

**Annex A – Statement of Requirements**

Contract Reference: CCCC20B43 - The Provision of GCF Blueprints Consultancy

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# PURPOSE

## The purpose of this contract is to provide strategic consultancy support to the Government Commercial Function’s Blueprints Team during the delivery of the largest centrally coordinated operational and organisational strategy exercise the function has ever seen.

## The Cabinet Office hereafter referred to as “The Customer” requires Baringa Partners LLP (henceforth to be referred to as “The Supplier) to provide urgent and immediate consultancy support in order to deliver a range of specialist projects and initiatives to enable the development and growth of Commercial Capability Services across central government and the wider public sector.

##

# Background to requirement/OVERVIEW of requirement

## The Commercial Blueprints Team sits within the GCF, and is part of the Commercial and Contract Management Capability Programme. The Blueprint Team’s mission is to support departments in making effective decisions on areas such as operational models, organisational models, resource levels, lifecycle influence and supplier base. The team is now launching its next and most ambitious cycle of Blueprints, the successful delivery of which will enable the following benefits:

### Cross-government view on departmental commercial landscapes

### Intelligent data which supports strategy and planning

### Senior leaders buy-in and approval into commercial direction of each government department

### Enable knowledge sharing between departments

### A more joined up strategy across government, with better structured organisations to tackle challenges ahead

### The foundations to build an internal organisational and operational advisory service

### Support and knowledge transfer to other functions (e.g. HR, GPA) to develop their version of Blueprints, enabling them to deliver stronger functional performance.

## Blueprints Round 3 is a time limited project with specific and key deliverables. The consultancy service will play a key role in advising government departments on how to structure their organisations and be prepared for future eventualities. The consultants will be specialists in organisational and operational design, which is an expertise unavailable in house.

## The Customer requires the Supplier’s consultants to have the required knowledge, skills and flexibility to maintain the delivery of Blueprints at pace.

# definitions

|  |  |
| --- | --- |
| **Expression or Acronym** | **Definition** |
| BP | means Blueprint |
| BPSS | means Baseline Personal Security Standard  |
| CCP | means Commercial Capability Programme |
| GCCO | means Government Chief Commercial Officer |
| GCF | means Government Commercial Function  |
| SDP | means Single Departmental Plan |

# scope of requirement

## The Customer requires the Supplier to work flexibly with them over the next 9 months (subject to any additional expressed contract duration extension being undertaken) during the delivery of Blueprints Round 3. The Supplier shall provide support to develop commercial Blueprints for each government department.

### Government departments will be allocated into waves, and there will be a total of 4 waves during which support from the Supplier will be necessary.

### The level of support required on Data will vary depending on internal resource, where permanent staff may also be able to support delivery.

# The requirement

## The Supplier will support the team in delivering departmental BPs ahead of Spending Review, thus enabling departments to demonstrate their investment case, align with departmental objectives and plan their transformation journey.

## Advise on specific functional challenges (e.g. in areas such as organisational design, operating model, technology consolidation) using cross-sector expertise, knowledge and benchmarks.

## Conduct specific data analysis including building reusable tools and dashboards and developing cross-government insights to help departments grow through knowledge sharing and to help central teams focus their support.

## Undertake objective external reviews of BPs and provide strategic advice and leadership support on a range of areas related to Commercial Function.

## As each package of work is delivered, a full training or knowledge transfer session is to be held with the individual specialist teams.

## The Supplier will be required to provide a knowledge and skills transfer plan within two weeks of the Contract start date, and qualified and experienced personnel to deliver the outputs and outcomes specified within the work packages - enabling permanent staff to develop their own skills in these areas.

## the likelihood of using consultants again in the future. The consultancy firm will also be asked to deliver knowledge share workshops for staff in the wider GCF Central Teams.

## Each member of Blueprints Team, which will be made up of 3-4 permanent staff of the customer, will be required to demonstrate sufficient transfer of knowledge as part of annual performance reviews. This will reduce the likelihood of consultancy services of this kind being used in for similar work in future.

## The Supplier is also required to ensure knowledge management and transfer sessions with key staff – plus documentation setting out new ways of working and exit strategy.

# MANAGEMENT INFORMATION/reporting

## The Supplier shall provide a weekly update and submit a monthly report to the GCF Capability Services leadership team following the end of each calendar month showing:

### Proposed work items during the following month; and

### Issues to be raised impacting the work.

## The Supplier shall have a performance review meeting with the GCF Capability Services leadership team every three months to assess progress and performance against the contract.

# volumes

## Analyst / Junior Consultant – will be required ad-hoc to provide data and analytics support, ensuring data gathered is neat, presentable and comparable with cross-government and private sector organisations. Estimated for a total of 70 days (depending on the availability of internal resource).

## Manager / Senior Consultant – will lead on the bulk of the contract delivery, although there is not requirement for it to be the same person throughout the contract. Please see scope of requirement for information on outputs. Estimated for a total of 150 days (4-5 days per week).

## Partner – will oversee the work, advising on areas of difficulty and assuring delivery is both on time and of a high quality. The Partner will play a key role in reviewing the Blueprints during the review phase of the process. Estimated for a total of 25 days (depending on price).

# continuous improvement

## The Supplier will present new ways of working to the Authority during monthly Contract review meetings.

## Changes to the way in which the Services are to be delivered must be brought to the Customer’s attention and agreed prior to any changes being implemented.

# quality

## Please see Service Levels and Performance Section as outlined within the Call Off Order Form for details on Quality related KPIs.

# STAFF AND CUSTOMER SERVICE

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

## The Supplier’s staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract to the required standard.

## 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.

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# Security and CONFIDENTIALITY requirements

## The Supplier’s staff shall possess the security clearance necessary for working on the Authority’s premises Security Clearance (SC) as a minimum. If given access to computing or telecommunications equipment, the Supplier’s staff shall abide by the conditions laid down by the Authority’s staff handbook for the use of such equipment.

# CONTRACT MANAGEMENT

## The work under this contract will be initiated in a controlled manner and managed through weekly checkpoint meetings and more formal monthly/quarterly reviews.

## The Supplier shall have a performance review meeting with the GCF Capability Services leadership team every three months to assess progress and performance against the contract.

## Attendance at Contract Review meetings shall be at the Supplier’s own expense.

## The Cabinet Office will be responsible for Contract Management for this requirement upon award.

# Location

## The location of the Services will be carried out at:

### 10 South Colonnade, Canary Wharf, E14 4PU and working from home based on current restrictions implemented due to the current COVID19 pandemic.