

OFFICIAL
SO14639 DaT Fast Stream Final Selection Board 2016 Tender
Appendix B – Statement of Requirements

APPENDIX B
SERVICE DESCRIPTION

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1. INTRODUCTION

1.1 The Government Digital Service or GDS (the Authority), part of the Cabinet Office, is an organisation at the centre of digital government in the UK. The mission of GDS is to build and champion a digital culture that puts the user first and delivers the best, low-cost public services possible.

1.2 The Digital and Technology (DaT) Fast Stream is government's flagship digital and technology talent development programme. The scheme is designed to grow government's future leadership capability.

2. PURPOSE

2.1 Provision of services that will enable government to suitably assess candidate's aptitude to join and succeed on the DaT Fast Stream. Successful candidates should demonstrate the potential to: become future leaders of the civil service; understand and work in digital and technology corporate environments, delivering business change; and the ability to learn quickly and adapt.

3. BACKGROUND TO REQUIREMENT/ OVERVIEW OF REQUIREMENT

3.1 DaT Fast Stream candidates will proceed through the normal Fast Stream application process. This evaluates candidates' generalist skills and competencies, their ability to be high achievers and their future leadership potential. Following success at the Fast Stream Assessment Centre (FSAC), candidates will be invited to the final selection stage, typically known as a Final Selection Board. This is the only stage in the recruitment process where candidates will be tested on their ability to work in digital and technology environments. Government is not seeking to necessarily recruit specialists or those with existing technical skills but those with the ability to work across a broad range of digital and technology environments. Successful candidates will enter government at grade HEO (D) (equivalent to Band B1).

The form of the assessment must be such that it rigorously assesses candidate's potential and aptitude for an early career in government digital and technology with a view to future leadership.

The potential supplier must have knowledge of the assessment process at FSAC.

4. SCOPE OF REQUIREMENT

4.1 Potential supplier to devise and prepare suitable assessment materials that will evaluate a candidate's:

- Interest in the DaT Fast Stream scheme
- Appreciation of the role of digital and technology in achieving change
- Capacity to organise self and others, to deliver tangible outcomes
- Ability to collaborate with, motivate and lead others

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- 4.2 Potential supplier to run training sessions for new, experienced and senior assessors, including preparation of training materials, explaining and demonstrating the means of assessment and how to do so successfully. There are likely to be 10-15 new assessors, 25 experienced and 10-12 senior assessors. One training day will be required for new assessors plus a half day for experienced assessors and group telephone training session(s) for senior assessors.
- 4.3 Potential supplier to lead the running of assessment days by:
- Attending each assessment day in person and providing a morning briefing to assessors, including advising lessons learnt from previous days assessments
 - Having oversight of schedule of assessors, ensuring adequate representation for each panel
 - Recording candidates scores and evaluating panel's decisions for fairness, based on the paperwork supplied
 - Requesting additional information from panels if required to evidence decisions
 - Mediating and resolving differences of opinion between panellists
 - Being prepared to stand in as substitute assessor should the need arise
- 4.4 Potential supplier to quality assure candidate assessments, or a selection thereof, ensuring quality and consistency of candidate experience. The exact numbers of candidates to be assessed will be determined towards the final stages of the assessment process. Based upon previous year's, we expect to run 8 days of assessments (although this could be plus or minus 1-2 days). Each day, up to 4 assessment panels will run concurrently, with each panel assessing up to 4 candidates (i.e. a maximum of 16 candidates will be assessed on any one day). Therefore the suitably qualified supplier should attend and quality assure up to 4 separate assessments per day.
- 4.5 Potential supplier to provide candidates' results spreadsheet with scores and rankings.
- 4.6 Potential supplier to author candidate's performance feedback report.
- 4.7 Potential supplier to provide assessors briefing sessions, highlighting lessons learnt from previous days' assessments.
- 4.8 Potential supplier to take part in evaluation session with GDS.
- 4.9 Potential supplier to participate in project management meetings/ calls with GDS as required.

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5 SERVICE LEVELS AND PERFORMANCE

5.1 The Authority will measure the quality of the Supplier's delivery by:

- 5.1.1 Authority satisfaction – the successful completion of the key deliverables in Section 5.1 to the satisfaction of the Authority;
- 5.1.2 Timeliness – i.e. the degree of the success or otherwise of meeting the deadlines for the key deliverables and any other agreed thereafter; and
- 5.1.3 Quality – the quality of the assessment materials, assessor training and robustness of the quality assurance work carried out by the Potential Provider.

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5.2 Key Deliverables

MILESTONE	DUE DATE
AWARD CONTRACT	W/C 18TH JANUARY 2016
PLANNING AND BRIEFING MEETING	20TH JANUARY 2016
PROGRESS CALLS/ MEETINGS	WEEKLY FROM W/C 25 JANUARY 2016
DEVISE AND PREPARE SUITABLE ASSESSMENT MATERIALS	22 FEBRUARY 2016
TRAINING SESSIONS FOR ASSESSORS	NEW: W/C 29 FEBRUARY 2016 (1 DAY) EXPERIENCED: W/C 29 FEBRUARY 2016 (0.5 DAY) LEAD: W/C 29 FEBRUARY 2016 (1-2 HOURS PER GROUP)
CANDIDATE ASSESSMENTS	2 DAYS MID MARCH, 3 IN APRIL, 3 IN MAY 2016 (+ POSSIBLE ADDITIONAL DAYS DEPENDING ON NUMBERS OF CANDIDATES PROGRESSING TO FINAL ASSESSMENT STAGE)
CANDIDATE FEEDBACK REPORTS AND CANDIDATE RESULTS SPREADSHEET	31 MAY 2016
EVALUATION WORKSHOP	W/C 6 JUNE OR 13 JUNE 2016

5.3 All deadlines and deliverables will be finalised and agreed with the successful Supplier on Commencement of the Contract.

6 ADDITIONAL REQUIREMENTS

- 6.1 Cabinet Office will create a Purchase Order for the successful supplier.
- 6.2 Invoices need to be submitted to Shared Services Accounts Payable, Room 6124, Tomlinson House, Norcross Blackpool, FY5 3TA. Invoices should include the Purchase Order number provided by Cabinet Office.

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- 6.3 The supplier is to send a copy of the Invoice, sent to Shared Services, to the principal contact within Government Digital Services for goods receipting. The email address for where these will be sent will be provided to the winning bidder.

7 LOCATION

7.1 There may be a requirement to assess some candidates in cities such as Leeds, Manchester and Newcastle in addition to central London. This will be confirmed to the Potential supplier and is not expected to be more than 5 days in total.

7.2 London venue is likely to be: 100 Parliament Street, London, SW1A 2BQ.

7.3 Expenses for out of greater London events will be paid in line with Cabinet Office expenses policy.

8 SECURITY REQUIREMENTS

8.1 None. Confidentiality of materials must be maintained to ensure a consistent and fair candidate experience.