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# PURPOSE

## The Civil Service Commission require a Potential Provider to provide press office support and advice on a 24/7 basis to the Civil Service Commission, Office of the Commissioner for Public Appointments and Advisory Committee on Business Appointments.

# BACKGROUND TO THE CONTRACTING aUTHORITY

## The Civil Service Commission (CSC) is an Independent Executive NDPB and supports two other bodies: Office of the Commissioner for Public Appointments (OCPA); and, Advisory Committee on Business Appointments (ACOBA).

# Background to requirement/OVERVIEW of requirement

## It is necessary to retain press support that is independent of government and our sponsoring department (Cabinet Office) as the three bodies supported either regulate or interpret government policy. At times it is necessary to publically voice concerns about those policies or to disagree with the government and/or civil service.

## There is an on-going need for press office support to either one or more of the bodies, however time demand varies week to week including out of hours cover. Specialist media handling skills are crucial and this service has historically been provided under Contract. It is not feasible to employ a senior part-time press officer on the basis of 24/7 cover where hours worked in any period are not regular or consistent. Similarly the provision of holiday/absence cover would require a second suitably qualified member of staff, which would be unaffordable.

## The inability to respond effectively to media requests or emerging stories would risk damage to the reputation of the relevant body and lay the government open to criticism on some key proprietary and standards safeguards.

# definitions

|  |  |
| --- | --- |
| Expression or Acronym | Definition |
| ALB | Arm’s Length Body |
| NDPB | Non-departmental Public Body |
| OCPA | Office of the Commissioner for Public Appointments |
| ACOBA | Advisory Committee on Business Appointments |

# scope of requirement

## Specialist media handling skills are crucial including the ability to respond with authority, usually under time pressure, to emerging stories related to the work of the three (3) ALBs.

## 24/7 cover where hours worked in any period are not regular or consistent.

# The requirement

## The authority are seeking to source a Potential Provider to provide specialist media handling skills on the basis of 24/7 cover where the hours worked in any period are not regular or consistent. If the assigned press officer is unable to provide cover themselves the contracted organisation will be responsible for providing suitable cover. There is a requirement that the press officer builds specialist knowledge of all three bodies and develops excellent relationships with each of the three bodies and their First Commissioners, Chair, Commissioners, members and the Chief Executive.

# reporting

## The press officer will be required to report to:

### each meeting of the Civil Service Commission Board the details of all press activity since the previous report to the Board;

### the Chief Executive and\or First Civil Service Commissioner any press or media related enquiries that are outside of agreed limits;

### the Chief Executive and\or First Civil Service Commissioner any press or media related enquiries that are novel or contentious;

### the Chief Executive and\or Commissioner for Public Appointments any press or media related enquiries that are outside of agreed limits;

### the Chief Executive and\or Commissioner for Public Appointments any press or media related enquiries that are novel or contentious;

### each meeting of the Advisory Committee on Business Appointments the details of all press activity since the previous report to the Board;

### the Chief Executive and\or Chair of the Advisory Committee on Business Appointments any press or media related enquiries that are outside of agreed limits;

### the Chief Executive and\or Chair of the Advisory Committee on Business Appointments any press or media related enquiries that are novel or contentious;

# volumes

## Based on previous years we expect the time commitment to be 17 hours per month on average and 30 hours (out of hours) per annum.

# continuous improvement

## The Potential Provider should present new ways of working\press opportunities to the Authority during regular meetings as described in section 7.

## 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.

# STAFF AND CUSTOMER SERVICE

## The Authority requires the Potential Provider to provide a sufficient level of resource throughout the duration of the Press Office Services Contract in order to consistently deliver a quality service to all Parties.

## Potential Provider’s staff assigned to the Press Office Services Contract shall have the relevant qualifications and experience to deliver the Contract.

## The Potential Provider 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.

# Security requirements

## The Potential Provider must supply the nominated press officer, and any temporary agreed replacement, with current and valid security clearance level of at least CTC. If the required level of clearance is not currently held, it must be in place prior to Contract commencement.

# intellectual property rights (ipr)

## The Intellectual Property Rights on all work undertaken under this Contract, will be in line with the Contracts standard terms and conditions.

# payment

## Payment can only be made following satisfactory delivery of pre-agreed certified services, products and deliverables.

## Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

## Costs should be invoiced monthly in arrears.

# additional information

## The Potential Provider will need a deep and detailed understanding of the purpose, role and media related risks of each of the three ALBs to be serviced and supported under this agreement.

## An understanding of the broader landscape of ALBs with similar or related issues would be advantageous.

## An understanding of, and experience of supporting principals working with, Parliamentary committees would be advantageous.

## Strong professional relationships with key media organisations related to the work of the three ALBs is essential.

# Location

## The location of the Services will be carried out at the most appropriate location for the timely delivery of the services including, but not limited to:

### The offices of each of the three ALBs (currently 1 Horse Guards Road, London);

### The base location will be 1 Horse Guards Road, London.

### The offices of the Potential Provider;

### Venues agreed for the interviewing of any principal from the three ALBs;