Deloitte,

Stonecutter Court,

1 Stonecutter Street,

London,

EC4A 4TR

Attn: REDACTED TEXT

REDACTED TEXT

Date: 20th December 2017

Procurement ref: CCCC17B12

Dear Sir/Madam,

**Award of contract for the Provision of Consultancy for Expenditure Analysis for Air TLB**

Further to your submission of a Tender for the above project, I am writing to advise that the Procurement is now complete.

I am pleased to inform you that your company has been successful and therefore we would like to award the contract to you.

Appendix 1 provides feedback on your successful proposal.

The call-off contract shall commence Monday 8th January 2018 and the Expiry Date will be Friday 6th April 2018. The total contract value shall be £333,250.00 excluding VAT.

This procurement activity was a under the Management Consultancy framework RM3745 Lot 2 Finance and the framework Terms and Conditions shall apply. A copy of the contract is provided with this Award Letter and includes those framework terms and conditions.

Please print and sign a copy and forward to the Procurement Lead electronically via the e-Sourcing Suite messaging service. They in turn will manage its ratification and return a copy for your records.

Please ensure that the signed copy of the contract is submitted via the e-sourcing suite by Thursday 4th January 2018 15:00.

Should you have any queries regarding this or any other matter please do not hesitate to contact me.

Yours faithfully,

|  |  |
| --- | --- |
| Signed for and on behalf of Ministry of Defence | |
| REDACTED TEXT  Crown Commercial Services |  |

**Appendix 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Number | Question | Score (out of 100) | Evaluators’ Feedback | |
| 4.0 – Project Specific Experience | | | | WEIGHTING 25% |
| 4.1 | Please provide details of those individuals that will make up your team; their relevant skills and experience, and indicate why this would make them suitable for conducting this review. Please note that CV are to be one side of A4 only and are not included in the overall page numbers for response | 75.00 | REDACTED TEXT | |
| 4.2 | Please provide details of those specific tasks which your team members will have been involved previously which may be relevant to this task. You should identify how these skills will be applied to this project. Your response should indicate: • The sector (private/public/voluntary). • The industry (eg. Defence, Retail etc). • Any specific challenges that may be relevant to the challenges outlined in this requirement. • The outcomes of that activity | 75.00 | REDACTED TEXT | |
| Total Questionnaire Weighted Score | | 18.75 | Winning Suppliers’ Weighted Score | 18.75 |
| 5.0 – Methodology | | | | WEIGHTING 45% |
| 5.1 | Please provide details of how you would intend to conduct the Review. Your response should reflect: • Time to mobilise team. • Expected duration of initial analysis and triage. • Your overall approach to the initial analysis and triage. • Expected duration of remainder of Phase 1. • Your overall approach to addressing the remainder of Phase 1. • An outline of activity for the period of Phase 1, including dependencies leading to formal delivery of outcomes. • Expected duration, approach, activity and content of Optional Phases. • The roles and responsibilities for delivery of outcomes ascribed to each Team Member. | 75.00 | REDACTED TEXT | |
| 5.2 | Please state what analysis you would plan to present in your plans, proposals, business cases and Final report and explain why and how this meets the requirements. You should explain how this will enable you to (rapidly) develop actionable plans that will deliver the desired benefits. You should also identify if you envisage any specific area of spend analysis that might present a particular challenge and indicate how you would seek to address this. | 75.00 | REDACTED TEXT | |
| 5.3 | Please provide details of the types of inputs and information you require to conduct the review. This should include: • Those key pieces of information you would wish to gather  • Proposed methods of gathering data • How you would cover any gaps in data • What comparative benchmarks you might use to compare operations, cost efficiency and productivity (including with other sectors) • Any expectations of the Authority to help/assist in the collation of data. | 75.00 | REDACTED TEXT | |
| 5.4 | Please provide details of benchmarking references that you would have access to and propose to utilise. You should state why this information will help add value to your proposition. | 75.00 | REDACTED TEXT | |
| 5.5 | Please note that there is a pressure to produce actionable plans that will deliver quick wins, please provide details of the governance and escalation processes that you would seek to apply to your work and in managing your relationship with the Authority to: Raise areas of concern Expedite decision making Explain, with evidence where possible, where and how you have applied this process before and explain how this will assure a quality output. | 75.00 | REDACTED TEXT | |
| Total Questionnaire Weighted Score | | 33.75 | Winning Suppliers’ Weighted Score | 33.75 |
| 6.0 – Risk Management & Quality | | | | WEIGHTING 10% |
| 6.1 | Please provide a risk management plan for this task. This should include a risk register, setting out the top 10 risks to the delivery of effective outputs, together with mitigating actions. | 75.00 | REDACTED TEXT | |
| 6.2 | Please provide details of your proposals where the key individuals identified above are not available/absent. Please provide details of a resource plan for this project requirement. | 75.00 | REDACTED TEXT | |
| 6.3 | Please outline proposals for managing artefacts, data and outputs associated with this task, and on essential project documents your proposed assurance regime. | 75.00 | REDACTED TEXT | |
| Total Questionnaire Weighted Score | | 7.50 | Winning Suppliers’ Weighted Score | 7.50 |
| 7.0 – Price | | | | WEIGHTING 20% |
| 7.1 | Please confirm, by selecting ‘YES’ that you have attached a completed Price Schedule to the response to this question. In so doing, you are also confirming that prices offered are inclusive of any expenses, exclusive of VAT and firm for a period of 90 days following the Deadline for Submission. | REDACTED TEXT | REDACTED TEXT | |
| Total Questionnaire Weighted Score | | REDACTED TEXT | Winning Suppliers’ Weighted Score | REDACTED TEXT |
| Evaluation Summary | | | | |
| Overall Bid Score (Weighted) | | 79.49 | Winning Suppliers’ Overall Bid Score | 79.49 |
| Overall Ranking | | 1st | Winning Suppliers’ Overall Ranking | **1st** |