



Department
for Environment
Food & Rural Affairs

Contract Award Report

Bronze

**C24873 Environmental Collaborative Leadership
Programme ECL**

10/2024

STATUS
DRAFT / FINAL / APPROVED

This document is classified as

[OFFICIAL SENSITIVE]

Template Change History

Date	Summary of Change	Author(s)
Jan 20	First Approved Template Version	SDP Team
April 20	Inclusion of Compliance Checklist	SDP Team
Sept 20	Table of contents format. New Governance heading	SDP Team
May 22	Addition of executive summary	COO Policy & Process team
Oct 22	Changes related to online capture of Risk Register when using Atamis. Additional IPR Note	COO Policy & Process team

Executive Summary

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[Procurement Title & eSourcing Ref.Number]	
Contracting Authority	████
DgC Commercial Lead & Category Team	████████████████████████████████████████
Customer SRO and Budget Owner	████████████████████████████████████████ ████████████████████████████████████████
Business Area and Contract User(s)	████████████████
Estimated Total Contract Value and Term (inc. Possible Extensions)	████████

Outline of Procurement Strategy
<p>The programme will build █████ capability to deliver on its mission – <i>Building Partnerships for Natures Recovery</i>.</p> <p>A blended programme of inter-personal skills and latest technical know how to build confidence in restoring nature at a landscape scale.</p> <p>The programme will have 3 levels for participants, - Foundation, Practitioner and Senior and be open to █████ so we role model a consistent collaborative leadership standard across the country.</p> <p>████ will also be looking for some standalone products (workshops) to support the programme approach, to allow aspiring leaders to start building knowledge.</p>

Outline of tender and evaluation process

Open Procedure (OJEU/FTS):

There were 15 clarification questions, and all responses were answered within 48 hours.

All evaluation and moderation were carried out as per the following table.



ECL
Moderation.xlsx

Moderation was assessed by all evaluators and the consensus lead.

Procurement Procedure or Existing Route to Market selected	Open Procedure (OJEU/FTS).
Risk management approach	Risks of no Tenders Received or coming in over the budget.

Procurement / Contract Milestone Dates

Invitation to Tender (ITT) Publication Date:	22/06/2024
Publish Contract Award Notice:	22/07/2024
Contract Start Date:	01/10/2024
Works Start/Service Commencement/Goods Delivered Date:	01/10/2024

Contracting Strategy	
Contract Type and Outline Structure	Learning and Development Framework Lot 2
Due Diligence Undertaken	All due diligence is being monitored at Framework level.
Benefits Realisation including Sustainability/Social Value	Social Value is being monitored at Framework Level.
Contract Management Strategy Summary	<div style="background-color: black; width: 150px; height: 1.2em; margin-bottom: 5px;"></div>

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Approvals [<i>Optional - for categories that obtain customers written approval within the strategy. Delete the heading and then update the contents table if not required</i>]	Error! Bookmark not defined.
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Contract Award Report

Compliance Checklist

Ref.	Question	Answer (Y / N)
1	Have all mandatory documents been completed and saved (or completed) in the correct folder on the eSourcing system being used? i. Updated Risk & Issues tab in the project record and/or Risk & Issues Register saved in the relevant folder ii. Updated Contract Management Plan – relevant folder iii. Regulation 84 Report – relevant folder	i. Y ii. Y iii. Y
2	Has the customer approved the Contract Award Report?	Y
3	Was the opportunity published on Contracts Finder if over the threshold for the Customer organisation (£10k Defra/RPA/APHA/NE and £25k EA and MMO)?	Y
4	Have all evaluators completed COI Declarations either through the system or saved in the relevant folder on the project record?	Y
5	Has all evaluation evidence been saved in relevant folder (Evaluation Evidence)?	Y
6	Has any due diligence been completed on the preferred supplier?	Y
7	Have checks of the financial standing/stability of the preferred supplier been made and are any identified risks acceptable and manageable?	Y
8	Has provision been made to publish a Contract Award Notice and a redacted contract within 30 days?	Y
9	Have all data fields on the eSourcing system project record been completed and all workflow Tasks are up to date?	Y

Introduction / Background

This contract award report presents the recommendation to award a contract for Environmental Collaborative Leadership Programme ECL.

The Contract Award Report should be read in conjunction with the Procurement Strategy which sets out the basis for the procurement and the objectives that a successful delivery will be measured by. This was approved on 18/07/2024.

The recommendations within this document confirm that the procurement activity has been undertaken in compliance with appropriate legislation, Government policy and Defra group Commercial guidance.

Governance & Stakeholder Engagement

The key stakeholders detailed in the Procurement Strategy have remained constant throughout this procurement exercise and have fulfilled the roles and responsibilities agreed as part of this procurement activity.

Stakeholder Name	Role in Procurement Activity	Organisation

Value and Contract Period of the Proposed Contract Award

Key value and contractual period details are provided below:

Total Contract Value (exc. V.A.T.) (inc. Possible Extensions)	
Contractual Term (Original)	4 years
Contractual Start Date of Original Term	01/10/2024
Contractual End Date of Original Term	30/09/2028
Contractual Term (inc. Possible Extensions)	4 years
Extension Criteria	Not applicable.
Milestone Dates	[E.g. 3 months' notice required to exercise extension provision and confirm that milestones have been built into the eSourcing system.

Tender Evaluation Process

The tender was evaluated against technical and commercial criteria to achieve an overall score, which was outlined in the ITT document, to determine the most economically advantageous tender.

Technical List out the sub-criteria and a brief description. Sub-weightings should be included.	Criteria	Weighting	Description
	Approach and Methodology	55%	
	Project Management	15%	
	Experience	30%	
Commercial Evaluation Methodology	Total fixed price: 100%		

The evaluation panel was comprised of the following, all of whom completed Conflict of Interest Declarations. Where conflicts of interest have been identified they will be managed with the following actions:

Evaluators Name	Role	Conflict of Interest?	Risk Mitigation Undertaken
[REDACTED]	[REDACTED]	N	Y
[REDACTED]	[REDACTED]	N	Y
[REDACTED]	[REDACTED]	N	Y
[REDACTED]	[REDACTED]	N	Y



ECL

Moderation.xlsx

After undertaking an assessment of the technical and commercial elements of the responses, an overall score was finalised:

Supplier	Technical (X%)	Commercial (X%)	Price	Ranking
[REDACTED]	60%	40%	[REDACTED]	1
[REDACTED]	45.53%	25.30%	[REDACTED]	2
[REDACTED]				

Risk Management

The key identified risks are detailed below:

Risk Detail	Date Identified	Owner	Remedial Action	Resolution Date
Risk of no Tenders received.	20/05/2024	[REDACTED]	Contact suppliers for feedback and use this to	

			support future planning.	
Tenders coming in over budget	20/05/2024		Evaluation Split will be 60 (Technical) / 40 (Commercial). Tenders will only be evaluated on the core requirement.	

Sustainability, Social Value and Government Initiatives

Consideration has been given in the construct of this award to the following Sustainability, including Social Value and Government Initiatives

Initiative	Brief of Discussions	Included (Y/N)
Sustainability	Sustainability is being monitored at Framework Level.	Y
SMEs	Government Aim is 33% by 2020. Little opportunity for direct SME involvement, but sub-contracting opportunities are available.	Yes – All 3 suppliers to be used on this particular contract on Lot 2 are SME's.
Social Value	Social Value is being monitored at Framework Level.	Y
Modern Slavery	N/A	
UK Steel Charter	N/A	
Greening Government	N/A	
Apprenticeships	N/A	
Prompt Payment	To ensure cash flow to SME's down the supply chain a project bank account is being used.	The Framework Terms & Conditions states the suppliers must be paid within 30 days.

Due Diligence

All due diligence is being monitored at Framework level.

Financial Stability

All Dun and Bradshaw credit reports held within Defra Commercial.

Conditions of Contract

Learning And Development Terms and Conditions.



Contract Management

The finalised Bronze Contract Management Plan is attached, see Supporting Documents.

Recommendation

It is recommended that [REDACTED] are awarded the contract for the sum of [REDACTED] value for the provision of Environmental Collaborative Leadership ECL.

Supporting Documents

Title	Document
Contract Management Plan – Bronze	 LIT 58409 - Bronze contract managemen
Risk & Issue Register (required)	'Yes, up to date in Atamis'
RASCI (Recommended)	 RASCI.xlsx

