



Crown  
Commercial  
Service

## **Annex 1 – Statement of Requirements**

Contract Reference: CCCC20A88

The Provision of Covid-19 Consultancy Advice

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## 1. BACKGROUND TO THE CONTRACTING AUTHORITY

- 1.1 HM Treasury (HMT) is the government's economic and finance ministry, maintaining control over public spending, setting the direction of the UK's economic policy and working to achieve strong and sustainable economic growth. The Enterprise and Growth Unit in HMT is responsible for growth-related policy and spending. It brings together six teams that focus on areas that are crucial to the promotion of sustainable economic growth.

## 2. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 2.1 **REDACTED** HMT is at the forefront of developing policy responses to support businesses and consumers, while at the same time retaining a responsibility for public finances.
- 2.2 To ensure an effective policy response that protects jobs and businesses, analysis and evidence of the highest quality available must be deployed **REDACTED**
- 2.3 The Supplier will build a flexible model which will generate outputs in key areas – **REDACTED** – under various scenarios for economic growth. **REDACTED** The Supplier will build the model to cover all sectors of the corporate economy, excluding financial services.

## 3. DEFINITIONS

Expression or Acronym	Definition
HMT	Her Majesty's Treasury
REDACTED	REDACTED
REDACTED	REDACTED

## 4. SCOPE OF REQUIREMENT

- 4.1 **REDACTED**
- 4.2 The scope of work is for McKinsey to produce the analytical fact-base to inform HM Treasury's response to Covid, over 4-week period from 1<sup>st</sup> June – 26<sup>th</sup> June. The McKinsey support will cover 6 workstreams, which will run in parallel.
- 4.2.1 Assemble data for companies **REDACTED**, clean and sense-check the data and ensure there is a representative sample of firms within each sector (e.g. aim for ~100k companies in the cleaned datasets across UK economy). Companies will be grouped based on sector (1-digit SIC), size, and employment.

4.2.2 REDACTED

4.2.3 REDACTED

4.2.4 REDACTED

4.2.5 REDACTED

4.2.6 Synthesise findings into materials for discussion with senior officials

4.3 The modelling will **not** include any detailed impacts on consumer behaviour or on finances, nor will it seek to model imports or exports.

## 5. THE REQUIREMENT

5.1 HMT requires a model which will help quantify the impacts REDACTED on the economy at a sectoral level, and the impacts on other macroeconomic variables REDACTED

5.2 HMT requires this capability urgently and does not have sufficient resource to do this in-house without compromising other vital projects. **REDACTED** This will therefore be a four-week project.

5.3 This model must be accessible to HMT analysts and there should be an appropriate level of training so that HMT analysts are able to edit and run the model. HMT analysts should also be able to test assumptions and analytical outputs.

5.4 After the contract period, HMT will take full ownership of the model. HMT is able to provide one data scientist and one analyst to help with the project for its duration.

## 6. KEY MILESTONES AND DELIVERABLES

6.1 The following Contract milestones/deliverables shall apply:

Milestone/Deliverable	Description	Timeframe or Delivery Date
1	The full model delivered to HMT.	By end of contract
2	Briefing materials for Chancellor and other senior officials drawing out key insights.	By end of contract
4	Training for HMT officials on how to use the model.	By end of contract

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## **7. MANAGEMENT INFORMATION/REPORTING**

- 7.1 This is a short-term project and therefore there are less likely to be significant management information/reporting requirements. HMT would expect close involvement along the project through regular (daily or alternate days, for instance) meetings with the Supplier to ensure quick resolution of issues.

## **8. CONTINUOUS IMPROVEMENT**

- 8.1 The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.
- 8.2 The Supplier should present new ways of working to the Authority during Contract review meetings.
- 8.3 Changes to the way in which the Services are to be delivered must be brought to the Authority's attention and agreed prior to any changes being implemented.

## **9. SUSTAINABILITY**

- 9.1 There are unlikely to be significant sustainability issues arising out of this project, as it will be a desk-based model and short-term contract.

## **10. QUALITY**

- 10.1 The work should be subject to HMT's usual internal processes on quality assurance.

## **11. PRICE**

- 11.1 Prices are to be excluding VAT and including all other expenses relating to Contract delivery.

## **12. STAFF AND CUSTOMER SERVICE**

- 12.1 The Supplier shall provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service.
- 12.2 The Supplier's staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract to the required standard.
- 12.3 The Supplier shall ensure that staff understand the Authority's vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

## **13. SERVICE LEVELS AND PERFORMANCE**

- 13.1 The Authority will measure the quality of the Supplier's delivery by the standard internal departmental processes, **REDACTED**. HMT analysts will have regular meetings (details below) with Supplier staff to ensure that expected performance levels are met.

13.2

KPI/SLA	Service Area	KPI/SLA description	Target
1	Service Delivery	Attendance at meetings	100%
2	Service Delivery	Respond to communications from the Authority	Within 24 hours

## 14. PAYMENT AND INVOICING

- 14.1 The supplier should invoice fees monthly in arrears.
- 14.2 Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
- 14.3 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
- 14.4 Invoices should be submitted to: **REDACTED**, HMT Treasury, 1 Horse Guards Road, London, SW1A 2HQ.
- 14.4.1 Please also send via email to **REDACTED**

## 15. CONTRACT MANAGEMENT

- 15.1 All meetings and progress reports will be undertaken via telephone or videoconference. HMT and the Supplier will meet once weekly for a review and progress report, and 2-3 times weekly for working sessions.

## 16. LOCATION

- 16.1 Services will be delivered remotely, in line with HMG guidance.