



Defra Group Management Consultancy Call off Contract: Project Engagement Letter

Completed forms and any queries should be directed to Defra Group Commercial (DgC) at [REDACTED]. Please do not complete this form until you have liaised with DgC, and they have allocated you a lot to access Consultancies within and subsequent reference number.

Engagement details			
Engagement ref #	DPEL_61538_008		
Extension?	N	DPEL Ref.	N/A
Business Area	Group Corporate Services		
Programme / Project	Group Corporate Services Transformation		
Senior Responsible Officer	[REDACTED]		
Supplier	KPMG LLP		
Title	Group Corporate Services Story (case study)		
Short description	There is a requirement to pull together a document which outlines the transformation journey GCS have been on over the past few years. It will set out the work that has been achieved and the outcomes this has delivered, the challenges and lessons, and the ongoing improvement work to mature. A workshop will be held to seek stakeholder views and alignment.		
Engagement start / end date	Proposed start date 20/03/2023	Proposed end date 07/04/2023	
Funding source (CDEL/RDEL)	RDEL GCSS+T budget		
Consultancy Spend approval reference	i.e. FSoD reference for ALB or CGB reference for Defra		
Expected costs 22/23	£45,428		
Expected costs 23/24	£0		
Expected costs 24/25	£0		
Dept. PO reference	Dept. PO reference # (to allow for Defra Group recharge)		
Lot #	Lot 1		
Version #	0.1		

Approval of Project Engagement Letter

By signing and returning this cover note, GCS Strategy & Transformation accepts the contents of this Project Engagement Letter as being the services required and agrees for KPMG LLP 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.



20/3/2023	20/3/2023	20/3/2023
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





1. Background

Briefly justify why support is required:

Support is needed to produce a highly engaging and professional document which will set out the transformation journey which GCS have been on in recent years. There is time pressure on this week due to the need to get it completed for a cross-government forum in April. It will also serve as a lasting artifact which can be used requests come for information on the work GCS have done.

2. Statement of services

Objectives and outcomes to be achieved

State and describe the aims of the engagement:

Produce a document which conveys the narrative of the Defra GCS story in a way which is visually appealing and exciting for an audience presentation. This will be accompanied by a more detailed document which sets out the approach, challenges and outcomes which GCS have achieved. (The key elements of this detailed document should be included as a synopsis in the front document)

Scope

Define the scope of the services (*SMART*):

Produce a document by the end of March which is of a high quality and meets the needs of stakeholders. Defra has been asked by Cabinet Office to provide a case study on the journey of Defra Group Corporate Services. The way Defra approaches running its corporate services is increasingly being looked at across government. This is a great opportunity to celebrate what Defra has achieved - and learned - over the last few years with senior audiences in the Civil Service.

Assumptions and dependencies

Provide further description of the assumptions and dependencies:

Stakeholders will provide the required time and engagement to contribute to and agree the document. KPMG will be able to accommodate the needs of stakeholders.

Risk management

Provide further details of any foreseen risks with this project and how they could be mitigated:

There is a risk that we will not get all stakeholder input in the time required. This will be mitigated by early engagement and planning. Where people are not available, deputies will be appointed.

Deliverables

Describe what the supplier will produce:



A case study on the GCS journey, which covers the way Defra approaches running its corporate services, what has gone well and what lessons we have learned

Deliverable	Success Criteria	Milestone / Date	Owner (who in the delivery team?)
Project Stage A			
Hold initial engagement sessions	Captured the thoughts of key GCS team members who've been part of the journey since (bulk) transfer, covering their reflections on what has gone well and what we have learned.	13 th March	KPMG
Engage with Partners, either at GCS Board or via survey/conversations	Captured thoughts of key partners on the journey, including their reflections on what has gone well and what we have learned.	20 th March	KPMG
Test Storyboard	██████████ views and feedback captured	20 th March	KPMG
Engage with Heads of Function	HoF alignment around key messages	27 th March	KPMG
Defra Corporate Services Story Document	Sign-off from ██████████	31 st March	KPMG
Skills Session	Transfer of skills from KPMG team to Defra staff	31 st March	KPMG
Project Stage B (additional stages can be added)			
Internal Capability Development Outcomes			
Social Value Outcomes			

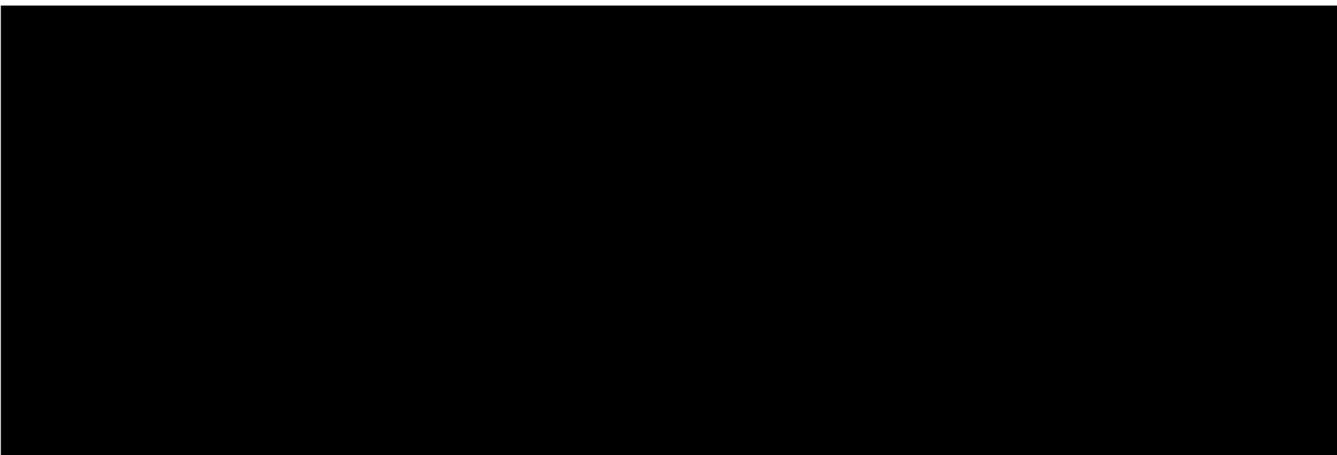
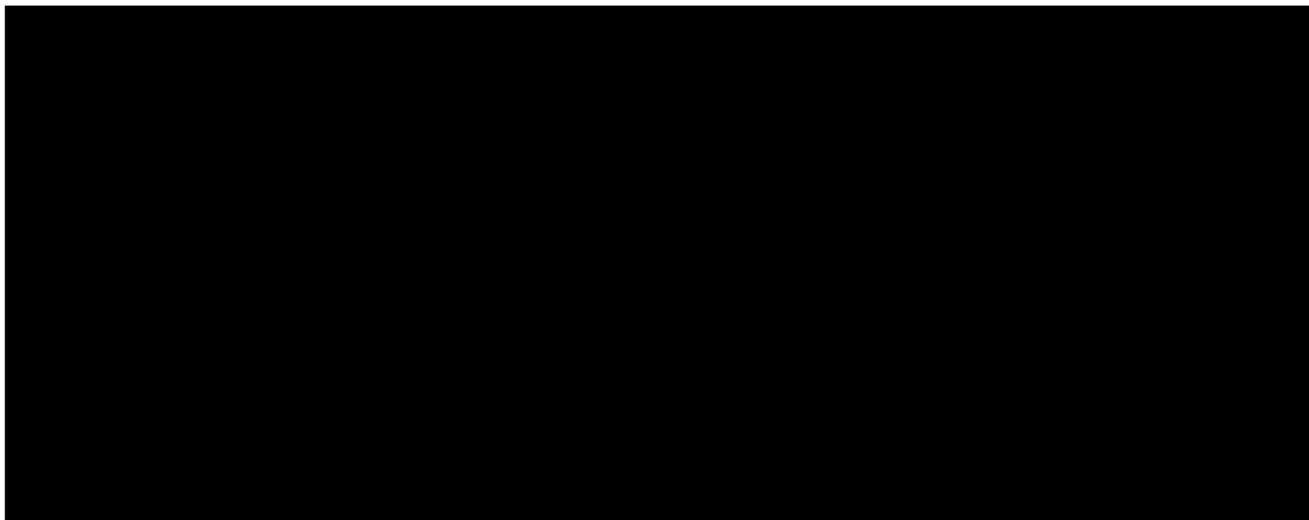
Limitations on scope and change control

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

Provide details of the agreed team members including their roles and responsibilities during the project.



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 £45,428, inclusive of expenses and excluding VAT.

Provide costs for any particular stages to the engagement.

Stage	Cost	Due (link to milestone dates)
A		DD/MM/YY
[Redacted]	£45,428	31/3/23
B (additional stages can be added)		
Expenses		
	£	



Stage	Cost	Due (link to milestone dates)
Grand total	£45,428	

Business Area considerations:

- Are the costs and fees appropriate (costs linked to deliverables, rates and drive value for money)?

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. Only expenses for travel at the Business Area's request from this base can be charged. If appropriate, define permissible expenses to be charged.

Payment

The Supplier should invoice fees monthly in arrears. 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

Business Area to outline governance and report requirements.

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;

Key Performance Indicators

Business Area and Supplier to agree any specific key performance indicators related to this specific project engagement.

Feedback and satisfaction

Business Area and Supplier to agree regular reporting intervals for the duration of the engagement.

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.



A post-engagement quality review of the engagement will be arranged where the Business Area rates the services provided.

Non-disclosure agreements

The overarching MCF2 framework include NDAs..

6. Exit management

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

The supplier has provided the product as set out and agreed in this DPEL and has completed relevant knowledge transfer/skills sharing to Defra

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"> ▪ DPEL agreed ▪ DPEL signed: Supplier, Dept and CO ▪ Purchase Order number 	<ul style="list-style-type: none"> ▪ Work can start ▪ Supplier can invoice for work

