

**Korn Ferry Hay Group Limited  
Ryder Court, 14 Ryder Street  
London  
SW1Y 6QB**

Attn: **REDACTED**

Date: 19<sup>th</sup> April 2017

Procurement ref: **CCZP16A29**

Dear Madam,

**Award of contract for the supply of HMT Graduate Development Programme – Lot 1**

Following your tender / proposal for the supply of services to co-design, programme manage and facilitate the graduate development programme for Her Majesty's Treasury, we are pleased to award this contract to you. The attached appendix provides detailed feedback on your submitted proposal.

This letter (Award Letter) and its Annexes set out the terms of the contract between Her Majesty's Treasury as the Customer and Korn Ferry Hay Group Limited as the Supplier for the provision of the Services. Unless the context otherwise requires, capitalised expressions used in this Award Letter have the same meanings as in the terms and conditions of contract set out in Annex 1 to this Award Letter (the "**Conditions**"). In the event of any conflict between this Award Letter (and its Annexes) and the Conditions, this Award Letter (and its Annexes) shall prevail. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by the Customer and may delay the conclusion of the Agreement.

**1. For the purposes of the Agreement, the Customer and the Supplier agree as follows:**

- 1.1. The Services shall be delivered at the Supplier's premises and at the Customer's offices at 1 Horse Guards Road, London SW1A 2HQ, and external venues in the vicinity of Westminster on request by the Customer.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £720,700.00, including all extension options.
- 1.3. The specification of the Services to be supplied is as set out in Annex 3 and within the Supplier's response at Annex 4, subject to any clarifications as set out in Annex 5. Where there is conflict Annex 3 shall take precedence.
- 1.4. The Term shall commence on **Monday 24<sup>th</sup> April 2017** (the "Start Date") and the Expiry Date shall be **Tuesday 23<sup>rd</sup> April 2019. (The Authority reserves the option to extend the contract by 2 periods of 1 year).**

1.5. The address for notices of the Parties are:

**Customer**

HM Treasury  
1 Horse Guards Road  
London SW1A 2HQ  
Attention: **REDACTED**  
Email: **REDACTED**

**Supplier**

Korn Ferry Hay Group Limited  
Ryder Court, 14 Ryder Street  
London  
SW1Y 6QB  
Attention: **REDACTED**  
Email: **REDACTED**

1.6. The following persons are Key Personnel for the purposes of the Agreement:

For the Customer:

Name	Title/Role
REDACTED	REDACTED

For the Supplier:

Name	Title/Role
REDACTED	REDACTED

For the purposes of the Agreement the Staff Vetting Procedures and data security requirements are within Annex 3.

1.7. The Customer may require the Supplier to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Services, relevant to the work of the Customer, or is of a type otherwise advised by the Customer (each such conviction a "**Relevant Conviction**"), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Services.

## 2. Payment

Payment will be structured around the delivery of each module of a cohort's programme, and the delivery of the bi-annual refresh work in the lead up to each cohort. The timing of these deliverables will be agreed by the Customer and the Supplier, according to the timetable for each cohort's programme. Programme timetables are set on a bi-annual basis.

Before payment can be considered, each invoice for the agreed deliverables must include a detailed breakdown of the work completed and the associated costs.

All invoices must be sent, quoting a valid purchase order number (PO Number), to: Accounts Payable, Finance Team - Finance & HR Operational Services, HM Treasury, Rosebery Court, St Andrew's Business Park, Norwich, NR7 0HS. Within 10 working days of receipt of your countersigned copy of this letter, the Customer will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name and telephone number) of your Customer contact (i.e. Contract Manager). Non-compliant invoices will be returned, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact the Customer's Accounts Payable section either by email to [invoicequeries@hmtreasury.gsi.gov.uk](mailto:invoicequeries@hmtreasury.gsi.gov.uk) or by telephone 020 7270 6000 (option 3, then option 4) between 09:00-17:00 Monday to Friday.

## 3. Liaison

For general liaison your contact will continue to be **REDACTED** or, in their absence, **REDACTED**.

We thank you for your co-operation to date, and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the Services. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to **REDACTED** within 7 days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the procurement reference number above in any future communications relating to this contract. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

Yours faithfully,

Signed for **Her Majesty's Treasury** ("the Customer")

Name: **REDACTED**

Signature:

Date:



Crown  
Commercial  
Service

OFFICIAL

9<sup>th</sup> Floor, The Capital,  
Old Hall Street, Liverpool.  
L3 9PP

T 0345 010 3503  
E [info@crownccommercial.gov.uk](mailto:info@crownccommercial.gov.uk)

[www.gov.uk/ccs](http://www.gov.uk/ccs)

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We accept the terms set out in this letter and its Annexes, including the Conditions.

Signed for and on behalf of **Korn Ferry Hay Group** (“the Supplier”)

Name: **REDACTED**

Signature:

Date:

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Number	Question	Score (out of 100)	Evaluators' Feedback
4.0 – SUPPLIER CAPABILITY			WEIGHTING 15%
4.1	<p>Potential Providers are requested to provide up to two case studies of how your organisation successfully delivered a similar relevant requirement in terms of scale, scope and complexity, in the last three years.</p> <p>(Brief client testimonials and feedback are encouraged as part of the case studies)</p>	100	An excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.
4.2	<p>Potential Providers should demonstrate the relevant experience and capability that individuals in your team have in undertaking assignments of a similar scale, scope and complexity.</p> <p>Please provide:</p> <p>(a) details of the structure of the senior delivery team and how resources across your organisation will be used to meet the services showing.</p> <p>(b) CVs for the senior team (to be identified as the Key Personnel for the purposes of the contract) who would be involved in the design and delivery of the</p>	100	An excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.

	programme. Please state clearly who will be responsible for designing, delivering, facilitating etc. and give details of their specific relevant experience and knowledge of the subject area(s).		
Total Questionnaire Weighted Score		15.00%	Winning Suppliers' Weighted Score 15.00%
5.0 – QUALITY OF PROGRAMME CONTENT AND DESIGN APPROACH			WEIGHTING 30%
5.1	Potential Providers are required to set out their proposed methodology for approaching the design requirements of: (a) the full programme; (b) the behavioural development content, of this Lot 1.	100	An excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.
5.2	Potential Providers must provide case studies and example materials from similar programmes to demonstrate the type of content set out in 5.1 that they have delivered in the past; or could offer in future.	100	An excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.
5.3	Potential Providers are requested to set out their proposed methodology and solutions they offer for designing and implementing the programme's assessments for participants.	100	An excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.

5.4	Potential Providers are requested to set out the evaluation principles and solutions they would employ to measure the impact of the programme on participants learning.	100	An excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.	
Total Questionnaire Weighted Score		30.00%	Winning Suppliers' Weighted Score	30.00%
<b>6.0 – SERVICE DELIVERY AND RELATIONSHIP MANAGEMENT</b>				<b>WEIGHTING 20%</b>
6.1	Potential Providers are requested to set out their proposals for managing the full programme from design to delivery and evaluation. This should detail the specific risks relevant to the Authority at each stage, and how they intend to mitigate them.  Attachments of project plans and separate Risk, Assumptions, Issues and Dependencies (RAID) logs are permitted up to a maximum of 6 sides of A4, project plans can be submitted on A3.	100	An excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.	
6.2	Potential Providers must set out how they would manage a complex set of stakeholders which includes the Authority's members of staff, senior sponsors and suppliers in Lot 2 (in the event of multiple suppliers), in designing, delivering and managing this programme to ensure successful implementation.	100	An excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.	
6.3	Potential Providers should provide an overview of how they would deliver the behavioural development content of Lot 1. This should include the specific risks	100	An excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed	

	relevant to the Authority, and how Potential Providers intend to mitigate them.		supporting evidence and no weaknesses resulting in a high level of confidence.
6.4	Potential Providers must detail what measures are in place to bring on additional support staff, and to provide details of how this would be available, should the need arise.	100	An excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.
6.5	Potential Providers are requested to set out how they:  (a) meet, and will embed, the Authority's core values across the programme.  (b) will ensure the quality of service provided under this contract, including via sub-contractors and/or Associates, is monitored and managed according to those values.	100	An excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.
Total Questionnaire Weighted Score		20.00%	Winning Suppliers' Weighted Score 20.00%
7.0 – SECURITY			WEIGHTING 5%
7.1	Potential Providers should state how they comply with the technical requirements prescribed by “Cyber Essentials”. If the Potential Provider has a current and valid cyber essentials certificate awarded by one of the government approved Cyber Essentials accreditation bodies within the last 12 months, they should provide a copy of that certificate as part of	100	An excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.

	their response. If they do not hold current certification they should set out in detail how they comply with the relevant technical requirements of Cyber Essentials.		
7.2	Potential Providers should include confirmation whether any IT systems that they would deploy to meet any part of the requirement would be subjected to periodic independent penetration testing and, if so, set out their policy in relation to both the frequency of such testing and in relation to applying remediation actions in response to any vulnerabilities identified in the penetration testing.	100	An excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.
7.3	Potential Providers should describe in detail what physical security measures in place in any data centres, or other buildings, used to host the Authority's data.	100	An excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.
7.4	Potential Providers should state whether they hold any relevant independent security-related certification (i.e. such as ISO27001) and, where they have, provide copies of any relevant certificates as part of their response.	100	An excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.
7.5	Potential Providers are asked to confirm whether the pre-employment checks they subject their staff to are at least equivalent to the Government Baseline Personnel Security Standard. In addition, where there is a requirement for any supplier staff to work unsupervised in HM Treasury premises, they will be expected to undergo National Security Vetting to	100	An excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.

	Counter Terrorism Check (CTC) and Potential Providers are asked to confirm their willingness to allow that.		
7.6	Potential Providers are requested to set out how their proposed solution complies with control measures numbered 3 to 15 inclusive of the National Cyber Security Centre's 15 Good practice measures related to Protecting Bulk Personal Data, and their willingness to be asked to re-confirm compliance with these measures periodically during the life of the contract.	100	An excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.
7.7	Potential Providers are asked to describe the measures they have in place to ensure compliance with the Data Protection Act (DPA) 1998. They should also confirm whether any Authority data that would be stored/processed as part of this requirement would be hosted, and would remain within the UK. Where a Potential Provider is considering proposing a solution in which part of the solution is either (a) hosted outside the UK or (b) supported by system administrator staff based outside the UK, the countries involved must be clearly stated.	100	An excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.
Total Questionnaire Weighted Score		5.00%	Winning Suppliers' Weighted Score 5.00%
8.0 – PRICE			WEIGHTING 30%
8.1	"Please confirm by selecting 'YES'..."	41.69	2nd

Total Questionnaire Weighted Score	12.50%	Winning Suppliers' Weighted Score	12.50%
Evaluation Summary			
Overall Bid Score (Weighted)	82.50%	Winning Suppliers' Overall Bid Score	82.50%
Overall Ranking	1 <sup>st</sup>	Winning Suppliers' Overall Ranking	1 <sup>st</sup>