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Tender

## **Provision of Digital Executive Assurance to Department for Business Trade and Advice and Guidance to Post Office Limited.**

Department for Business and Trade

F02: Contract notice

Notice identifier: 2024/S 000-035092

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

Published 29 October 2024, 5:41pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Department for Business and Trade

London

##### **Email**

[CommercialDDaT@businessandtrade.gov.uk](mailto: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-business-and-trade>

## **I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

## **I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<https://uktrade.app.jaggaer.com/web/login.html>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://uktrade.app.jaggaer.com/web/login.html>

Tenders or requests to participate must be submitted to the above-mentioned address

## **I.4) Type of the contracting authority**

Ministry or any other national or federal authority

## **I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Provision of Digital Executive Assurance to Department for Business Trade 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 Supplier shall provide coaching and assurance to the Post Office Limited (POL) board and/or executive team to advise and guide the success of POL's IT transformation strategy and delivery.

#### **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.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

#### **II.2.4) Description of the procurement**

The Supplier shall provide coaching and assurance 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.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £3,000,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

12 February 2025

End date

11 February 2028

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

1 x 12 month optional extension. The contract will be for 2 years + 1 optional 12 month extension.

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Important: To access the ITT, please email [Commercialddat@businessandtrade.gov.uk](mailto:Commercialddat@businessandtrade.gov.uk) with the subject line "NDA return DBT Provision of Digital Executive Support and Assurance to Post Office Limited, to receive an NDA. Once this NDA is signed and returned, DBT will grant you access to the ITT documentation.

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Restricted procedure

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

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.1) Previous publication concerning this procedure**

Notice number: [2024/S 000-028512](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

28 November 2024

Local time

3:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

9 December 2024

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 4 (from the date stated for receipt of tender)

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Department for Business and Trade

London

Email

[CommercialDDaT@businessandtrade.gov.uk](mailto:CommercialDDaT@businessandtrade.gov.uk)

Country

United Kingdom