either written policies or oral communication and training of its staff and agents.

OS also takes a zero-tolerance approach to slavery and is committed to preventing acts of slavery and human trafficking (as set out in the *Modern Slavery Act 2015* (**MSAct**)) from occurring within both its business and supply chain. Ordnance Survey will expect any successful Contractor to be able to ensure it, and its supply chains, are compliant with the MSAct.

Participants must not canvass or solicit or offer any gift or consideration whatsoever as an inducement or reward to any officer or employee of, or person acting as an adviser to, OS in connection with the submission of a Tender, evaluation of responses, short-listing of Participants and in connection with the overall procurement exercise.

Participants must submit a bona fide response and confirm, by a signed return of the certificate at Appendix 1, that it has not prepared its response in collusion with any third party and will not engage in collusive behaviour during the tender process.

Please do not hesitate to contact me if you have any questions concerning this project; thank you in advance for your support with this project.

Yours faithfully,

C:\Users\ABassett\Documents\Personal Docs\e-signature.JPG

Alex Bassett, Procurement Category Specialist

For and on behalf of **Ordnance Survey Limited**

**APPENDIX A – STATEMENT OF REQURIEMENTS**

**Job Reference: BS0510.2017**

**Role:** Operations Consultant (OC)

**Preferred Start Date:** Monday 10th April 2017

**Expected Tenure:** 3-month Contract

**Working Arrangements:** OS Limited, 157-197 Buckingham Palace Road, Victoria, London, SW1W 9SP. The OC will be expected to work 5 days a week (Monday – Friday) within usual office hours, they may be expected to attend off-site meetings where required.

**Maximum Daily Charge Rate:** £1500

As this role, has been deemed to be in scope of IR35, the rate should be an all-inclusive daily charge rate (including any deductions and your margin), but excluding VAT. When submitting the CV’s of candidates, please highlight the candidate’s day rate along with the % margin that will be charged for that candidate, and whether they would be engaging on a PAYE basis, or via an Umbrella company. OS are expecting the successful bidder to administer these processes.

***Please note that when travelling to or from London Victoria as part of their role, we would expect this to be covered in the day rate. However, if the OC is asked to attend other offices/sites (by OS), then any expenses to be incurred will be agreed in advance by OS and in-line with OS’ travel policy****.*

**Description of Services:**

* Develop operating and transition plan for OS Ventures
* Right to left plan to be operational on 1st June

**Essential Skills & Experience:**

* Business planning - setting up a business unit and working through all the implications from each of the functions.
* Experience of setting up risk, governance and operating principles
* Excellent project planning and management skills
* Strong organisational skills – pulling information from different sources
* Strong team working – will be required to work across the OS business
* Strong analytical skills – can cut through complexity
* Driving personality – gets things done with pace and energy
* 10+ years’ experience
* Expert in Microsoft Suite, including Microsoft Project

**Desirable Experience:**

* MBA qualified
* Prior experience gained in a consulting environment

**Expected Behaviours:**

* Commercial
* Completer/Finisher
* Hands on approach
* Problem solver
* Analytical
* Planning

**Assessment Method/s:**

* Work history (assessed from their CV)
* Interview

**APPENDIX B - AWARD & SCORING CRITERIA**

**Pricing**

The CV’s of candidates submitted, whose day rate exceeds the maximum daily charge rate as stated in Appendix A, will be automatically excluded at this stage.

**Short Listing**

Each candidate will then be assessed according to our nice-to-have skills and experience requirements, and scored (as per the scoring criteria below) against each of the criteria in the Evaluation Matrix. The maximum possible marks for this section are 190 Marks, which are aligned to 11 requirements. The below table illustrates the possible weighting of scores:

|  |  |  |
| --- | --- | --- |
| **Score** | **Marks Available** | **Marks Awarded** |
| 0 | 20 | 0 |
| 1 | 20 | 4 |
| 3 | 20 | 12 |
| 5 | 20 | 20 |

Following this process, the Candidates will be ordered according to their weighted score and only the top 5 candidates will be taken forward to the interview stage (unsuccessful candidates will be notified accordingly). ***Please note that we may request evidence to support the Candidate’s stated skills & experience at this stage.***

**Interview**

If a candidate is successful at the short-listing stage they will be invited to attend interview. This will help us to understand whether they have the necessary skills to work on the project, and to help us see whether they have a good cultural fit for our existing team/organization. To ensure consistency in the process each interview will follow an agreed format, with each candidate being assessed against the same criteria (as shown in the Evaluation Matrix).

Technical ability/competence will be assessed against eleven criteria (as outlined in the Evaluation Matrix), with a weighting applied. The maximum possible marks for this section are 100 Marks, which are aligned to 11 requirements. The below table illustrates the possible weighting of scores:

|  |  |  |
| --- | --- | --- |
| **Score** | **Marks Available** | **Marks Awarded** |
| 0 | 10 | 0 |
| 1 | 10 | 2 |
| 3 | 10 | 6 |
| 5 | 10 | 10 |

Behaviours/cultural fit will also be assessed at interview against the four criteria (as outlined in the Evaluation Matrix). The maximum marks possible for this session are 100 Marks (5 Marks x 5 maximum score) x 4 requirements = 100. The below table illustrates the possible weighting of scores:

|  |  |  |
| --- | --- | --- |
| **Score** | **Marks Available** | **Marks Awarded** |
| 0 | 25 | 0 |
| 1 | 25 | 5 |
| 3 | 25 | 15 |
| 5 | 25 | 25 |

**Availability**

Following completion of the interview stage, candidates will then be scored according to their availability. Candidates who can meet our preferred start date, or can start within two weeks of our preferred start date, will be scored and weighted accordingly. Availability will be scored as per the scoring criteria below. Candidates who score 0 against availability will be excluded. Candidates who are available within the time-frame specified will be awarded 2 marks. The maximum possible marks for this section are 100 Marks (50 Marks x 2 maximum score) x 1 requirement = 100.

The below table illustrates the possible weighting of scores:

|  |  |  |
| --- | --- | --- |
| **Score** | **Marks Available** | **Marks Awarded** |
| 0 | 100 | 0 |
| 2 | 100 | 100 |

**Scoring Criteria:**

**The scoring system below will be applied for technical ability/competence & behaviours/cultural fit:**

| **Score** | **Description** |
| --- | --- |
| 0 | Inadequate |
| 1 | Concerns |
| 3 | Potential |
| 5 | Capable |

**The scoring system below will be applied for availability:**

| **Score** | **Description** |
| --- | --- |
| 0 | Not met |
| 2 | Met, i.e. they are available when you need them, or within the timeframes specified. |

**Overall Score**

The ‘final weighted’ values will be added together for each candidate to give the overall score. If following this process, we have more than one successful candidate for the position, then the candidate will be assessed according to their maximum daily charge rate, with the candidate who has the lowest maximum daily charge rate being successfully awarded the Contract.

OS’s award criteria for this RFQ is based on making an evaluation of the most economically advantageous tenders, based on an assessment of the individuals’ technical ability/competence, cultural fit, and availability. OS will not be bound to accept the lower price quote. Post-negotiation may be entered into, if necessary to qualify or clarify the offer, or to discuss potential improvement or adjustments to the participant’s offer.

OS’s evaluation team will consist of competent and experienced personnel able to assess and score each aspect of the submissions. A moderation exercise by the team will ensure that scoring is applied on a fair, reasonable and consistent basis.

**APPENDIX C – COMPANY INFORMATION**

Please complete and return the attached Company Information form, this will not be scored as part of the evaluation process but will held on our records for information purposes. However, if the information contained in this form, highlights any areas of concern about the viability of your organization, we reserve the right to eliminate any Candidates put forward by you for this position.