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Planning

Provision of Digital Executive Assurance to DBT and Advice and Guidance to Post Office Limited.

Secretary of State for the Department for Business and Trade

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-028512

Procurement identifier (OCID): ocds-h6vhtk-04988e

Published 5 September 2024, 5:31pm

Section I: Contracting authority

I.1) Name and addresses

Secretary of State for the Department for Business and Trade

London

Email

commercialddat@businessandtrade.gov.uk

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://www.gov.uk/government/organisations/department-for-international-trade>

I.3) Communication

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Economic and financial affairs

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of Digital Executive Assurance to DBT and Advice and Guidance to Post Office Limited.

II.1.2) Main CPV code

- 79400000 - Business and management consultancy and related services

II.1.3) Type of contract

Services

II.1.4) Short description

The Department for Business and Trade (DBT) has a requirement for the provision of coaching, feedback and assurance to support Post Office Limited (POL) to deliver its IT transformation program providing a successor to the current Horizon system. This initiative follows a rapid assurance review by Public Digital Limited (commissioned by DBT) and a Gateway review by the Infrastructure and Projects Authority (IPA) conducted in April 2024. The aim is to ensure a successful and effective IT transformation that meets POL's needs.

The estimated contract value ranges from £2,500,000.00 to £3,000,000.00 excluding VAT, for an initial contract period of 2 years, with the potential option for a 1-year

extension (the contract value estimate is inclusive of the extension period). The contract is anticipated to commence from December 2024, with a Contract Notice expected to be published in October 2024.

This Prior Information Notice is issued solely for informational purposes and does not constitute market engagement, a Contract Notice, or a commitment to buy. The authority reserves the right to change the terms outlined in this notice.

II.1.5) Estimated total value

Value excluding VAT: £3,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79400000 - Business and management consultancy and related services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

The Supplier shall provide assurance to DBT regarding POL's IT transformation strategy and delivery, and also provide support and coaching to POL.

The Supplier shall provide assurance to DBT regarding the ongoing process of POL's IT transformation. This will include providing continuous feedback and updates regarding the direction of travel and any upcoming decision points or gateways. The Supplier shall represent DBT's interests and assist DBT in providing oversight of POL's IT transformation, in a transparent and open way. The Supplier shall sit on the relevant POL Boards/ sub-Board groups and report to DBT governance and provide views to DBT on funding requests and funding releases to support POL's IT transformation.

The Supplier shall provide support to the POL board and/or executive team to advise and guide the success of POL's IT transformation strategy and delivery. This includes:

Provision of qualified coaches with digital transformation experience to support POL teams to implement the action plans from the IPA and Public Digital reviews and support

the successful delivery of the programme.

Engagement with POL and DBT governance to offer advice, feedback, and assurance. This includes monitoring and assessment of the delivery of these action plans as well as the overall programme approach.

Participation in relevant POL Board/sub-Board groups and/or relevant POL governance groups below Board level and reporting to DBT governance.

The assurance coaches will provide advice and guidance to POL in setting clear direction and driving progress in the following areas:

Vision: Guidance and advice in setting direction aligning with POL strategy.

Culture: Guidance and advice to improve culture, behaviours, and outcomes.

Best Practices: Guidance and advice on alignment with public sector digital delivery best practices as per Government Service Standard and Technology Code of Practice.

Capability: Guidance and advice on capability across technology transformation programmes; providing executive coaching at all levels, advice / guidance on recruitment processes to get the right talent in place to deliver (such as those with user-centred and product-specific skills), and planning capability for technology transformation programmes.

Technology: Advice/support on developing an effective operating model for digital transformation within the organisation.

Governance: Support/advice on actions to drive continuous improvement around governance, with shared outcomes, including risk model development, transparency agenda support, and providing advice regarding funding.

User-Centred Practice: Defining roles and responsibilities to ensure outcomes are delivered, establishing feedback loops, and structuring delivery teams.

The Supplier will assist in creating a culture of trust and assurance, ensuring confidence in the transformed POL among staff, postmasters, government, and the public.

II.3) Estimated date of publication of contract notice

11 October 2024

Section IV. Procedure

IV.1) Description

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

Section VI. Complementary information

VI.3) Additional information

Suppliers interested in this opportunity are required to register their interest by 4th October 2024.

To register, please send an email to Commercialddat@businessandtrade.gov.uk with the subject line "Registration of Interest for the Provision of Digital Executive Assurance to DBT and Advice and Guidance to Post Office Limited ." For any questions or clarifications, please use the same email address.

Potential suppliers are also asked to register on the DBT e-tendering platform to ensure they receive all future tender documents and communications. To complete your registration, please click on the link to access the portal "Jaggaer Registration Portal".

Thank you for your interest in this opportunity. We look forward to receiving your registration.