Tender proposal for

**Financial Reporting Council**

**FRC2023-0146 Provision of Legal Services**

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| --- | --- |
| Supplier Name |  |
| Registered Address |  |
| Registered company number |  |
| VAT number (if applicable) |  |
| Lot’s / categories you are applying for: | |  |  |  | | --- | --- | --- | | **Category / Lot** | **Description** | **Please clearly state which Lot(s) you are bidding for: -**  **Yes / No** | | 1 | Public and regulatory law (inclusive of Local audit) |  | | 2 | Information law |  | | 3 | Corporate and commercial law/general law (including litigation) |  | | 4 | Employment law |  | |
| 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-sized  enterprises 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

**FRC2023-0146 Provision of Legal 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 represent 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 is [tenderer to include how they propose to manage/mitigate conflict of interest]. ***(delete as appropriate)***
10. I/we confirm there are no known issues relating to my/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 my/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 my/our organisation to deliver the services.
12. I/we confirm that we have observed the proposed contract commencement and my/our organisation can meet this dates.
13. I/we confirm that this is a bona fide competitive tender and my/our organisation:
    1. has not communicated to a person, other than a member of FRC any information about this tender;
    2. has not entered into any agreement or arrangements with any other person;
    3. has not communicated to another person / organisation that they shall refrain from tendering, or regarding the amount of any tender to be submitted, noroffered 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.
14. I/we confirm that my/our organisation does not condone any activity which constitutes modern slavery or human trafficking under the Modern Slavery Act (MSA) 2015. I/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.
15. I/we understand that FRC reserves the right to take up references if our proposal is successful.

## Name

## Title

**Date**

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| --- |
| Tender Response  Please 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. We expect the response to be capped at a maximum of 20 pages (depending on the number of Lots / Categories you are applying for and excluding any necessary annexes) |
| **Standard Selection Questionnaire – Stage 1 reminder** |
| *Your response*  *We have fully completed and signed the* Standard Selection Questionnaire – Stage 1 and this is attached. |
| **QUESTION 1 –**  **Managing Conflict of interest** (actual and perceived) – reminder |
| *Your response*  *We have completed the Form of Tender above (section 9)*   * We have carried out a conflict of interest check and that the check revealed no conflicts of interest * We have identified the following conflict x,y,z which we believe can be managed by x,y,z |
| **QUESTION 2 –**  **Transferable subject matter expertise and experience**  For each of the Lots / general categories you are bidding for please provide:   * a summary of your firm’s experience, capability and expertise, evidenced with appropriate examples, and outline how this experience will be transferred to the proposed FRC contract.; * your response should specifically relate to public bodies / regulatory organisations (i.e. organisations operating in the same / similar environment to the FRC). |
| *Your response* |
| **QUESTION 3**  **Understanding and pro-active solutions**  The FRC is seeking to partner with law firms that understand our environment and are able to provide effective solutions (both pro-active and reactive).  Please outline your   * understanding of the types of issues the FRC as a regulatory body would typically face; * how you would seek to provide innovative, inventive and effective solutions (both reactive and pro-active solutions). * understanding of the types of issues the FRC is likely to experience over a medium term / contract duration (bearing in mind the natural evolution of a public body and forced business changes); |
| *Your response* |
| **QUESTION 4**  **Resources**  The FRC requires the law firms to have a range of legal expertise / talent that can be utilised to efficiently and effectively provide the desired legal advice / guidance/ input.  Please outline why / how your firm possesses a competitive advantage in this area, (and how this brings benefit to the proposed contract).  Your response should also outline the lead partner and proposed team members, covering their experience and expertise (by way of a short bio). |
| *Your response* |
| **QUESTION 5**  **Processes**  An efficient approach to allocation of work, management and escalation.  Please outline your existing and/or proposed approach regarding how the allocation of work would be managed, including by not limited to the instruction, engagement process, allocation of lawyer, delivery of output and payment/invoicing. Your response should also include how your firm would provide contingency and if required a streamline route for escalation. |
| *Your response* |
| **QUESTION 6**  **Contract & Relationship Management**  What are the key principles, practices / protocols that your firm would implement for effective and sustainable contract and relationship management (for this proposed arrangement).  If you were to include key Service Level Agreements (SLA’s), what would these be (and why)?  Please outline the level of reports/reporting on work in progress and the proposed value-added elements, for example, e.g. training/seminars/secondments etc |
| *Your response* |
| **QUESTION 7**  **Commitment to responsible business and Social Value**  The FRC requires you to complete the Supplier Due Diligence questionnaire.  In addition, please briefly outline your firm’s activities relating to driving social value and how this will be transferable / included for this proposed contract (or new initiatives to drive social value). You should consider including reference to any targets or principles your firm has committed to, such as the Mansfield Rule. |
| *Your response* |

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| **QUESTION 8**  Pricing - The FRC expects high quality legal services that represent good value for money |
| Please your rate card and proposed rates under this proposed agreement. If your Fee differs per Lot / Category please add additional tables (as per below)   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Lot / Category TBA | | | | | | | * Resource / level | Rate Card £ | |  | Proposed rate £ | | | Per hour | Per day |  | Per hour | Per day | | Partner, |  |  |  |  | | Legal Director/Counsel, |  |  |  |  | | Senior Associate, |  |  |  |  | | Associate, |  |  |  |  | | Newly Qualified |  |  |  |  | | Trainee |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Lot / Category TBA | | | | | | | * Resource / level | Rate Card £ | |  | Proposed rate £ | | | Per hour | Per day |  | Per hour | Per day | | Partner, |  |  |  |  | | Legal Director/Counsel, |  |  |  |  | | Senior Associate, |  |  |  |  | | Associate, |  |  |  |  | | Newly Qualified |  |  |  |  | | Trainee |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Lot / Category TBA | | | | | | | * Resource / level | Rate Card £ | |  | Proposed rate £ | | | Per hour | Per day |  | Per hour | Per day | | Partner, |  |  |  |  | | Legal Director/Counsel, |  |  |  |  | | Senior Associate, |  |  |  |  | | Associate, |  |  |  |  | | Newly Qualified |  |  |  |  | | Trainee |  |  |  |  |   Please your rate card and proposed rates under this proposed agreement. If your Fee differs per Lot / Category please add additional tables (as per below)   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Lot / Category TBA | | | | | | | * Resource / level | Rate Card £ | |  | Proposed rate £ | | | Per hour | Per day |  | Per hour | Per day | | Partner, |  |  |  |  | | Legal Director/Counsel, |  |  |  |  | | Senior Associate, |  |  |  |  | | Associate, |  |  |  |  | | Newly Qualified |  |  |  |  | | Trainee |  |  |  |  | |
| **QUESTION 9 -** Terms & Conditions |
| *Amend as appropriate*  *Your attention is drawn to the ITT - The Terms and Conditions that will apply to this proposed Agreement are attached.* ***Suppliers should accept the T&C’s with no material changes.***    I/we confirm that I/we;   * accept the proposed Terms & Conditions with no changes. * have an issue / concern with the following clause(s):      |  |  |  | | --- | --- | --- | | Clause No. | Concern | Proposed amendment | |  |  |  | |  |  |  | |
| **QUESTION 10** – Supplier Due diligence questionnaire |
| ***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 – Controller and/or Processor |  | | * Supplier Code of Conduct |  | |
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