



Department
for Transport

Department for Transport
33 Horseferry Road
London
SW1P 4DR

AECOM Limited

Aldgate Tower
2 Lemn Street
London
E1 8FA



06 July 2020

Dear [REDACTED],

Award of contract for Cost Management for Building Works

DfT Procurement ref: **TRCF3007**

CCS User Agreement: **PMFDTs-0826-2020**

CCS Framework: **RM3741 (Lot 1)**

Further to your submission of a Tender for the above contract, I am writing to advise that the Procurement is now complete.

I am pleased to inform you that your company has been successful and therefore we would like to award the contract to you, AECOM Limited.

Appendix 1 provides feedback on your successful proposal.

The contract shall commence on the **22 July 2020** and the expiry Date will be **31 May 2021** unless extended by the department (in-line with the contract extension provisions).

This procurement activity was conducted via a further competition under CCS framework RM3741 (lot 1). This contract is subject to the terms and conditions of the said framework. This letter and the documents listed below form a binding contract between you and the Department for Transport.

- ITT Pack dated 11 May 2020 that was made available to you via AWARD. This pack includes:
 - The ITT
 - Further Competition Pro-Forma
 - Tender Certificate
 - COI
 - Statement of Requirements and Scoring Methodology
 - The CCS Contract Order Form
- Your complete Tender proposal (Quality and Price)

The Contract Lead, [REDACTED] will contact you to discuss start up arrangements under this contract.

The maximum value of this call-off arrangement is **£75,000** excluding VAT. This amount must not be exceeded unless pre-agreed by the department.

You will be issued with an official Purchase Order Number. Invoices must quote the correct Purchase Order Number and should be submitted as directed in the Purchase Order to:

[REDACTED]

**Accounts Payable,
Shared Services Arvato,
5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA.**

Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment.

If you are content to enter into a binding contract, please sign and return a copy of this letter and associated documents. This letter (including the documents referred to in it) and the copy you return will form the binding contract.

Signature: [REDACTED]
Name: [REDACTED]
Position: Operations Director
Date: 10/07/2020

Yours sincerely,

[REDACTED]

[REDACTED]

Signed for and on behalf of the Department for Transport

Appendix 1

Number	Question	Score (out of 5) & %	Evaluation Panels Feedback	
4 - Quality				WEIGHTING 70%
4.1	Please outline your proposal for undertaking this recruitment requirement, clearly demonstrating how you will address all the objectives and requirements and provide a shortlist of suitable candidates from both the public and private sector. Your response should include: a. How you would market the role to a range of external candidate b. Where you expect to find credible candidates c. How candidates will be assessed throughout the campaign d. How you will work and communicate with DfT throughout the campaign to understand our needs e. How you will ensure that the timetable is met 100 14%	5 (14%)	Large amount of detail about how they will prepare success job advert, and how they will identify senior leaders in relevant industries and encourage them to apply. Detailed assessment process, showing a willingness to consider other options, as well as a discussion of how unconscious bias could be avoided. Good understanding of tight timeframe, and plan to work with DfT to address.	
4.2	Please provide details on how you will be able to provide a potential pipeline of senior talent for future months, if roles matching skill set are not immediately available	5 (14%)	Very strong demonstration of the mechanisms involved in attracting longer-term interest. The panel really liked the bidders approaching to “keeping candidates warm”. In addition, the panel was impressed with the referrals sites, evidence of extensive networks and diverse approach	
4.3	Please describe your track record in delivering comparable senior leadership roles in organisations of similar scale and complexity, in the public or charitable sectors, within the last three years.	5 (14%)	Very strong answer, showing positive track record of delivery across public sector. Clear experience working for organisations of similar size of DfT, examples of SCS recruitment, and examples of meeting tight timeframes.	
4.4	DfT aims to lead on diversity and inclusion (D&I) in both the Civil Service and the transport sector. Please explain how you will attract candidates from a diverse range of backgrounds, including underrepresented groups.	(11.2%)	Clear and meaningful commitment to reaching out to a range of underrepresented groups (women, BAME, LGBT etc.). Quantitative data showing success in this area. A stronger answer would look at how job advert could be adapted to appeal to these groups.	
4.5	Please set out the proposed team for fulfilling this requirement, describing their relevant experience, respective roles on this campaign, and their involvement	4 (11.2%)	Strong answer, showing experienced team that could support DfT. However, it would be good to have more details on which individuals will be involved in which stages - e.g. who will attend weekly meetings.	

	in meeting SLAs or KPIs agreed with the customer at planning stages. Specific contacts should be provided for the following: • Account Manager (main point of contact for DFT, present at all milestones) • Escalation point for complaints • Admin/campaign logistics support • Finance/contract queries			
Total Questionnaire Weighted Score		64.4%	Winning Suppliers' Weighted Score	64.4%
5 – Price				
5.1	Please confirm, by selecting 'YES' that you have attached a completed Price Schedule (Appendix E) to the response to this question. In so doing, you are also confirming that prices offered exclusive of VAT and firm for a period of 90 days following the Deadline for Submission.	26.5%		WEIGHTING 30%
Total Questionnaire Weighted Score		30%	Winning Suppliers' Weighted Score	26.5%
Evaluation Summary				
Overall Bid Score (Weighted)		90.9		
Overall Ranking		1 st		