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Bid Pack

Attachment 3 – Statement of Requirements

Contract Reference: CCCC19A94 Provision to Support the
Development and Running of a Senior
Executive Event

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CONTENTS

1.	PURPOSE.....	3
2.	BACKGROUND TO THE CONTRACTING AUTHORITY.....	3
3.	BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT	3
4.	DEFINITIONS.....	4
5.	SCOPE OF REQUIREMENT	4
6.	THE REQUIREMENT	4
7.	KEY MILESTONES AND DELIVERABLES	5
8.	QUALITY	5
9.	PRICE	5
10.	STAFF AND CUSTOMER SERVICE.....	6
11.	SERVICE LEVELS AND PERFORMANCE	6
12.	SECURITY AND CONFIDENTIALITY REQUIREMENTS.....	7
13.	PAYMENT AND INVOICING	7
14.	CONTRACT MANAGEMENT	7
15.	LOCATION.....	7

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1. PURPOSE

- 1.1 The Contracting Authority is seeking services to provide consultancy services to assist in the delivery of a senior executive event for the Chief Executive of the Civil Service and his team.

2. BACKGROUND TO THE CONTRACTING AUTHORITY

- 2.1 The Cabinet Office supports the Prime Minister and ensures the effective running of government. We are also the corporate headquarters for government, in partnership with HM Treasury, and we take the lead in certain critical policy areas. The Cabinet Office is responsible for:

2.1.1 Promoting efficiency and reform across government through innovation, better procurement and project management, and by transforming the delivery of services;

2.1.2 Supporting collective government, helping to ensure the effective development, coordination and implementation of policy;

2.1.3 Supporting the National Security Council and the Joint Intelligence Organisation, coordinating the government's response to crises and managing the UK's cyber security;

2.1.4 Promoting the release of government data, and making the way government works more transparent;

2.1.5 Creating an exceptional Civil Service, improving its capability and effectiveness; and,

2.1.6 Political and constitutional reform.

3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 3.1 Government is operating in a more challenging context than ever:

3.1.1 **The biggest Government delivery agenda** since the Second World War; a result of the high volume and complexity of EU exit work streams, an aspirational Government policy agenda, and a number of substantive transformation programmes.

3.1.2 **A constrained fiscal environment;** while tight management of the fiscal system has delivered substantial efficiencies, there is limited scope for further material efficiencies in the current model and growing competition for the available funding envelope from priority policy areas such as Health and Housing.

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- 3.1.3 This is set against the long-term trend of increased demand for, and expectations of, Government service delivery given global disruptions (aging, technology, rise of emerging markets).
- 3.2 This is, therefore, the right time to take stock and consider how the Delivery System needs to continue to evolve over next few years to ensure that Government can achieve its agenda.

4. DEFINITIONS

Expression or Acronym	Definition
Centre of Government	the Cabinet Office, HM Treasury and the Prime Minister's Office.
HMT	Her Majesty's Treasury

5. SCOPE OF REQUIREMENT

- 5.1 The scope of the primary phase (11th November to 11th December 2019) is limited to assisting with the development of the event.
- 5.2 The scope for the subsequent phases includes but is not limited to advice on similar events, ad-hoc policy development relating Delivery Systems, and other short-term projects aimed at supporting the work of the Delivery Systems.

6. THE REQUIREMENT

Primary phase

- 6.1 The Contracting Authority requires consultancy to help with the design, implementation, and write up of a senior executive event.
- 6.2 The event will take stock of the progress and effectiveness of the Delivery System; consider how improvements can be made to diversity and inclusion; funding; and the next phase of the Delivery System's development.
- 6.3 The Supplier will need to lead on the "next phase of the Delivery System's development" item. This item will need to help attendees tackle the issue of deliverability: how it can be made real; how stakeholders can be engaged with it; and the role of automation and technology in supporting deliverability. The potential provider will need to develop the item and deliver it during event, including the necessary supporting work.
- 6.4 The Supplier will also need to provide support, challenge and advice, as needed, on the other items.
- 6.5 Following the event, the Supplier will need to provide a short summary report, providing a roadmap for taking forward the next steps that emerge from the event.

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6.6 Subsequent phases

6.7 In the 12 months after the primary phase, the Contracting Authority may decide to utilise the services of the potential provider for further work. This may include, among other things, advice and support on further events, policy development and other project work.

7. KEY MILESTONES AND DELIVERABLES

7.1 The following Contract milestones/deliverables shall apply for the primary phase (11th December 2019 to 11th December 2019):

Milestone/Deliverable	Description	Timeframe or Delivery Date
1	Pre-event: Provide support, guidance and challenge to assist preparation of items for the event.	No later than 29/11/2019
2	Pre-event: develop the “next phase of the delivery system’s development” item, including all necessary support work.	No later than 29/11/2019
3	During event: deliver the “next phase of the delivery system’s development” item	No later than 06/12/2019
4	Post-event: Produce short report documenting outputs of event, including engagement plan and next steps	No later than 11/12/2019

8. QUALITY

8.1 There are no specific quality accreditations for this requirement.

9. PRICE

9.1 The requirement is for a fixed price proposal for the primary phase (11th November to 11th December 2019). The total budget for this primary phase is £300,000.00 exc. VAT.

9.2 Where possible, for phase 2, the Contracting Authority will provide further detailed requirements and the Supplier should endeavour to provide a fixed cost for the additional services. However, if a fixed cost cannot be agreed in advance the services will be paid on an actual evidenced cost.

9.3 Suppliers should note the budget for phase 2 is yet to be confirmed by the Contracting Authority.

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9.4 Prices are to be submitted via the e-Sourcing Suite Attachment 4 – Price Schedule excluding VAT and including all other expenses relating to Contract delivery.

10. STAFF AND CUSTOMER SERVICE

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

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

10.3 The Supplier shall ensure that staff understand the Contracting Authority’s vision and objectives and will provide excellent customer service to the Contracting Authority throughout the duration of the Contract.

11. SERVICE LEVELS AND PERFORMANCE

11.1 The Contracting Authority will measure the quality of the Supplier’s delivery by:

11.1.1

KPI/SLA	Service Area	KPI/SLA description	Target
1	Delivery timescales	All reports and presentation material (referred to in the milestone section) to be delivered within the time specified.	100%
2	Quality	Quality of deliverables to be defined by key stakeholders to meet their needs and to be assessed by feedback from the stakeholders	100%
3	Engagement and Relationship	Engagement with the Customer and nominated stakeholders is appropriate and focused on Service delivery. There is to be Senior Partner involvement throughout.	100%
4	Knowledge transfer	Effective knowledge transfer is to be provided throughout the period of engagement	100%

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11.2 In the event that a KPI identified above is not met the Contracting Authority reserves the right to withhold payment until such time as the KPI is delivered to a satisfactory standard.

11.3 In the event that the contract is terminated due to supplier poor performance then the supplier will provide the Contracting Authority with copies of all work undertaken up to that point.

12. SECURITY AND CONFIDENTIALITY REQUIREMENTS

12.1 All proposed staff of the Supplier will be required to hold BPSS security clearance for the entirety of the Contract.

13. PAYMENT AND INVOICING

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

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

13.3 Invoices should be submitted to: Redacted

14. CONTRACT MANAGEMENT

14.1 Attendance at Contract Review meetings shall be at the Supplier's own expense.

15. LOCATION

15.1 The base locations of the Services will be carried out at the Cabinet Office, Redacted and Redacted Expenses to these base locations should be included in the rates in Attachment 4 – Price Schedule. Expenses to other locations will be paid in line with the Contracting Authority's Travel and Subsistence Policy and must be agreed in advance.

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