Tender proposal for

**Financial Reporting Council**

**Provision of Strategic communications and public affairs advisory services**

|  |  |
| --- | --- |
| Supplier Name |  |
| Registered Address |  |
| Registered company number |  |
| VAT number (if applicable) |  |
| Please state if your company is a SME or VCSE |

|  |  |  |
| --- | --- | --- |
|  | Classification | Yes / No |
| SME | Small Medium Enterprise“SME” means an enterprise falling within the category of micro, small and medium-sizedenterprises defined by the Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises  |  |
| VCSE | Voluntary, Community & Social Enterprise“VCSE” means a non-governmental organisation that is value-driven and which principally reinvests its surpluses to further social, environmental or cultural objectives. |  |

 |
| Please state if your organisation or supply chain have risks associated with the current Russia / Ukraine conflict |

|  |  |  |
| --- | --- | --- |
|  | Question | Your response |
| 1 | We have identified no known risk to our organisation or supply chain associated with the current Russia / Ukraine conflict. | Yes / No |
| 2 | We have identified the following risk(s) to our organisation and/or supply chain associated with the current Russia / Ukraine conflict. | *Please state* |
| 3 | What action are being taking to address /managed the above? | *Please state* |

 |
| Contact: |
| Name  |  |
| Position |  |
| Email |  |
| Telephone |  |
| Date |  |

*This must be printed on your letterhead and signed.*

## Form of tender

**FRC2022-0150 Provision of Strategic communications and public affairs advisory services**

To: Financial Reporting Council (FRC)

1. I/we have read the ITT documentation (including all associated annexes) and, subject to and upon the terms and conditions contained in the said documents, I/we offer to deliver the contract, at the rates or prices quoted by me/us as shown below.
2. I/we agree that any contract that may result from my/our tender shall be based upon the ITT documentation (including all relevant associated annexes) and my/our Form of Tender inclusive of pricing information.
3. I/we agree that any other terms or conditions or any reservations that may be printed on any correspondence or document from me/us either in connection with this tender, or any contract resulting from this tender, shall not be applicable to the contract.
4. I/we have abided by the requirements set out in the ITT Notices and Instructions of the ITT.
5. The rates and prices quoted in the tender are valid for a period of 90 days from the tender closing date and the tender shall remain binding and open for acceptance at any time prior to the expiration of that period.
6. The date of my/our tender is the date of this Form of Tender.
7. I/we understand that FRC is not bound to accept any tender it may receive and that FRC has no liability to me/us in respect of any expenses incurred by me/us in preparing and submitting my/our tender.
8. I/we agree that the FRC may disclose the Contractor's information/documentation (submitted to FRC during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.
9. I/we tenderer represents and warrant that a conflict of interest check has been carried out and that check revealed no conflicts of interest / the following conflict exists and the proposal to manage / mitigate this conflict of interest it. ***(delete as appropriate)***
10. I/we confirm there are no known issues relating to our organisation’s financial position and financial strength nor any specific issues that could impact on operations over the course of the proposed contract.
11. I/we confirm that our organisation is not subject to any current or impending legal action, either formal proceedings or notification of legal action, which could impact on the financial viability of our organisation to deliver of the services.
12. I/we confirm that we have observed the delivery deadline date (where applicable) and our organisation can meet this /these dates.
13. I/we confirm that this is a bona fide competitive tender and our organisation has not

communicate to a person, other than a member of FRC; entered into any agreement or arrangements with any other person, that they shall refrain from tendering, or regarding the amount of any tender to be submitted not offered to pay or give, or agree to pay or give, any sum of money or valuable consideration directly or indirectly to any person in relation to this /any tender or proposed tender.

1. I/we confirm that we do not condone any activity which constitutes modern slavery or human trafficking under the Modern Slavery Act (MSA) 2015, we expect our suppliers (and supply chain) to maintain the same approach and to have policies and procedures in place to minimise the risk of modern slavery occurring.
2. I/we understand that FRC reserves the right to take up references if our proposal is successful.

Yours sincerely

## Name

## Title

**Date**

|  |
| --- |
| Tender ResponsePlease refer to the requirements in the Invitation to Tender*Please submit all documents in a Microsoft Word compatible format (or Open Document format).*Please ensure your response addresses how you will meet the FRC’s Requirements.Please supply relevant information only. Please cap your response to no more than 16 pages.Quality 70% & Cost 30% |
| **QUESTION 1 - Understanding of key Agenda**Our transition to ARGA is fundamentally important, we therefore are seeking to partner with an organisation that has an understanding of the audit reform agenda and associated ecosystems, as well as the UK and international political and standards agenda which may influence corporate governance more widely.**Evaluation requirement**Please outline your organisation’s understanding in this area and how your organisation has developed this understanding (for example, previous clients, research, key resources background etc) and how this provides benefit to us. |
| ***Your response*** |
| **QUESTION 2 - Expertise and Experience** To deliver our requirement to a high standard aligned with our goals we are seeking to partner with an organisation that has * Significant transferrable expertise and experience in integrated strategic communications in professional services and/or regulatory space
* Transferable experience of working for a public interest body
* Relevant experience in designing social media programmes for senior management across several issues

**Evaluation requirement**To demonstrate how your organisation can meet our requirement please provide example of work done for another financial services organisation or regulator (i.e. similar clients) and result of influencing activities. Your response should include proof points of spheres of relevant influence and experience, and metrics used to measure successful impact/influence. Your response must include how this expertise and experience will deliver benefit to us under the proposed contract. |
| ***Your response*** |
| **QUESTION 3 - Industry knowledge and networks**We require a partner that has: -* breadth and depth of industry knowledge and networks, including but not limited to strong relationships with key media commentators such as Financial Times (FT), Times, The Mail, The Guardian and the BBC;
* a combination of ad hoc and regular intelligence about media, regulators and government departments.

**Evaluation requirement**To demonstrate how your organisation can meet our requirement please provide examples of market intelligence and insight that you have provided to previous clients, and your subsequent advice on strategy and tactics to deliver on corporate objectives and/or ‘campaigns’ undertaken for other clients either currently or historically and the impact on the client’s objectives. Your response must include how this industry knowledge / networks will deliver benefit to us under the proposed contract. |
| ***Your response*** |
| **QUESTION 4 - Methodology**The successful partner should have established (and be willing to enhance) existing methodologies to support the FRC requirement with high quality collateral and communication turned around at pace. **Evaluation requirement**To demonstrate how your organisation can meet our requirement please provide an outline of the existing methodology / approach to meeting the requirement of the clients brief. Please also indicate any enhancement you propose that would be beneficial to FRC.  |
| *Your response* |
| **QUESTION 5 – Quality** The successful partner should have:* Outstanding written skills to generate corporate content, thought leadership and research pieces with impact and authority
* Teams are well resourced with diversity of experience and outlook

**Evaluation requirement**To demonstrate how your organisation can meet our requirement please provide examples of written work across multiple channels, e.g. – op eds, speeches, thought leadership pieces – and to a range of audiences. Your response must demonstrate how Quality will be delivered under the proposed contract. |
|  |
| **QUESTION 6 – Cost** We anticipate that the core work packages involve a combination of strategic input and operational delivery, and therefore blends resources at various levels to achieve both (a) optimum value to FRC and (b) effective output(s). FRC is committed to delivering value for money. |
| Please insert Pricing & Pricing Breakdown*Please insert* |
| **QUESTION 7 -** Terms & Conditions |
| *Amend as appropriate****Suppliers should accept with no material changes.***I/we confirm that we;* accept the proposed Terms with no changes.
* have an issue / concern with the following clause(s):

|  |  |  |
| --- | --- | --- |
| Clause No. | Concern | Proposed amendment |
|  |  |  |

 |
| **QUESTION 8** – Supplier questionnaires  |
| ***Amend as appropriate*** *(you should only need to complete the applicable questionnaire)*I/we confirm that we have completed and attach the;

|  |  |
| --- | --- |
| Document type | Document |
| * Supplier Due Diligence questionnaire – Processor or Controller
 |  or  |
| * Supplier Code of Conduct
 |  |

 |
|  |