**DE&S Reward Strategy review - Statement of Requirement**

**1. Brief description**

Defence Equipment and Support (DE&S), on behalf of the Ministry of Defence (MoD), seeks to engage a supplier to provide specialist advice and support for the development of its reward strategy.

**2. Requirement**

DE&S (the Authority) is an arm’s length Ministry of Defence (MoD) agency and employs approximately 11,000 people around the UK and overseas. It is headquartered at Abbey Wood, Bristol, BS34 8JH. The Authority, on occasion, requires specialist HR support to undertake specific pieces of work. On this occasion, the Authority requires a detailed proposal for specialist advice and support for its project to review and update all elements of its Reward strategy.

The requirement will be split into two elements:

1. Workshops (we anticipate three) to support the project team with the development of their thinking and testing of ideas
2. Availability, either remotely or in meetings, for ad hoc advice on the direction of the review or on specific technical elements of Reward

The main output of the workshops will be the development of a pay progression philosophy and associated implementation plan. Also covered will be validation of approaches to salary benchmarking and bonuses, and support with the development of options for Recognition and benefits.

The workshops will include:

* Discussion and analysis of DE&S' current approach to pay progression;
* A review of alternative approaches to pay progression, based on the supplier's experience of the market;
* Identification of features, advantages and disadvantages of alternative approaches to pay progression;
* Discussion and analysis of proposed approaches to salary benchmarking and employee bonuses, aimed at validating current thinking, rather than identifying and developing options;
* Discussion and analysis of current trends in Recognition and employee benefits, with a view to developing options.

This list is not exhaustive and could include additional issues or analysis, depending on the direction of discussions.

**3. Deliverables**

The key deliverable will be the workshops, which will be held according to the timetable agreed between the Authority and the supplier in the course of this proposal.

The supplier will also be required to provide ad hoc advice and information relating to Reward market practice and trends.

**4. Government Furnished Information**

The selected contractor will host and facilitate workshops as outlined. The Authority will provide access to relevant staff and information, as agreed between the parties. Access to information will be provided under the contract as Government Furnished Information.

**5. Location of the work**

The supplier should provide alternative proposals and costs for the workshops to be held at the DE&S Bristol site and at the supplier's premises. Preparation, follow up and any ad hoc advice are likely to be undertaken remotely and not need to be carried out on DE&S premises.

**6. Key considerations**

The following are key considerations for suppliers wishing to bid for this work:

* DE&S will retain all intellectual property rights for any material developed during any aspect of the task;
* Employees of the supplier may be required to hold Security Clearance to be granted access to sensitive material. Tender responses should include details of any Security Clearance for staff already held, as well as details of how obtaining future Security Clearance will be managed;
* The Proposal will need to be aligned with DE&S business strategy, with DE&S language and corporate branding.

**7. Price**

A firm price should be provided for workshops to be held at DE&S and at the supplier's premises, as well as for ad hoc advice. All prices should be inclusive of all overheads and travel and subsistence costs involved in completing the task. Invoices can be submitted upon completion of each task, with payment being made through the DE&S’ CP&F system. The supplier will be required to register to use the Exostar system to enable payment to be made.