

FS

Request for Quotation

Work Package Number:
Work Package Title: Review of FSA Organisational Design and Capability and Target Operating Model
Available Budget: £130k (excl VAT)
Supplier Name: Deloitte
<p>Specification of requirements – (to be completed by FSA)</p> <p><b>Title: Review of FSA Organisational Design and Capability and Target Operating Model</b></p> <p><b>Overview:</b></p> <p>FSA are the central competent authority for the delivery of official controls in FSA approved establishments in England and Wales. These official controls are delivered through 6 geographical contracts by a single supplier.</p> <p>Our Operations Directorate consists of 4 divisions:</p> <ul style="list-style-type: none"> <li>- Field Operations</li> <li>- Operational Assurance and Change</li> <li>- Incidents and Resilience Unit</li> <li>- National Food Crime Unit</li> </ul> <p>We have experienced several years of significant disruption and change following both EU Exit and the Covid-19 pandemic. Faced with a new environment and fresh operational challenges, we are considering whether we are organised in the optimal way to enable an excellent level of service, whether we have the right capabilities in the right place and whether our operating model needs to be refreshed.</p> <p>We would envisage this work being primarily focused across our Field Operations and Operational Assurance and Change divisions, but some review of other Operational functions may be required.</p> <p><b>Objective:</b> FSA require a review of our organisational design and capability in the delivery of Official Controls in the meat, dairy and wine sectors, recommendations on how these should change or be supplemented, and a review of our operating model and potential design of a new target operating model.</p>

	<b>Deliverable Description</b>	<b>Expected Deliver</b>
<b>A</b>	An as-is functional model and analysis of the Operations Directorate, including key functions, capabilities and accountabilities, KPIs for each division and current pain points	02/12/22
<b>B</b>	Options for the future Operations Directorate as a functional operating model highlighting key functions, capabilities and accountabilities for each division	16/12/22
<b>C</b>	A preferred future option, with high-level KPIs and data requirements	06/01/23
<b>D</b>	A high-level gap analysis between the as-is and the preferred option	13/01/23
<b>E</b>	A high-level plan to identify immediate priorities and what can be implemented before the end of March 2023	20/01/23
<b>F</b>	An internal business case with costed options for implementation for the preferred option	20/01/23
<b>G</b>	Project plan, comms plan/strategy and RAIDD management	Throughout

To achieve the objectives the strategic partner will work with the business owner and Operations senior management to produce the following DELIVERABLES:

**Timeframes:** Mid-November 2022 to Mid-January 2023

**FSA Resources:**

The FSA will make available the following SMEs to assist in this review:

FSA Ops Senior Lead (Deputy-Director)  
Operations Director and other Deputy-Directors  
Other Operations SMEs as required  
Finance  
HR/Recruitment

**Cost:**

Fixed cost for the planned work with optional increase for scope changes subject to pre-approval from FSA.

Subject to final approvals the expected budget will be in the region of £130k exc VAT.

Supplier response – please provide a detailed methodology of how you will deliver the requirements

**Based on our understanding of your requirements, our methodology is as follows:**

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]

b.

5.

6.

#### Outputs

1.

#### Assumptions:

1.

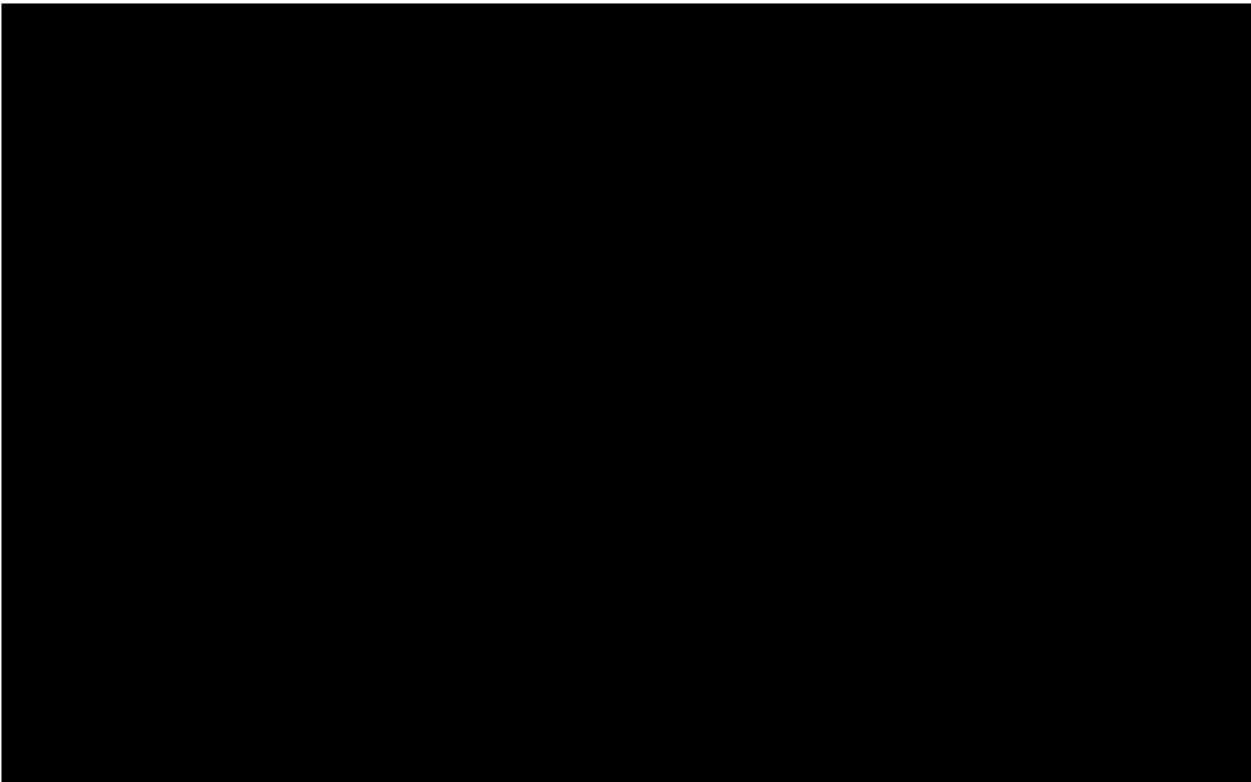
#### Not in scope:

1.

3.

Plan

Proposed Deloitte team



The FSA will reimburse the Supplier on a fixed fee basis of £130,000 excluding VAT.

**Invoicing:** A single invoice for the full fee issued at the end of the engagement.

Completed by: Deloitte LLP

[Redacted]

[Redacted]

[Redacted]

Work Package start date: 14/11/2022

Work Package end date: 20/01/2023

This quotation for the above mentioned Work Package has been agreed between the Food Standards Agency and the Supplier under the terms and conditions of the call-off contract FS

**Signed on behalf of the FSA**

[Redacted signature area]

