Tender proposal for

**Financial Reporting Council**

**Leadership Trainer for the FRC’s Emerging Leaders Programme**

FRC2024-106 Emerging Leaders Programme

|  |  |
| --- | --- |
| Supplier Name |  |
| Registered Address |  |
| Registered company number |  |
| VAT number (if applicable) |  |
| Artificial intelligence | Please outline to what degree (if at all) Artificial Intelligence (AI) has been used to produce your tender response / tender submission.   |  | | --- | |  | |
| Please state if your company is a SME or VCSE | |  |  |  | | --- | --- | --- | |  | Classification | Yes / No | | SME | Small Medium Enterprise  “SME” means an enterprise falling within the category of micro, small and medium-sized  enterprises defined by the Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises |  | | VCSE | Voluntary, Community & Social Enterprise  “VCSE” means a non-governmental organisation that is value-driven and which principally reinvests its surpluses to further social, environmental or cultural objectives. |  | |
| Contact: | |
| Name |  |
| Position |  |
| Email |  |
| Telephone |  |
| Date |  |

*This must be printed on your letterhead and signed. Electronic Signatures are acceptable.*

## Form of tender

FRC2024-106 Emerging Leaders Programme

To: Financial Reporting Council (FRC)

1. I/we have read the ITT documentation (including all associated annexes) and, subject to and upon the terms and conditions contained in the said documents, I/we offer to deliver the contract, at the rates or prices quoted by me/us as shown below.
2. I/we agree that any contract that may result from my/our tender shall be based upon the ITT documentation (including all relevant associated annexes) and my/our Form of Tender inclusive of pricing information.
3. I/we agree that any other terms or conditions or any reservations that may be printed on any correspondence or document from me/us either in connection with this tender, or any contract resulting from this tender, shall not be applicable to the contract.
4. I/we have abided by the requirements set out in the ITT Notices and Instructions of the ITT.
5. The rates and prices quoted in the tender are valid for a period of 90 days from the tender closing date and the tender shall remain binding and open for acceptance at any time prior to the expiration of that period.
6. The date of my/our tender is the date of this Form of Tender.
7. I/we understand that FRC is not bound to accept any tender it may receive and that FRC has no liability to me/us in respect of any expenses incurred by me/us in preparing and submitting my/our tender.
8. I/we agree that the FRC may disclose the Contractor's information/documentation (submitted to FRC during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.
9. I/we tenderer represents and warrant that a conflict of interest check has been carried out and that check revealed no conflicts of interest / the following conflict exists and the proposal to manage / mitigate this conflict of interest it. ***(delete as appropriate)***
10. I/we confirm there are no known issues relating to our organisation’s financial position and financial strength nor any specific issues that could impact on operations over the course of the proposed contract.

* I/we confirm that our organisation is not subject to any current or impending legal action, either formal proceedings or notification of legal action, which could impact on the financial viability of our organisation to deliver of the services.
* I/we confirm that we have observed the delivery deadline date (where applicable) and our organisation can meet this /these dates.

1. I/we confirm that this is a bona fide competitive tender and our organisation has not

communicate to a person, other than a member of FRC; entered into any agreement or arrangements with any other person, that they shall refrain from tendering, or regarding the amount of any tender to be submitted not offered to pay or give, or agree to pay or give, any sum of money or valuable consideration directly or indirectly to any person in relation to this /any tender or proposed tender.

1. I/we confirm that we do not condone any activity which constitutes modern slavery or human trafficking under the Modern Slavery Act (MSA) 2015, we expect our suppliers (and supply chain) to maintain the same approach and to have policies and procedures in place to minimise the risk of modern slavery occurring.
2. I/we understand that FRC reserves the right to take up references if our proposal is successful.

Yours sincerely

## Name

## Title

**Date**

|  |
| --- |
| Tender Response  Please refer to the requirements in the Invitation to Tender  Please ensure your response addresses how you will meet the FRC’s Requirements.  Please supply relevant information only.  *Please submit all documents in a Microsoft Word compatible format (or Open Document format). You may additionally send a PDF version.*  *Bids should identify any real or perceived conflicts of interest.* |
| **Our requirement - This is a Pass / Fail question (refer to the ITT)**  The FRC are seeking to partner with a Trainer with substantial transferable industry experience, capable of adapting content to meet FRC’s specific requirements. The FRC are seeking consistency (therefore a dedicated Trainer / facilitator), however FRC are keen that there is contingency i.e. cover in the event that a facilitator is unavailable at short notice.  Briefly outline the proposed Trainer(s). A mini bio or CV is sufficient.   * You should state how contingent cover would be managed under the proposed contract.   Note: The Bio / CV should cover the experience across a range of sectors (and ideally include financial services). |
| *Your response* |
| **QUESTION 1** – Our requirement  The FRC successful partner should have Design, delivery and evaluation transferable experience of high impact leadership and management development programmes.   * **Please explain how you have designed, delivered and evaluated future/emerging leaders programmes with clear understanding /evidence of Return on Investment (ROI) to professional accredited standards.** * **Please specify how you meet the criteria of being competent in the modules specified in section 2.6 of the ITT**   **You may use previous programme prospectus, supporting data on impact of previous programmes on target audience and the organisation and / or client testimonials to support your response. Please outline how this experience will be transferred to the proposed FRC’s requirement.**  25% weighting |
| *Your response* |
| **QUESTION 2** – Our requirement  The FRC expects a high degree of bespoke content, meaning that the programme must not be a standard, off-the-shelf solution but should be specifically designed to reflect FRC's unique organizational context, culture, values, and leadership capability framework. In addition, the design / delivery must fully integrate Diversity, Equality & Inclusion (DE&I) principles  **Briefly outline how you would achieve this within the proposed timelines. You may draw on prior experience / examples to support your response. Your response should include any assumptions or input you would require from the FRC.**  18% weighting |
| *Your response* |
| **QUESTION 3** – Our requirement  In addition to the above, the key transferable skills include collaborative working style, liaison with key stakeholders, customization and excellent facilitation skills.  **Using examples, please demonstrate that you possess these skillsets, and explain how you will harness them under the proposed project pilot (and longer duration) to add value to the requirements.**  12% weighting |
| *Your response* |
| **QUESTION 4** – Our requirement  The FRC’s indicative timeline of the deliverable milestones have been provided (and are subject to consultation with the partner)   * **Please confirm you can meet the proposed timelines, if there are any anticipated changes / challenges.**   **Your response should include proposed solutions for any identified challenges.**  5% weighing |
| *Your response* |
| **QUESTION 5** – Our requirement  The FRC considers the support element and stakeholder engagement imperative to delivering successful outcomes (particularly support participants, liaison with internal and external stakeholders (such as accreditation body)  **As an active partner to the ELP what / how will you deliver the support elements, and what makes you the optimum design / delivery partner.**  10% weighing |
| *Your response* |
| **QUESTION 6** – Cost/Pricing  FRC is committed to value for money. You should detail your cost proposal. Your tender response must provide a clear breakdown of costs.  30% weighting |
| *Your response* |
| **QUESTION 7** – Terms & Conditions |
| *Amend as appropriate*    I/we confirm that we;   * accept the proposed Terms & Conditions with no changes. * have an issue / concern with the following clause(s):      |  |  |  | | --- | --- | --- | | Clause No. | Concern | Proposed amendment | |  |  |  | |  |  |  | |
| **QUESTION 8** – Supplier Due diligence questionnaire |
| ***Amend as appropriate*** *(you should only need to complete the applicable questionnaire)*  I/we confirm that we have completed and attach the;   |  |  | | --- | --- | | Document type | Document | | * Supplier Due Diligence questionnaire – Processor |  | | * Supplier Due Diligence questionnaire - Controller |  | |