



Crown  
Commercial  
Service

## Statement of Requirements

Contract Reference: CCCC20B19 Government Cost Estimation Practices

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# 1. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 3.1 Recently, the IPA undertook a short review of Cost estimating practices within the public sector. This identified a number of recommendations and opportunities to improve cost estimating practices for government projects. The output from this review will be shared with the winning bidder. These high level recommendations provide a high-level skeleton of standard approach to cost estimating that the IPA would like to embed into current documentation. However, it's worth noting that these recommendations are not set and the IPA will welcome any further improvement to the recommendations
- 1.2 This is a very exciting time to work with the IPA as we are about to embark on a number of new initiatives to shape and improve how UK Government projects are conceived, developed and delivered. One of these work streams is the embedding of a new “best in class” approach to cost estimating for government projects. Working with the IPA will enable any potential provider to be at the forefront of setting a new agenda for cost estimating.
- 1.3 This requirement relates to our desire to award a contract to provide targeted support to the IPA over the coming 18 weeks to develop a new “best in class” approach to cost estimating for government projects and supporting material.
- 1.4 The awarded supplier will be required to build on the existing work provided by: the IPA, their own organisation(s) experience and experts from the *Cross Whitehall Estimating Group (CWESt)* to develop and publish a “best in class” approach to cost estimating for UK government projects -turning the recommendations from the IPA’s report into a clear approach and publication for cost estimating. This best in class approach will be underpinned by a set of requirements expected of a project team when presenting their cost estimate for review, updated questions for the IPA assurance review and lastly, new training material for SROs, treasury officials and project leaders.

## 2. DEFINITIONS

Expression or Acronym	Definition
CWEST	Cross Whitehall Estimating group
SOC	Strategic Outline Case

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OCB	Outline Business Case
FBC	Full Business Case
SRO	Senior Responsible Officer
IPA	Infrastructure and Projects Authority

### **3. SCOPE OF REQUIREMENT**

REDACTED

### **4. MANAGEMENT INFORMATION/REPORTING**

- 4.1 The Supplier will submit a project plan in the first two weeks (10 working days) of commencing the project
- 4.2 The Supplier will provide a weekly flash report on progress to the project manager by 5pm on Fridays at the latest.

### **5. CONTINUOUS IMPROVEMENT**

- 5.1 The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.
- 5.2 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.

### **6. QUALITY**

- 6.1 Given the impact of this project on changing the UK Government project landscape, and the range of technical and process skills the Customer is keen to hear from organisations that are keen to work together collaboratively to deliver the project.
- 6.2 The Customer expects the awarded Supplier to have relevant experience in relation to their assigned role, both in terms of size and complexity relative to this requirement.

### **7. STAFF AND CUSTOMER SERVICE**

- 7.1 The Customer requires the Supplier to provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service.
- 7.2 The Supplier's staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract to the required standard.

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- 7.3 The Supplier 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.

## **8. SECURITY AND CONFIDENTIALITY REQUIREMENTS**

- 8.1 The Customer recognises that this assignment may require access to sensitive data both within government and the private sector.
- 8.2 However, there is no need for specific security clearance for the awarded Supplier's team.

## **9. CONTRACT MANAGEMENT**

- 9.1 Attendance at Contract Review meetings shall be at the Supplier's own expense.
- 9.2 The Customer and the awarded Supplier shall be responsible for effectively managing this contract.
- 9.3

## **10. LOCATION**

- 10.1 The location of the Services will be carried out at IPA's premises and working from home due to the current COVID-19 pandemic.