



Specification

Development Support for Executive Team

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1. Introduction

The Driver & Vehicle Standards Agency (DVSA), an executive agency of the Department for Transport (DfT), requests a quote for Development Support for Executive Team Services. This contract will be subject to the DfT Standard Conditions of Contract.

You are required to submit your quote on the Pricing Schedule (separate excel document) through the Jaggaer eSourcing system.

Should you be awarded the contract, this Specification, the completed Pricing Schedule, and DfT Standard Conditions of Contract will form a binding contract between you and DVSA.

2. Background to the Requirement

This requirement is for DVSA's Chief Executive Officer and four (4) Directors to have access to Critical Eye's strategic content and networks including:

- Strategic workforce planning
- Culture change
- Building and sustaining high-performing teams
- Relationships between the Board and the Executive
- Communications in times of crisis or change
- Strategy business implementation
- Customer and service focus

3. Procurement Timetable

Description	Date
Request For Quote (RFQ) Issued	10 February 2022
Deadline for receipt of RFQ	12:00 on 17 February 2022
DVSA approvals	18 February 2022
Contract Award	21 February 2022

4. Scope

The scope is to provide the Development Support for five (5) members of the Executive Team. The contract duration will be for one (1) year from the Commencement Date.

5. Implementation and Deliverables

DVSA envisages that the Services shall be delivered over one (1) year, for five (5) members of the executive team. This includes:

- Chief Executive Officer
- People Director
- Enforcement Director
- Operations Director and
- Digital Ops Director

6. Specifying Goods and / or Services

The requirement includes the executive team having access to a range of support from personal leadership development to strategic alignment of the senior team. This includes:

- Arranging deep-dive sessions on a critical challenge or aspect of strategy, bringing together a panel of subject experts from across business sectors, sharing experiences, successes, and mistakes
- Introducing Directors to independent peers in relevant and non-competitive sectors, whose experience and expertise will stretch the Directors and challenge their thinking in key areas
- Introducing Directors to thought leaders in areas which will prepare them for career transition or progression.
- Arranging collective sessions such as conferences, breakfast briefings, conference calls and webinars on key leadership topics to enhance Directors' understanding.
- Introducing Directors to mentors and networks at a senior level.

7. Skills and Apprenticeships

Not Applicable

8. Quality Assurance Requirements

The supplier will be required to have quality assurance processes in place as part of their delivery of the Services.

9. Service Conditions and Environmental Factors

This will be delivered either virtually, face to face or hybrid solution as appropriate. All delivery costs will be included in the fixed price.

10. Management and Contract Administration

Account Management

On award of this contract the supplier shall send to DVSA's Contract Manager, the name and contact details (including email address and telephone number) of the Account Manager responsible for managing the Contract and arrange a contract implementation meeting.

Payment and Invoicing

A Purchase Order Number will be provided to the supplier.

Suppliers must quote the aforementioned PO number on all invoices, and these must be submitted directly to:

SSa.invoice@sharedservicesarvato.co.uk

Invoices received without the correct PO number will be returned and will delay receipt of payment. Invoices should be copied to the DVSA Contract Manager, and the supplier should include any information required to ensure efficient and effective receipting / invoice matching. For example, provision of timesheets or an annotated progress report.

11. Security

The supplier will ensure that all data processed in relation to the contract is held securely.

12. Data Protection

The supplier will be required to comply with all applicable requirements of the Data Protection Legislation (including the General Data Protection Regulation ((EU) 2016/679) ("GDPR"), the Law Enforcement Directive (Directive (EU) 2016/680), and all applicable Law about the processing of personal data and privacy).

Delivery of this contract will require the supplier to process Personal Data (as defined in the GDPR) on the DfT's behalf. The DfT will be the Data Controller and the supplier will act as the Data Processor. The supplier will process Personal Data only on the DfT's documented instructions, as set out in Annex 1 (Schedule of Processing, Personal Data & Data Subjects) of this Specification.

13. Training / Skills / Knowledge Transfer

Not applicable

14. Documentation

The supplier must provide any materials and resources to deliver the services, and this should be included in the overall price provided.

The supplier shall also provide any other documentation (including report findings, recommendations, and meeting minutes) required in the performance of the Contract in a format agreed by DVSA's Contract Manager.

15. Arrangement for End of Contract

The supplier shall fully cooperate with DVSA to ensure a fair and transparent re-tendering process for this contract. This may require the supplier to demonstrate separation between teams occupied on the existing Contract and those involved in tendering for the replacement contract to prevent actual (or perceived) conflicts of interest arising.

16. Evaluation Criteria

The response will be evaluated on price only.

17. Points of Contact

All queries/questions in relation to the RFQ should be sent via the messaging function on the Jaggaer eSourcing portal.