

1. Financial Methodology. How will you ensure that value for money (VFM) is evident in your proposal and delivery and that effective governance is present? Max 400 words. 25pts (0-4 scale). Using examples as necessary, consider:

a. Benchmarking of Fee rates. How have you structured them for this requirement? Evidence of reduction or discount.

b. Economies of scale / shared platform or services for the requirement

c. What safe guards do you have in your supply chain? What systems are in place, including procurement policy, to demonstrate good commercial governance for this requirement?

d. Any other added value or competitive financial approaches, such as sustainable costs over the longer term etc

Benchmarking – our commercial rates for a Project Director are normally £1100 per day. The rates submitted below represent a discount on our normal commercial rates by 35%. And we have reduced our framework agreed Management fee from 40% to 20%. Albany's policy for delivering value for money involves the efficient, effective and economic use of funds. For all staff it means seeking out and implementing solutions, which achieve the best mix of quality and effectiveness for the least outlay. This will flow down into each contract undertaken. There are two elements to procurement for this contract, "staffing" and "supplies". Staffing - candidates will be selected on the basis of suitability to the task, as per the client's need. Day rates will be obtained from each of the candidates and the best value selected. A contract will be drawn up stating the level of experience required for any service or agreed deliverables and this will be monitored and evaluated. Supplies - product specification will firstly be agreed with the client and will then be tendered to three suppliers to provide quotations together with samples where applicable. A supplier is chosen on the best value in terms of price and quality and a purchase order is raised. Goods are then checked on receipt to ensure they meet the agreed standard and then signed-off samples will be provided to the FCO for your retention, if required. Payment to the supplier will be made within 30 days, following invoice. Buying power will be leveraged across contracts where the provision of similar items can be purchased if bought in bulk. [The process was used on Albany's contract with the UN in Somalia - three quotes were obtained in Nairobi and the best value for money selected, the goods were then transported into Mogadishu. This was cheaper than production in Mogadishu where costs were far higher.]

2. Please detail your full costs for the period to 31 March 2017. Total 200pts. Made up of:

Competitive Average Fee rate = 50 points. Scored on an inverse percentage e.g. lowest priced /price x 100 x .25

Competitive Management Fee = 25 points. Scored on an inverse percentage e.g. lowest priced /price x 100 x .25

Efficiency Ratio of activity costs vs total costs = 25 points. Scored on an inverse percentage e.g. Highest percentage / bid percentage x 100 x .25

Total Costs = 100 points. Scored on an inverse percentage e.g. lowest priced bid /price of bid x 100 x .100

Notes:

i. Staff costs are inclusive of all indirect labour costs. This means all costs associated with those employed (as per original Framework guidance). The costs will include all taxes and contributions required by law and employer's liability and insurance (including life insurance and Medevac). All costs associated with the Contractor's standard employment benefit such as sick leave with pay, pension, non-working days, travel days, health and life assurance. All costs associated with the recruitment and dismissal of Staff, HR, and any other consumable costs associated with their employment. All contributions to any Head Office overheads, management and administration of the Contractor. This includes (if appropriate) management information costs, area management and account management costs, operational finance function, management/financial accounting function including banking department, information technology and specialist consultancy advice. Do not include mobilisation/deployment costs, or transport, as this will be included under Operational costs and expenses.

ii. Operational Costs and Expenses: including flights, transport, accommodation, and any other living costs associated with this requirement. Add additional rows as necessary to table below. Split out Staff Costs, Operational Costs and Expenses. Include m/ment fee on separate line (if applicable). M/ment fee/ profit % should only be applied to total labour costs as opposed to operational and costs and expenses.

Activity/ Strand	Type of Cost	Unit costs (where applicable)	Quantity	April	May	June	July	August	Sept	October	November	December	January	February	March	Total (£)
As per SoR	Staff broken down by role (add lines as necessary)	Staff daily rate	Total Day	Monthly total	Monthly total	Monthly total	Monthly total	Monthly total	Monthly total	Monthly total	Monthly total	Monthly total	Monthly total	Monthly total	Monthly total	
ALBANY																0
Project Team	Project Director - Albany	700	30	1750	1750	1750	1750	1750	1750	1750	1750	1750	1750	1750	1750	21,000
Project Team	Senior Project Manager - Albany	700	50	2917	2917	2916	2917	2917	2916	2917	2917	2916	2917	2917	2916	35,000
Project Team	Junior Project Manager - Albany	449	90	3368	3368	3368	3368	3368	3368	3368	3368	3368	3368	3368	3368	40,416
MC SAATCHI																
Project Team	Senior Project Manager - World Services	700	120	7000	7000	7000	7000	7000	7000	7000	7000	7000	7000	7000	7000	84,000
Project Team	Project Manager - World Services	449	80	2993	2993	2993	2993	2993	2993	2993	2993	2993	2993	2993	2993	35,916
ADMIN																
Project Team	Admin Assistant (Albany & MCS)	104	90	780	780	780	780	780	780	780	780	780	780	780	780	9,360
Total			460	18,808	18,808	18,807	18,808	18,808	18,807	18,808	18,808	18,807	18,808	18,808	18,807	225,692
Management Fee			20%	3,762	3,762	3,761	3,762	3,762	3,761	3,762	3,762	3,761	3,762	3,762	3,761	45,140
Total				22,570	22,570	22,568	22,570	22,570	22,568	22,570	22,570	22,568	22,570	22,570	22,568	270,832

As per SoR	Operational costs and expenses, broken down by type (add lines as necessary)	Unit rates	Unit Quantity	April	May	June	July	August	Sept	October	November	December	January	February	March	Total (£)
ALBANY																
Project Manager	Transport fit / tpt (monthly visit)	500	12	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Project Manager	Accommodation (monthly visit)	500	12	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Project Manager	Subsistence (monthly visit)	200	12	200	200	200	200	200	200	200	200	200	200	200	200	2,400
Project Manager	Insurance	100	12	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Project Manager	Mobile Phone	50	12	50	50	50	50	50	50	50	50	50	50	50	50	600
MC SAATCHI																
Project Manager	Transport Bi monthly visit	500	6	250	250	250	250	250	250	250	250	250	250	250	250	3,000
Project Manager	Accommodation Bi monthly visit	500	6	250	250	250	250	250	250	250	250	250	250	250	250	3,000
Project Manager	Subsistence Bi monthly visit	100	6	50	50	50	50	50	50	50	50	50	50	50	50	600
CAMPAIGN TEAM																
NGO 1	Lithuania: 3 full time staff @€520 pppmth	1560	12	1560	1560	1560	1560	1560	1560	1560	1560	1560	1560	1560	1560	18,720
NGO 2	Estonia: 3 full time staff @€520 pppmth	1560	12	1560	1560	1560	1560	1560	1560	1560	1560	1560	1560	1560	1560	18,720
NGO 3	Latvia: 3 full time staff @€520 pppmth	1560	12	1560	1560	1560	1560	1560	1560	1560	1560	1560	1560	1560	1560	18,720
CAMPAIGNS																
NGO	Deliverable: Campaign: 75 events over 12 months	145,000	1	12083	12083	12083	12083	12083	12083	12083	12083	12083	12083	12083	12083	145,000
HD Insight	Deliverable: Research	1702	50	7092	7092	7092	7092	7092	7092	7092	7092	7092	7092	7092	7092	85,104
Latvian Marketing Agency	Deliverable: Social Media Campaign	6087	12	6087	6087	6087	6087	6087	6087	6087	6087	6087	6087	6087	6087	73,044
Total																382,108

Total Project Costs		54,412	54,412	54,410	54,412	54,412	54,410	54,412	54,412	54,410	54,412	54,410	54,412	54,410	54,410	652,940
		Activity cost as % of total cost (25pts)														
		34.57%														