



Specification

The Living Leader

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1. Introduction

The Driver & Vehicle Standards Agency (DVSA), an executive agency of the Department for Transport (DfT), requests a quote for the following Living Leader Training Services. This contract will be subject to the DfT Standard Conditions of Contract.

You are required to submit your quote on the Pricing Schedule (separate excel document) through the Jaggaer eSourcing system.

Should you be awarded the contract, this Specification, the completed Pricing Schedule, and DfT Standard Conditions of Contract will form a binding contract between you and DVSA.

2. Background to the Requirement

The Living Leader programme is sought for the specific development needs for the 10 members of the DVSA Executive providing individual, team and organisational transformation that will be delivered at a high quality of delivery that has been tested and evaluated.

DVSA has specific learning goals for the Executive team that this programme will deliver. With a new CEO leading the agency and as the Executive team are forming with the appointment of the CEO as well as other new Directors joining just prior or during the pandemic this programme will meet the development needs of the Senior Executive team. The timing of this programme is also meeting the Executive developmental needs as well as the organisation demands with the future Strategy being set imminently.

The Personal Leadership Programme bridges the gap between:

- Low levels of ownership and responsibility and empowered employees
- Unremarkable performance and high-performance individuals/teams
- High levels of attrition and committed and dedicated staff
- Poor communication and clarity of information

Organisational Outcomes:

- To achieve a maximum performance culture for the organisation
- Improve leadership to increase the growth of the organisation and a positive organisation culture
- Develop outstanding leaders to be able to coach transformational organisation culture
- Inspire and motivate team members to take responsibility for the success of the organisation
- Create an environment where individuals can think clearly, deeply, and creatively.

Understanding that outstanding leadership is the development of others and the support required to empower them to reach their full potential.

3. Procurement Timetable

Description	Date
Request For Quote (RFQ) Issued	01 September 2021
Deadline for receipt of RFQ	12:00 on Monday 06 September 2021
DVSA approvals	06-07 September 2021
Contract Award	07 September 2021
Contract commencement	08 September 2021
Service commencement date	09 September 2021

4. Scope

The scope is to deliver the Living Leader Programme to 10 delegates and the contract duration will be for 4 months from the Commencement Date.

5. Implementation and Deliverables

DVSA envisages that the Services shall be delivered over three days, 09 September, 10 September, and 07 October 2021.

6. Specifying Goods and / or Services

The supplier should deliver The Living Leader Programme to meet the following learning requirements:

- To provide a higher level of self-awareness to exceed in the modern environment
- To understand how your own and others beliefs and behaviours are intrinsically linked
- To feel empowered to challenge, explore and positively change both behaviours and beliefs
- To learn principles that will enable you to create an environment in which you can think for yourself clearly and afresh about every issue
- To demonstrate respect, enjoyment, and integrity
- Provide you with practical capability to make immediate change in your own behaviour that will impact the confidence and performance of teams and colleagues.

Delivery conditions

The training should be delivered as a closed course with face-to-face delivery. The supplier will provide an associated trainer from the Penny Ferguson group to facilitate the programme, for 10 members of the DVSA Executive team. The training will be held at an external venue which DVSA will provide. Any accommodation required for the 10 members of the Executive team will be arranged by DVSA.

If the supplier is expected to travel to the venue and stay away in hotels the costs should be in line with DVSA's Travel and Subsistence policy (annex 3). These costs must be included in the suppliers' overall costs and included in the pricing schedule.

Delivery Dates and Times

The training is to be delivered over 3 days as outlined below:

Day 1 9th September 2021 09.30 – 18.00

Day 2 10th September 2021 08.30 – 16.00

Day 3 7th October 2021 09.00 – 16.00

7. Skills and Apprenticeships

Not Applicable

8. Quality Assurance Requirements

The supplier will be required to have quality assurance processes in place as part of their delivery of the Services.

9. Service Conditions and Environmental Factors

Please see 'Delivery Conditions' under section 6 of this document.

10. Management and Contract Administration

Sub-contracting to Small and Medium Enterprises (SMEs)

DfT is committed to removing barriers to SME participation in its contracts, and would like to also actively encourage its larger suppliers to make their sub-contacts accessible to smaller companies and implement SME-friendly policies in their supply-chains (see our [website](#) for further information).

To help us measure the volume of business we do with SMEs, our Form of Tender document asks about the size of your own organisation and those in your supply chain.

If you tell us you are likely to sub-contract to SMEs, and are awarded this contract, we will send you a short questionnaire asking for further information. This data will help us contribute towards Government targets on the use of SMEs. We may also publish success stories and examples of good practice on our website.

Account Management

On award of this contract the supplier shall send to DVSA's Contract Manager, the name and contact details (including email address and telephone number) of the Account Manager responsible for managing the Contract and arrange a contract implementation meeting.

Payment and Invoicing

A Purchase Order Number will be provided to the supplier.

Suppliers must quote the aforementioned PO number on all invoices, and these must be submitted directly to:

SSa.invoice@sharedservicesarvato.co.uk

Invoices received without the correct PO number will be returned and will delay receipt of payment. Invoices should be copied to the DVSA Contract Manager, and the supplier should include any information required to ensure efficient and effective receipting / invoice matching. For example, provision of timesheets or an annotated progress report.

11. Security

The supplier will ensure that all data processed in relation to the contract is held securely.

12. Data Protection

The supplier will be required to comply with all applicable requirements of the Data Protection Legislation (including the General Data Protection Regulation ((EU) 2016/679) ("GDPR"), the Law Enforcement Directive (Directive (EU) 2016/680), and all applicable Law about the processing of personal data and privacy).

Delivery of this contract will require the supplier to process Personal Data (as defined in the GDPR) on the DfT's behalf. The DfT will be the Data Controller and the supplier will act as the Data Processor. The supplier will process Personal Data only on the DfT's documented instructions, as set out in Annex 1 (Schedule of Processing, Personal Data & Data Subjects) of this Specification.

13. Training / Skills / Knowledge Transfer

The supplier will provide an associated trainer from the Penny Ferguson group to facilitate the programme.

14. Documentation

The supplier must provide all course materials and resources to deliver the training, and this should be included in the overall price provided.

The supplier shall also provide any other documentation (including report findings, recommendations, and meeting minutes) required in the performance of the Contract in a format agreed by DVSA's Contract Manager.

15. Arrangement for End of Contract

The supplier shall fully cooperate with DVSA to ensure a fair and transparent re-tendering process for this contract. This may require the supplier to demonstrate separation between teams occupied on the existing Contract and those involved in tendering for the replacement contract to prevent actual (or perceived) conflicts of interest arising.

16. Evaluation Criteria

The response will be evaluated on price only.

17. Points of Contact

All queries/questions in relation to the RFQ should be sent via the messaging function on the Jaggaer eSourcing portal.

Annex 1 – Evaluation Criteria: Quality Factors

Not Used

Annex 2 – Schedule 1: Schedule of Processing, Personal Data & Data Subjects

This Schedule shall be completed by the Controller. The Controller may take account of the view of the Processor(s), however the final decision as to the content of this Schedule shall be with the Controller at its absolute discretion.

1. The contact details of the Controller's Data Protection Officer are:
The DPO is David Coker from the Department for Transport, D/04 AHH, Ashdown House, Sedlescombe Road North, St Leonards on Sea, TN37 7GA

The Representative of the DPO at DVSA is the Data Protection Manager, Shirley Harding, The Axis Building, 112 Upper Parliament Street, Nottingham, NG1 6LP.

2. The contact details of the Processor's Data Protection Officer are: [insert contact details].
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation, the Authority is the Controller and the Contractor is the Processor in accordance with Clause E1.1.
Subject matter of the processing	In delivery of the Services, it is expected that the Supplier will require access to personal data controlled by the Authority.
Duration of the processing	As required throughout the Contract Period.
Nature and purposes of the processing	<p>The nature of the processing is expected to include:</p> <ul style="list-style-type: none">• Collection - as part of the registration• Recording - details on Processor database• Storage – on Processor's own network• Destroyed - <p>The purpose of the processing is for the training of the</p>

	Controller's staff for The Living Leader.
Type of Personal Data being Processed	Type of Personal data is expected to include; Name, Address, DoB, E-mail Address and Phone Number
Categories of Data Subject	Categories of Data Subject are expected to include: Staff (including volunteers, agents, and temporary workers).
<p>Plan for return and destruction of the data once the processing is complete</p> <p>UNLESS requirement under union or member state law to preserve that type of data</p>	In accordance with Clause E.1.4(e) the Contractor shall – at the written direction of the Controller – delete or return all Personal Data (and any copies of it) upon Termination, evidencing electronic deletion if necessary.

Annex 3 – T&S Policy

The supplier shall submit claims for travel and subsistence expenses in a format acceptable to DVSA (acting reasonably) and shall detail travel and subsistence costs and expenses separately.

No amount shall be payable by DVSA without evidence acceptable to DVSA (acting reasonably) of the costs and expenses having been incurred and DVSA shall not pay any handling charge, fee or profit element or VAT in respect of the supplier issuing claims to DVSA in respect of such costs and expenses.

The limit on travel and subsistence costs and expenses shall be as follows (unless otherwise agreed). These limits mirror the internal limits set by the Department for Transport and shall only be amended in parallel to the internal limits during the Call Off Contract Period:

The supplier may claim for travel by rail, all journeys must be standard class.

The supplier may claim for car journeys made in the performance of the Services at the rate of 45 pence per mile (including VAT).

The supplier may claim up to a maximum of £90 (including VAT) per night for accommodation outside of London and up to £115 (including VAT) for accommodation in London.

The supplier may claim within the detailed subsistence limits set out below:

Period of time	Limit (including VAT)
Over 5 Hours	£5.00
Over 10 Hours	£10.00
Overnight Stay Evening Meal	£15.00