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1. PURPOSE

1.1 The Authority (Cabinet Office) requires support from an external supplier for the Data Enables Change Accelerator (DECA) programme, which aims to accelerate government’s data agenda, until interim arrangements are made before the next data board in June 2017.

2. BACKGROUND TO THE CONTRACTING AUTHORITY

2.1 The Authority (Cabinet Office) supports the Prime Minister, and ensures the effective running of government. The Authority is also the corporate headquarters for government, in partnership with HM Treasury, and takes the lead in certain critical policy areas. Cabinet Office are leading the DECA programme.

3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

3.1 Closing the gap between the potential and reality for data enabled change is “mission critical” for the Government as we seek to set a new aspiration for government, meet high public expectations, and support Departments and Arms-Length Bodies (ALBs) to live within increasingly tight operating budgets.

3.2 In February 2017 the Data Board was created comprising senior level membership from departments all over government. The objective of the board is to drive forward the data agenda to improve outcomes, help the wider economy and realise efficiencies.

3.3 The first successful Data Board meeting was held in March 2017 and we need to keep this momentum into the next Data Board meeting in July 2017.

4. DEFINITIONS

Expression or Acronym	Definition
DECA	Data Enables Change Accelerator

5. SCOPE OF REQUIREMENT

5.1 The scope of the requirement is to help drive forward the data accelerators, curate the second Data Board meeting and help set up a more permanent secretariat staffed from teams within government.

6. THE REQUIREMENT

- 6.1 The Supplier will be required to deliver the following:
- 6.1.1 confirmed Accelerator line up with clear ownership and delivery;
 - 6.1.2 rapid identification and resolution of Accelerator roadblocks;
 - 6.1.3 completion of interim Sponsor meetings to ensure Accelerator progress;
 - 6.1.4 planning, sign off and all organisational support for Board Meet 2;
 - 6.1.5 refinement and agreement of outstanding issues relating to DECA programme; and



6.1.6 model / template for procurement.

7. KEY MILESTONES

7.1 The Potential Provider should note the following project milestones that the Authority will measure the quality of delivery against:

Milestone	Description	Timeframe
#1	Data board pre-read	By week 7 w/c 5 th June 2017
#2	Data board	By week 8 w/c 12 th June 2017

7.2 The above timetable assumes the Contract will be awarded by 20th April 2017. As such it is subject to change and is dependent upon key gateway points being met in terms of receiving information from the customer and obtaining all required approvals.

8. AUTHORITY'S RESPONSIBILITIES

8.1 The Authority's role is to lead the Suppliers work, prioritise, review and be the conduit into Departments.

9. REPORTING

9.1 There will be three update meetings with the CEO of the Civil Service.

10. CONTINUOUS IMPROVEMENT

10.1 The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.

10.2 The Supplier should present new ways of working to the Authority during Contract review meetings.

10.3 Changes to the way in which the Services are to be delivered must be brought to the Authority's attention and agreed prior to any changes being implemented.

11. PRICE

11.1 Price is to be uploaded as an attachment into the eSourcing portal. Price is to be submitted excluding VAT. Appendix E provides a guide to set out staff allocation to the requirement at their respective day rates. However, the Potential Provider is free to use their own price schedule if desired.

12. STAFF AND CUSTOMER SERVICE

12.1 The Authority requires the Supplier to provide a sufficient level of resource throughout the duration of the DECA Support Contract in order to consistently deliver a quality service to all Parties.

12.2 Supplier's staff assigned to the DECA Support Contract shall have the relevant qualifications and experience to deliver the Contract.



12.3 The Potential Provider shall ensure that staff understand the Authority's vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

13. SERVICE LEVELS AND PERFORMANCE

13.1 The Authority will measure the quality of the Supplier's delivery via a review of the work with the CEO of Civil Service.

14. SECURITY REQUIREMENTS

14.1 The successful Supplier will be required to have regular, but not daily, access to Aviation House and 70 Whitehall.

14.2 The successful Supplier will provide confirmation of the right of any employee or contractor engaged in its delivery of the Contract to work in the UK.

14.3 The successful Supplier will ensure that all employees and contractors engaged in the delivery of the Contract comply with any physical security checks which may be in place at the Authority's premises.

15. PAYMENT

15.1 Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables. Full payment will be made after the successful delivery of key milestone #2.

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

16. LOCATION

16.1 The location of the Services will be carried out at Aviation House, 125 Kingsway, London, WC2B 6NH and locations around Whitehall 70 Whitehall, London SW1A 2AS.