

LINC with Sellafield

Opportunity 10

Work Package 10/2019 – Business Case Capability Support



THE OPPORTUNITY

Work Package 10

Sellafield Ltd is improving the way that we produce business cases. A key component of this improvement is the establishment of a small specialist business case team, who will be responsible for the production of all business cases produced which require approval beyond Nuclear Decommissioning Authority (NDA) Board level, i.e. to HM Government.

This work package is to appoint subject matter expertise to assist in the set-up of this business case team, and to produce and deliver training to the new team.

Statement of Requirements

We are looking for SME's with a proven track record in the development of high-value business cases following the 5 case model.

The requirement is to assist Sellafield Ltd in establishment of a specialist business case team that will develop, facilitate, prepare and author robust and succinct business cases, which justify the necessary investment in programmes and projects (and related acquisitions) and demonstrates that they are worthwhile, affordable, and achievable, delivering value for the taxpayer.

Experience shall be demonstrated in:

- Applying the HM Treasury Green Book guidance and the 5 case model to writing business cases
- Working within highly regulated, complex and politically sensitive environments
- Writing coherent and compelling business cases with concise and compelling arguments which are understandable to a lay-person outside of a specialist field
- Strong experience in Strategic and Economic writing
- Setting up and supporting internal Business Case teams
- Delivering Business Case Training and on-going support

Deliverables:

- Provide support to the successful establishment of an internal business case team
- Deliver training to the business case team, including associated training materials
- Initially input into the creation of business cases alongside the internal team

Proposed Terms and Conditions:

Any contract (if any) placed subsequent to this challenge will be subject to the following standard form of contract: **CFMT 104 LINC Professional Services**

Proposal Requirements

SME's who are interested in this opportunity please provide a proposal addressing the following:

1. A statement demonstrating understanding of the Statement of Requirements, how it is envisaged they will be delivered and why you believe you are best placed to support Sellafield Ltd on this opportunity. - **No more than 2 sides A4**
2. Provide details of the proposed resources including: key roles, names, relevant experience and supporting CV's. - **No more than 3 sides of A4**
3. Provide a minimum of 2 case study examples of how you have delivered support and training in relation to the production of business cases. - **No more than 3 sides of A4.**
4. Provide a detailed breakdown of costs proposed in the delivery of this service. – **Complete the pricing schedule**

These proposals will be reviewed by Sellafield Ltd against the criteria set out in Appendix 1 and we will engage further and facilitate collaboration with those who show the greatest potential in meeting our requirements.

Your proposal for this opportunity must be in English, costs must be in Sterling and presented in writing.

Supporting Documents

Appendix 1 – Evaluation Criteria
Form of Contract – CFMT 104 LINC Professional Services
Pricing Template

Deadline

We will be holding an open telephone conference at **09:00 on 8th April 2019** for any of our registered LINC companies interested in submitting a proposal to ask questions. To register your interest in taking part in the call please email linc@sellafieldsites.com and we will provide you with dial in details.

This opportunity is only available to SMEs registered on LINC at the time of publication of this challenge (Ref 10/2019) – Registration for future challenges remains open.

To submit a proposal for this work package please upload all attachments to CTM no later than **17:00 (GMT) on 23rd April 2019.**