

Driver and Vehicle Standards Agency (DVSA)

Tender K280021291

Enhanced Financial Reporting Capability

Specification

1 BACKGROUND TO THE REQUIREMENT

1.1 DVSA is an executive agency of the Department for Transport (DfT) and operates, currently, as a trading fund.

<https://www.gov.uk/government/organisations/driver-and-vehicle-standards-agency/about>

DVSA loses its trading fund status from 1 April 2021 when it moves within DfT's accounting boundary, placing new financial reporting requirement on the agency. While a project is under way to bring significant efficiencies to the current financial reporting suite, this will not deliver for another 18 to 24 months.

DVSA currently uses the ECC6 version of SAP which does not give the required standards of financial reporting, management information or business intelligence. This is substituted by a manual, ineffective financial reporting process that is suboptimal, providing insufficient insight.

1.2 DVSA's requirement is for a targeted piece of work that quickly delivers a significant increase in its financial reporting capacity and capability.

1.3 It will deliver standardised, automated, and fit for purpose financial reports on behalf of a number of different stakeholders across the agency.

1.4 These financial reports will be delivered by further enabling DVSA's exploitation of its licensed products including Microsoft Excel and Power BI.

2 REQUIREMENT – FINANCIAL REPORTS

2.1 The consultancy appointed will be responsible for reviewing the current reporting processes and identifying areas where immediate, short, and medium term efficiencies can be realised.

2.2 Consultants will confer with and secure agreement from DVSA on new reporting templates.

2.3 Reports will provide standardised management information and business insights for DVSA's directing board, budget holders, senior responsible owners, and others.

2.4 Reports will reconcile to the source data and follow FAST¹ principles. All reports developed will be delivered with supporting change control protocols.

¹ <https://www.fast-standard.org>

2.5 The consultants will work closely with the Reporting and Configuration Team, the Reporting, and the Head of Management Accounting & Finance Business Partners, New Developments.

2.6 The Head of Management Accounting will give final approval of report templates.

2.7 The reports should be easily configurable to respond to the agency's needs.

2.8 They should include but not be limited to pictorial and tabular options with areas for commentary.

2.9 Training and guidance is to be provided to enable the Reporting and Configuration Team to maintain, develop and adapt reports as required.

2.10 The consultants will recommend potential areas for future development.

2.11 All reports developed as an output will be the intellectual property of DVSA.

2.12 The consultants appointed will follow agreed model assurance and handover procedures. All reports will be handed over to the owner along with knowledge transfer on report maintenance.

2.13 DVSA aspires to a start date of early March and anticipates that the work will take eight weeks with an option to extend for a further two weeks up to a projected maximum contract period of 10 weeks.

3. LOCATION

3.1 Current social distancing controls mean, this work will be delivered remotely. Meetings with DVSA officers will take place via Microsoft Teams.

4. ESSENTIAL QUALITIES, SKILLS AND EXPERIENCE

4.1 Bidders shall have, provide and/or be able to demonstrate as part of their tender responses all of the following that DVSA will examine as part of its evaluation:

4.1.1 a firm commitment to providing a team that will be available to take the project to successful conclusion;

4.1.2 a team that is resourced with skilled, knowledgeable, capable members;

4.1.3 a draft project plan which will outline in detail the strategic approach to delivery of reporting processes and templates;

4.1.4 a proven track record of producing tailored management accounting reports, particularly in public sector organisations.

4.1.5 a good understanding of government finance and funding, budgeting, and forecasting processes so demonstrating that they can 'speak the same language' as DVSA and that their understanding will be reflected in the products they deliver.

4.1.6 a demonstration of their team's ability to deliver a change control protocol.

- 4.1.7 a demonstration of their team's ability to deliver training and training materials which support maintenance of the financial management reports.

5. SECURITY AND VETTING REQUIREMENTS

- 5.1 All consultants proposed to work on this commission must, as a minimum, be Baseline Personal Security Standard cleared.

6. BIDDER RESPONSES

- 6.1 The areas that DVSA will evaluate, based on 4, above, are given in detail in Annex A, below.

7. BIDDER QUESTIONS AND CLARIFICATIONS

- 7.1 All questions or other communications must be submitted to DVSA via the Jaggaer eSourcing portal. DVSA will respond via Jaggaer.
- 7.2 Questions and clarifications will be handled in line with the procurement timetable at 8, below.
- 7.3 DVSA's standard policy is that bidders' questions and the answers the agency provides are shared with all bidders.
- 7.4 Responses to questions will not identify the originator.
- 7.5 Bidders are responsible for monitoring the eSourcing portal for DVSA's responses to questions and clarifications. These may contain important information that affect how bidders complete their tenders.

8. PROCUREMENT TIMETABLE

ACTIVITY	DATE (*estimated)
Issue of invitation to tender on the Jaggaer eSourcing portal.	5 February 2021
Potential bidder engagement 'virtual' meeting	9 February 2021
Deadline for submitting clarification questions	16 February 2021
Deadline for submission of tenders	19 February 2021
Contract award	3 March 2021*
Commission begins	8 March 2021*
Commission concludes	3–17 May 2021*

9. PAYMENT

Staged payments, based on the sums of day rates of those involved, will occur when milestones are reached.

The milestones are envisaged as follows -

1. Clear understanding of current processes and source information demonstrated. Stakeholder groups and their requirements identified in a report delivered in either Microsoft Word or PowerPoint.
2. Prototype(s) and report(s) delivered which produce process efficiencies and meets stakeholder needs and expectations. This would be demonstrated by a suite of reports which stakeholders have reviewed.
3. Delivery of a tested reporting solution into working use; training of DVSA users and delivery of a comprehensive change control protocol for future developments, delivered with recommendations for future developments.

The final arbiter as to whether these stages have been achieved such that DVSA's needs are met will be DVSA's Head of Management Accounting.

10. CONTRACT PERIOD

10.1 Eight weeks with an option to extend for a further two weeks up to a projected maximum of ten weeks.

11. TENDER EVALUATION

11.1 We will evaluate tenders against the following criteria and weightings -

<u>Evaluation criteria</u>	<u>Weightings</u>
Quality	80%
Price	20%

You can find more details on our approach to quality and price evaluation in **Annex A**.

Annex A

QUALITY AND PRICE EVALUATION

We will check tenders for compliance – that all documents stated as required have been provided (your tender addressing all of the quality evaluation criteria, a completed pricing matrix and a signed Form of Tender.

Failure to provide a compliant submission will mean your tender is not evaluated.

We will evaluate the technical quality of compliant bids against the seven criteria below. You should structure your tender response to reflect the headings in the quality evaluation matrix.

You must limit your answers to a maximum of 1,200 words, single space, 12-point, Arial or Times New Roman.

We will disregard words in excess of the limit. This may mean your response does not make full sense so check the number counts of your answers before submission.

All documents, be they in Microsoft Word or PDF format, must include the word count figure in the heading.

Do not submit any irrelevant, additional marketing or other company material. If you do, it will be disregarded.

QUALITY EVALUATION

Evaluation criterion number	Quality weighting	Sub criterion weighting	Evaluation question
1. Commitment*		Yes/No (Pass/Fail)	Is each and every member of your team available to undertake the work which will be allotted to them during the course of this commission as and when they will be required to do it?
2. Your team	80	12.5	A team that is resourced with skilled, knowledgeable, capable members. Tell us why you have put together this team and why you believe it is best placed to deliver this piece of work. Curricula Vitae may be provided. The contents of these will not be taken into account in the overall word count.
3. Draft project plan		18.5	Provide a draft though detailed plan of how you will deliver a high-quality package of work, at pace, detailing amongst others a methodology, the various factors you will consider and your interactions with DVSA officers.
4. Management accounting reports		25.5	Demonstrate that your team has a proven track record of producing robust management accounting reports that provide insight, are used for decision

			making and suitable for public sector organisations. Examples may be submitted and will not be part of the word count. Detail the IT software used to deliver those management reports.
5. Understanding government finance		18.5	Demonstrate your team's understanding of government finance and funding processes. A case study may also be submitted. Its content will not be taken into account in the word count.
6. Change control protocol		12.5	Demonstrate your team's ability to deliver a change control protocol.
7. Training		12.5	Demonstrate your team's ability to deliver training and training materials which support maintenance of the financial management reports.

*In making 1. **Commitment** a mandatory requirement of the contract, DVSA accepts team members may not be able to be available during the commission for reasons beyond their control – for example illness or family-related issues. In the event a team member cannot be available, DVSA will expect a substitute team member to be put in place of a similar or higher grade. In the latter case the day rate for the person substituted will hold. Acceptance or otherwise of substitute will be entirely at the discretion of DVSA.

We will evaluate tenders in line with the following scoring scheme –

Mark	Description	Scoring Guide
100	Excellent	Comprehensive evidence supporting the view that the bidder meets all of the requirement; total confidence that the bidder can meet the requirement
75	Good	Good evidence supporting the view that the bidder meets most of the requirement; a high level of confidence that the bidder can meet the requirement
50	Reasonable	Reasonable evidence supporting the view that the bidder meets some of the requirement; a reasonable level of confidence that the bidder can meet the requirement
25	Minimal	Minimal evidence supporting the view that the bidder meets the requirement; a minimal level of confidence that the bidder can meet the requirement.
0	No confidence	Very limited or no evidence that the bidder meets the requirement; no confidence that the bidder can meet the requirement

Please note –

Any response scoring **below 50** (in other words, 0 or 25) against any one evaluation criterion will be deemed non-compliant. Any bidder awarded such a score will be disqualified from the competition. The 'commitment' criterion is a pass/fail one.

Once each evaluator has individually completed their scoring, a moderation meeting will be held to arrive at the consensus score for each question and for each bidder. These scores will then be weighted and an overall weighted score calculated.

PRICE EVALUATION

The Microsoft Excel pricing matrix document, included in the tender pack, is where you will tender your prices.

The prices tendered by the successful bidder will form a schedule of rates that will be inserted into the call off contract.

Price Factor; Scoring Methodology:

The Percentage Scoring Methodology will be used to evaluate all the proposals for this requirement. This methodology is shown below.

$$\frac{\text{Lowest Bidder Price}}{\text{Bidder Price}} \times 100\% \text{ of the price marks}$$

OVERALL SCORE

- The quality and price scores will be combined in the ratio of 80:20 to provide an overall score.
- The bidder with the highest overall score will be awarded the contract – although DVSA reserves the right not to award a contract..