







## Defra Group Management Consultancy Framework: Project Engagement Letter


Completed forms and any queries should be directed to Defra Group Commercial at [consultancy2@defra.gov.uk](mailto:consultancy2@defra.gov.uk)

Engagement details			
Engagement ref #	DPEL_61539_015		
Extension?	Y/N	DPEL Ref.	Previous DPEL reference number
Business Area	Transformation		
Programme / Project	[REDACTED]		
Senior Responsible Officer	[REDACTED]		
Supplier	Deloitte		
Title	Supporting DGs in structuring the senior team		
Short description	[REDACTED]		
Engagement start / end date	Proposed start date 15/02/2022		Proposed end date 31/03/2022
Funding source	RDEL budget, Transformation Directorate		
Expected costs 21/22	£75,000 excluding VAT		
Expected costs 22/23	£n/a		
Expected costs 23/24	£n/a		
Dept. PO reference	Dept. PO reference # (to allow for Defra Group recharge)		
Lot #	Lot 1		
Version #	4.2		

### Approval of Project Engagement Letter

By signing and returning this cover note, Transformation accepts the contents of this Project Engagement Letter as being the services required and agrees for Deloitte to provide the services in accordance with the agreed Supplier Proposal under the overarching contract (Lot 1 - Ref 28595), with Defra Group and confirms the availability of funding to support recharge for the services.

Signatures		
Supplier	Business Area	Defra Group Commercial
 By	 By	
or and on behalf of Deloitte 	For and on behalf of Transformation Directorate 	Defra Group Commercial 
[Insert date] 16/2/22	15/02/2022	[Insert date] 18/02/2022
Supplier engages with Business Area to complete. Once agreed, Supplier signs front page and sends to Business Area	Business Area signs front page and sends to DgC	On approval, DgC signs and returns copy to Business Area and Supplier

Supplier contact: 

Business Area contact: 

## 1. Background



## 2. Statement of services

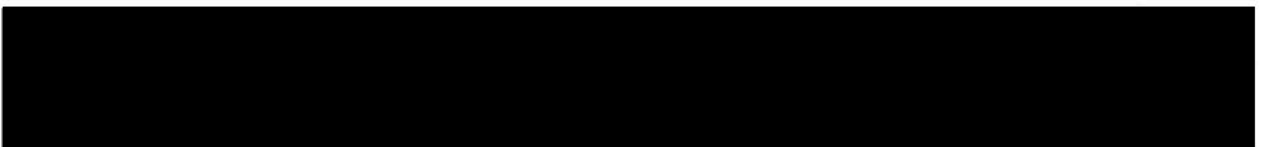
### Objectives and outcomes to be achieved

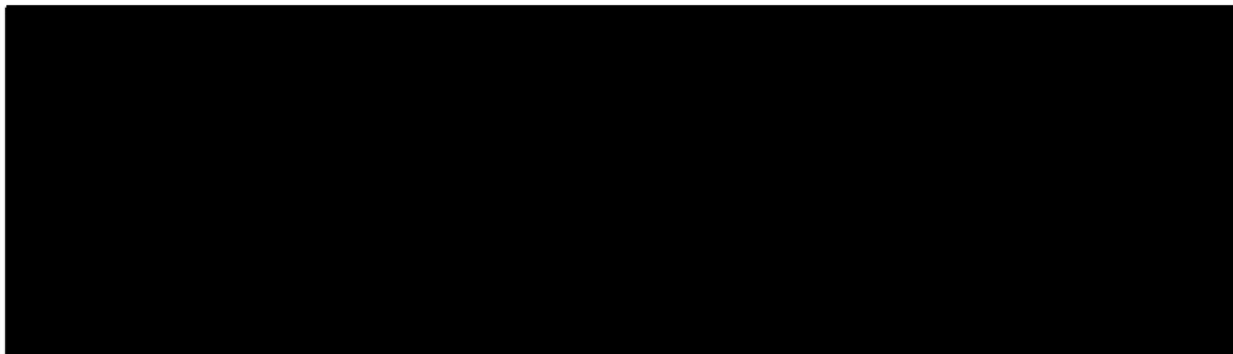


### Scope

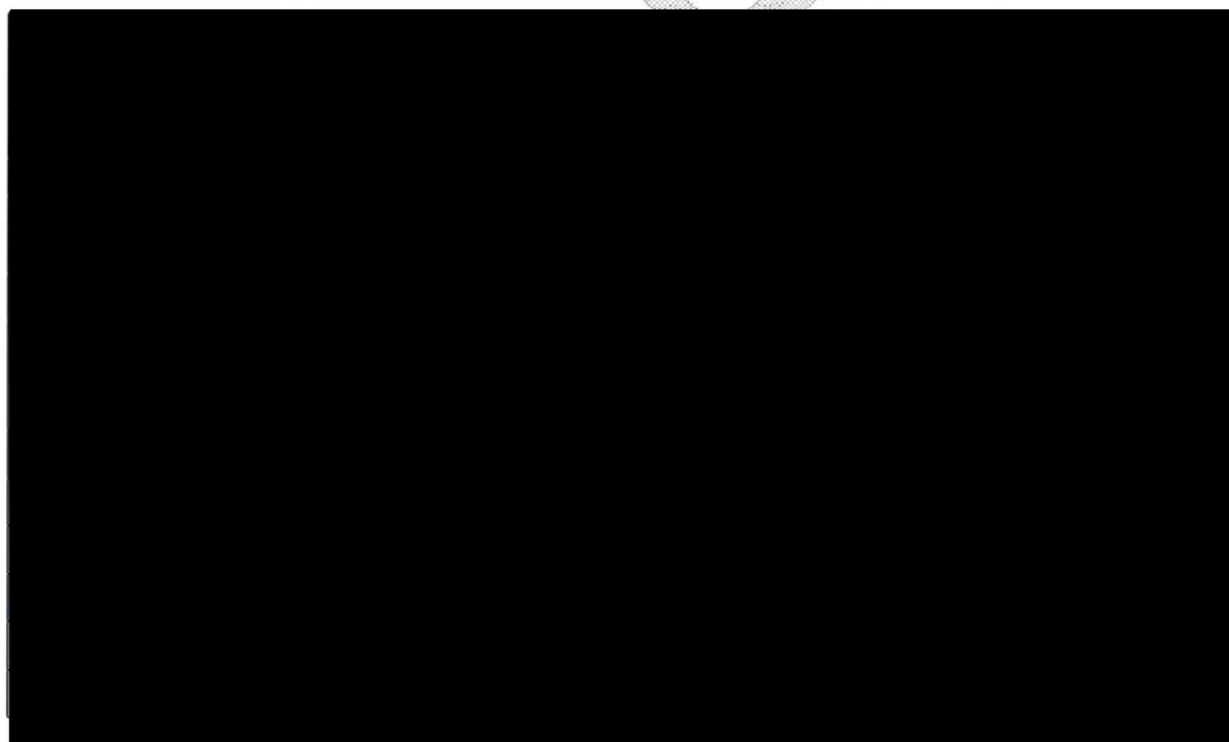
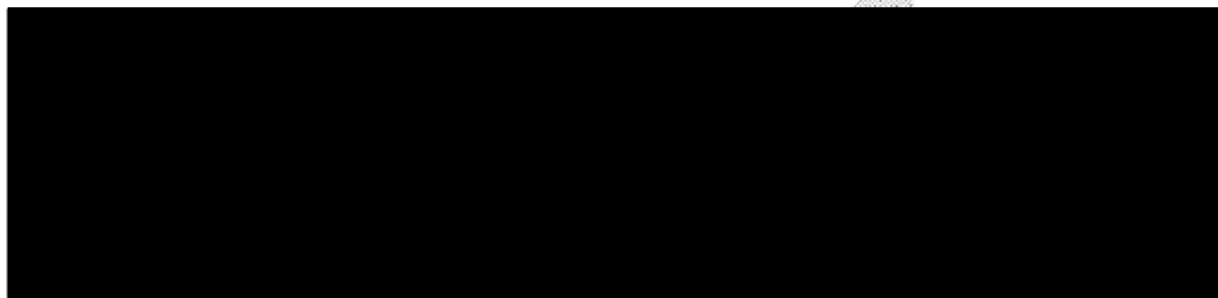


### Assumptions and dependencies





### **Deliverables**



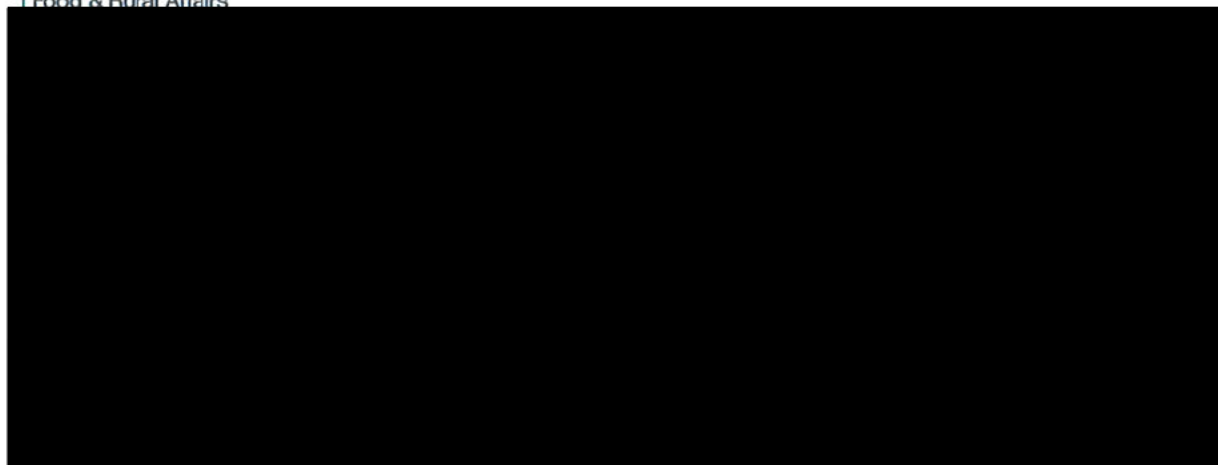
### **Limitations on scope and change control**

Unless instructions to the Supplier are later amended in writing, the work undertaken will be restricted to that set out above. In providing the services detailed above, the Supplier will be acting in reliance on information provided by the Business Area.

The Project Engagement Letter is the agreed contract of work between the Defra Group Business Area and the Supplier and can be varied under the change control process. Any changes to timescales, scope and costs will require approval by DgC.

### **3. Delivery team**





<b>Total resource</b>	<b>36</b>
<b><u>Total days*</u> Engagement Length**</b>	<b>£73,800</b>
<small>*Total days worked across all resources **Total working days in engagement</small>	

#### Business Area's team



#### 4. Fees

Defra Group will reimburse the Supplier for approved work done according to the table below. The total fees for the scope of work detailed in this Engagement Letter will be up to £73,800, on a time and materials basis, inclusive of expenses and excluding VAT. The Delivery Team will share a short progress report at the end of each week, for approval by return, which will detail time/fees charged each week

Stage	Cost	Due (link to milestone dates)
<b>A</b>		<b>DD/MM/YY</b>
Summary of interview outcomes, summary of objectives for redesign, design principles and high-level summary of implications etc.	£73,800 ex VAT	31/03/2022
	£73,800 ex VAT	

#### Expenses statement

Defra Group overarching contract rates include expenses for any travel to/from any UK location defined by the Business Area as the base office for the work. The base office location shall be London. Only expenses for travel at the Business Area's request from this base can be charged. Permissible expenses to be charged shall be in accordance with Defra travel and expense policy.

## Payment

The Supplier should invoice fees in arrears in accordance with the defined milestones. Defra Group will reimburse fees monthly on confirmation of approval of work delivered by the Business Area. The Supplier will keep an accurate record of time spent by staff in providing the services and provide this information and supporting narrative, if requested.

## 5. Governance and reporting

As part of the Call-Off Contract, the Supplier and Business Area agree to provide reporting on the following:

- Completion of the time tracker on a monthly basis, to track days worked by our consultants

## Feedback and satisfaction

The Business Area and Supplier will have a minimum weekly meeting where the Supplier will report on progress. This shall be arranged by the Supplier.

Defra Group reserves the right to hold review meetings during the assignment, discussing what went well, opportunities for improvement on future assignments and similar. This will incorporate any 'Show and Tell' documentation or transferable products that have been produced.

## Non-disclosure agreements

The overarching MCF2 framework include confidentiality requirements. There are no additional confidentiality requirements.

## 6. Exit management

**The agreed actions and deliverables by the Supplier for when the contract ends are as follows:**

Upon exiting the project engagement, the Supplier will provide all final deliverables alongside supporting handover documents. Knowledge transfer sessions will also be arranged.

## Notice period

The nature of these engagements require that Defra Group have the ability to terminate an engagement with notice. Defra Group's termination rights for this engagement are marked below.

The minimum notice period for termination is 5 working days regardless of engagement duration.



1. Business Area identifies a potential need for delivery support, initiates a conversation with DgC, confirms which approvals are required for an engagement to occur, e.g. Consultancy Governance Board if over £100k or DgC Corporate Services Delivery Board if under £100k.
2. Request Form completed by Business Area and submitted to DgC at:  
[REDACTED]
3. The form is reviewed by the DgC team around which resource route is most appropriate (e.g. Lots 1/2/3) and may request additional information/edits from the Business Area if required.
4. Lot / Supplier is selected and briefed on the request by DgC, then introduced to the requesting Business Area for further discussion and confirmation of work to be delivered
5. A Project Engagement Letter is completed by the Business Area with input from the Supplier (with supporting proposals as appropriate) and then finally agreed between the two parties, including evidence of all required approvals either being in place or being progressed (e.g. PO) and forwarded to the DgC for review by the Consultancy Governance Board (CGB). Approval states are:

Approval state	Definition	Permissions
Full approval	<ul style="list-style-type: none"> <li>▪ DPEL agreed</li> <li>▪ DPEL signed: Supplier, Dept and CO</li> <li>▪ Purchase Order number</li> </ul>	<ul style="list-style-type: none"> <li>▪ Work can start</li> <li>▪ Supplier can invoice for work</li> </ul>

