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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

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

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

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 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

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)

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

Country

United Kingdom