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## **Statement of Requirements**

Contract Reference: CCCC20A59

UK Vaccine Taskforce – Advisory Support on Manufacturing  
Strategy & Delivery

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UK Vaccine Taskforce – Advisory Support on Manufacturing Strategy & Delivery

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## 1. PURPOSE

- 1.1 The Covid-19 Vaccine Taskforce require additional support & expertise for developing our vaccination portfolio approach and setting it in the global context; and delivering contracts between Government and third parties to enable vaccine manufacture.

## 2. BACKGROUND TO THE CONTRACTING AUTHORITY

- 2.1 The Vaccine Taskforce was launched in April 2020 to drive forward, expedite and co-ordinate efforts to research and then produce a coronavirus vaccine.

## 3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 3.1 Working with the Bioindustries Association, Her Majesty's Government (HMG) has undertaken a comprehensive mapping exercise of UK vaccine manufacturing capacity. This mapping was undertaken in the context of how capacity could be used in the manufacture of leading vaccines being developed in the UK by Oxford University and Imperial College.
- 3.2 However, it is not certain that either vaccine being developed by Oxford or Imperial will work. To mitigate this risk, and ensure Government is able to access any eventual working vaccine, it will be necessary for Government to invest in vaccines developed in other countries and by other parties – and to develop a strategy for doing so. It will be necessary to understand how the manufacture of these vaccines could take place in the UK, whether there are any existing gaps in capacity that need to be filled, and how vaccine manufacturing in the UK fits into the global context of expected demand.
- 3.3 Further, the Taskforce requires substantial additional resource to support the delivery of essential contracts for vaccine manufacturing. Given the short deadlines to deliver some of these contracts, driven by the need to ensure UK and international access to a vaccine, it is necessary to bring this resource in now, rather than wait until vacancies can be filled through standard civil service recruitment processes.

## 4. DEFINITIONS

Expression or Acronym	Definition
BEIS	Department for Business, Energy & Industrial Strategy
HMG	Her Majesty's Government
MNPI	Material non-public information
UKG	UK Government

## 5. SCOPE OF REQUIREMENT

- 5.1 Business consultancy services relating to building the Department for Business, Energy & Industrial Strategy's (BEIS) vaccine portfolio approach and setting it in the global context, including financial and economic analysis. Analysis of the scientific merit of vaccine candidates is out of scope of this work.
- 5.2 Operational support on contract agreement, including convening & agreeing Government positions; business case development, and account management.

## 6. THE REQUIREMENT

- 6.1 The project will be split into two workstreams: vaccine manufacturing strategy; and operational support.
- 6.2 On vaccine manufacturing we require:
  - 6.2.1 Advice on the timeline for delivery of non-UK vaccines
  - 6.2.2 Assessment of the capacity within the UK for manufacture of a non-UK vaccine
  - 6.2.3 Assessment of any gaps in UK production capacity and options for addressing these in the near term
  - 6.2.4 A strategy for investment in non-UK vaccines, including a roadmap
  - 6.2.5 Advice on options to secure the UK's access to a non-UK vaccine should domestic manufacture be undeliverable
- 6.3 On operational support we require:
  - 6.3.1 Support delivering commercial agreements between UK Government (UKG) and third parties
  - 6.3.2 Assessment of potential commercial opportunities and business case development for UKG investment
  - 6.3.3 Account management of key companies UKG is engaging with on vaccine supply and manufacture

## 7. KEY MILESTONES AND DELIVERABLES

- 7.1 The following Contract milestones/deliverables shall apply:

Milestone/Deliverable	Description	Timeframe or Delivery Date
1	Develop baseline on key facts to inform strategy, including an	No later than 05/06/2020

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	assessment of vaccine candidates, and manufacturing capabilities	
2	Synthesise findings in to manufacturing strategy and roadmap	No later than 05/06/2020
3	Support analysis and advancement of critical deals (e.g. Moderna)	No later than 05/06/2020
4	Support assessment and business case development of potential HMG purchases (e.g. Moderna)	No later than 05/06/2020
5	Provide transaction/account management support for other strategically important initiatives	No later than 05/06/2020
6	Support Braintree workstream planning/roadmap and Transition Management Office	12/06/2020

## 8. MANAGEMENT INFORMATION/REPORTING

- 8.1 The Supplier is required to hold regular meetings with the senior steering group, and frequent engagement with the working-level team, reporting directly to the lead REDACTED. Interim feedback meetings are required to be facilitated, as is a full review at the end of the project.

## 9. VOLUMES

- 9.1 The support of a small working-level team is expected to be required to deliver the operational support, supported by at least one manager and the appropriate senior-level oversight. Expert advice may also be required to support some of the commercial advice underpinning business cases and investment analysis.
- 9.2 As above, in addition to operational support the Supplier is expected to provide a detailed strategy and underpinning analysis, and to provide drafts of these documents in advance to allow for iteration with policy leads.

## 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, working with the BEIS team.

## 11. SUSTAINABILITY

- 11.1 The Authority expects the provision of any advice or support from the Supplier will take account of Government's commitments on sustainability.

## 12. QUALITY

- 12.1 Reports and other written advice are expected to be of a high quality level and use plain standard English.

## 13. PRICE

- 13.1 A breakdown of costs by resource required per day is expected.
- 13.2 Prices are to exclude VAT and include all other expenses relating to Contract delivery.

## 14. STAFF AND CUSTOMER SERVICE

- 14.1 The Supplier shall provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service.

## 15. SERVICE LEVELS AND PERFORMANCE

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

KPI/SLA	Service Area	KPI/SLA description	Target
1	Delivery of strategy and underpinning analysis	As described in key milestones 1 & 2, the Supplier is expected to provide a strategy to support Government investment for delivery of a non-UK vaccine, and the underpinning analysis. It is expected that the advice will be expert, comprehensive and sourced.	To be delivered in advance of the end of the contract
2	Operational support	As described in key milestones 3-5, support is required to deliver commercial agreements between Government and third parties. It is expected that this support will be high-quality and delivered at pace.	To support the successful delivery of business cases as required over the duration of the contract.

- 15.2 It is expected that the Supplier will hold regular reviews with the BEIS team, and that the specifics of the resource required could be revisited during the contract.

- 15.3 It is necessary that the service can be terminated with 5 working days notice by BEIS, which could be the case if the service requirement is no longer present, or as a result of poor performance. Where BEIS terminate the contract, agreed costs incurred to the end of the notice period will be reimbursed.

## **16. SECURITY AND CONFIDENTIALITY REQUIREMENTS**

- 16.1 All contractors are expected to have at least Baseline Personnel Security Standard clearance (BPSS).
- 16.2 No member of the Supplier's team serving BEIS on this project will make use of any material non-public information (MNPI) provided by BEIS or any relevant company as part of their previous client service or client development discussions. Nor will they share any MNPI provided by BEIS with any other members of the wider organisation.
- 16.3 The Supplier will conduct analysis on behalf of BEIS. This analysis may be informed by confidential information provided by BEIS. The Supplier will request only those confidential data that will provide direct inputs to their analysis and strategy development.
- 16.4 The Supplier will store any MNPI provided by BEIS in a secure environment with access only for the named project team. The Supplier will not retain any of the information provided by BEIS beyond the end of this project and provide confirmation of deletion of MNPI provided by BEIS to BEIS at the end of the project.

## **17. PAYMENT AND INVOICING**

- 17.1 Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
- 17.2 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
- 17.3 Invoices should be submitted to: REDACTED

## **18. CONTRACT MANAGEMENT**

- 18.1 Given the short length of this contract regular engagement with and progress reporting to the BEIS lead and wider team is expected throughout the delivery process.
- 18.2 Attendance at Contract Review meetings shall be at the Supplier's own expense.

## **19. LOCATION**

- 19.1 The Services will be carried out virtually and provided online due to the restrictions in place during the covid-19 lockdown.