

Commercial Approach for Met Office Academic Partnership (MOAP)

March 2022



Future MOAP

- Proposed Approach: Proceed with 4 year Framework which must commence 1 October 2022
- Covering:
 - Joint Chair Services (up to 8 Universities)
 - Project work where the Met Office purchases services via the MOAP Partners
 - Co-Sponsorship Agreements between the MOAP Partners

Framework Agreement – What is it?

A framework agreement is a general phrase for agreements with providers that set out terms and conditions (in this case contract for services conditions) under which agreements for specific purchases (known as call-off contracts) can be made throughout the term of the agreement.

The framework agreement will not itself commit either party to a purchase or supply.

Proposed Met Office Academic Partnership Framework

Framework Terms and Conditions

Out of Framework Scope

1. Contract For Services

Joint Chair Services funded by RPMOAP

Project work with MOAP funded by Science

Governance, oversight, SLAs

R&I theme deliverables

Up to 8 MOAP Partners

2. Co-Sponsorship

Contributions to research: e.g. research posts funded by Science

Aligned to R&I themes

3. Non Procurement Route

1. HR led Agreements
 - Studentships
 - Incoming Secondments

2. Legal led Collaboration Agreements - collaboration leading to material benefit to all parties

Procurement only provide contractual delegation

Framework Agreement

- Framework agreement duration 4 years *
- A framework establishes 'the terms' for future contracts eliminating the need for repeating the 'sourcing stage', reducing administrative, time and lower transitional costs for all parties
- Framework is advertised and organisations invited to bid to join framework agreement
- Total value of the framework, should include all the potential call-offs over the lifetime of the agreement.
- Contracts based on a framework agreement may under no circumstances entail substantial modifications to the terms laid down in that framework agreement

Approximate Timelines

Activity	Proposed Timeline	Progress
IBC & Demand Management Creation and approvals	Nov 2021 to Feb 2022	Complete
Engagement with current MOAP partners and prepare EME	Jan 2022 to Feb 2022	Underway – EME prep in progress
Framework Design	Nov 2021 to Feb 2022	Underway – framework designed, tender docs in prep, evaluation criteria in prep
Issue PIN (Prior Information Notice)	Mar 2022 (1 st week)	Underway and includes 3 x Early Market Engagement Videos
Issue Framework Tender Documents through ProContract	Mar 2022 (last week)/April(first week) 2022	
Market engagement - Q&A for bidders around 10 days after the documents have been issued and reviewed by interested parties	Apr 2022	
Bid response date	May 2022 (mid to end)	
Evaluation Period and summary outcomes and approvals	Jun 2022	
Standstill Period	Jul 2022	
Negotiate and Award Framework	Jul 2022	
Prepare call-offs for Joint Chair Services	Aug 2022	
Negotiate and Award Call-offs	Sept 2022	

Framework Design

- Individual MOAPs contribute to self-selected R&I themes
- Overall MOAP structure aim is to cover all R&I themes in terms of strategy, coordination, delivery, expertise and capacity building
- Up to 8 Joint Chairs can be theme experts and/or coordinators
- Each Bidder will be asked to self score and provide evidence against the 11 themes they are experts within their field this can be 1 theme or all 11 or anything inbetween, followed by clarification if needed to award a place on a theme
- Contracts for service / co-sponsored work under £100k will be direct award
- Contracts for service / co-sponsored work for over £100k will have mini competitions between organisations who have been awarded a place on a theme Lot
- If no successful bid, work will be opened up to other partners in the framework
- Met Office Hds/mgrs need to identify an R&I theme against all MOAP contracts and raise procurement request in procurement pipeline
- Framework is closed for 4 years so no additional parties can join

Met Office Academic Partnership Framework

Framework Terms and Conditions

Lot 1.
Joint Chair
CFS

Up to 8
Joint
Chair
Contracts

£50k p.a

Direct
Award

Lot 2.
Science to
Services
Pillar 1
CFS

Lot 5.
National
Capability
Pillar 4
CFS

Lot 8.
Pioneering
Research
Pillar 7
CFS

Lot 11.
Tech & Adv
Obs
Pillar 10
CFS

Lot 3.
Science to
Services
Pillar 2
CFS

Lot 6.
National
Capability
Pillar 5
CFS

Lot 9.
Pioneering
Research
Pillar 8
CFS

Lot 12.
Tech &
Adv Obs
Pillar 11
CFS

Lot 4.
Science to
Services
Pillar
CFS

Lot 7.
National
Capability
Pillar 6
CFS

Lot 10.
Pioneering
Research
Pillar 9
CFS

Lot 13.
Research Co-
Sponsorship
Agreement

**The 11
Themes**

Up to and incl £100k Direct Award
>£100k Mini Competition

Framework Assessments/Evaluations

Organisational Support

- Letter of Support from organisation
- Describe and explain process for selecting a joint chair
- Management of role and performance
- How will your organisation support the MO in the delivery of its R&I strategy?

Joint Chair - up to 8 contracts available

- Provide a vision Statement
- Outline a design and implementation plan for how organisation JC will embed partnership into organisation?
- Which theme does your joint chair specialise in - scientific strategic heads can be a specialist in addition to providing a coordination role?

R&I Alignment

- Alignment to MO Themes
- Self-score and provide evidence where organisation excels in any number of the 11 themes
- Describe your breadth, depth, experience and capacity that aligns to our strategy?

Evaluations

Evaluation of Submissions

- Describe and explain, provide evidence
 - Answer fully in line with the questions asked and assume the Met Office doesn't know anything about your organisation when you respond
 - Can you and how will you – evidence is key to scoring highly
1. Eligibility Criteria will be applied on a pass/fail basis - See Tender Documents
 2. Quality Assessment will be the significant element of the evaluation - See Tender Documents
 3. Price/Value For Money will be around delivering match funding of Joint Chair services as joint chair services Met Office contribution will be £50,000 per year maximum - See Tender Documents
- Strategy, Vision and Coordination
 - Delivery - Contract for Services
 - Capacity Building - better together, developing and sharing expertise

Evaluations

- Both quality and price questions will be scored on a 0-5 basis
- It will be clear what each quality question is worth in terms of percentage of the overall score
- There will be pass fail eligibility criteria and bids will not be evaluated beyond this point if they do not meet the eligibility criteria
- The self assessment question about which themes you are experts in is based out of a maximum of 5 points (the aim of this is to give you the power to evidence the areas you excel in this can be one of the themes or more – evidence of your expertise will be key to this question) The Met Office requires breadth and depth of expertise.

Call Off Under Framework

- £100k or under Direct Award
- Over £100k Mini Competition
- SLA will be expected to turnaround mini competitions and direct awards to speed up project work delivery on the ground
- Simple Templates will be used for mini competitions and direct awards
- Terms and Conditions need to be standardised as part of the bid and evaluation process to reduce Legal negotiation time

CFS Call-Off Agreements

- Financial Breakdown
- Invoicing Schedule
- Research Proposal template
- Co-Sponsorship
- All Direct under £100k
- Proportionate 50% FTE £50k per annum

- PIN (public advert to say it's coming) w/c 1 Mar 2022:
 - This will also include timelines and things that bidders need to be aware of
 - Early market engagement videos (Strategic and Operational) and Slide deck from Commercial and Procurement
 - Purpose of the PIN is to gather expressions of interest
- Contract notice and tender docs issued by end Mar 2022:
 - More detail in official documents (design, tender & eval docs)
 - Tender documents attached
 - Live Q&A with interested parties, approximately 10 days after contract notice
 - Clarification questions must only go through the pro-contract system
 - 6 weeks to complete your bids (by mid May deadline)
 - T&Cs will need to be reviewed by bidders legal teams ready for submission date
 - If you are unsure of anything raise questions through the Pro-contract portal – do not approach the Met Office Team

Commercial Benefits

- Joint Chairs appointed for up to a 3-4 year term from 1 October 2022
- Services Contracts speeded up from need to delivery
- Terms and Conditions reviewed only once during the procurement process (will need your legal teams to be ready to do this within the bidding timeline)

Avoids

- Commercial non-compliance and potential challenge
- Lengthy/protracted contractual negotiations
- Competitions for MOAP science projects over £100k

Next Steps:

- Get registered as a supplier on [ProContract](#) and e-mail mel.staton@metoffice.gov.uk with the details of contact address
- Warm up whomever will be co-ordinating completion of the bid process
- Discuss with Legal colleagues who will need to review and agree the services T&C's and the Co-Sponsorship T&C's
- Register your interest on the ProContract System once the opportunity has been launched – Early March (Expression of interest button)
- This will ensure that you receive a link to the tender documents when they are issued (Late March/Early April)
- Read the information when received and document any questions
- Join the Q&A session mid April 2022
- Submit Bid by Mid – End May (including the T&C's review)