

## Construction Consultancy Services Service Level Agreement (SLA)

### Framework Details

Title: **Construction Consultancy Services**  
 Reference: **SBS/17/NH/PZR/9256**  
 Framework Duration: **4 years**  
 Framework End Date: **31 March 2022**  
 NHS SBS Contacts: [REDACTED] [REDACTED] [REDACTED]

### Service Level Agreement Details

This Service Level Agreement (SLA) is between the following parties and in accordance with the Terms and Conditions of the Framework Agreement.

Period of the Service Level Agreement (SLA)	Effective Date	07 December 2020	Expiry Date	31 December 2021
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Unless otherwise agreed by both parties, this SLA will remain in force until the expiry date agreed above. If no extension/renewal is agreed and the customer continues to access the supplier's services, the terms of this agreement shall apply on a rolling basis until the overarching Framework expiry date.

### Supplier SLA Signature panel

The "Supplier"	
Name of Supplier	WSP UK Limited
NHS SBS Supplier Reference #	SBS/17/NH/PZR/9256/215
Name of Supplier Authorised Signatory	[REDACTED]
Job Title of Supplier Authorised Signatory	[REDACTED] -
Address of Supplier	WSP The Mailbox, Level 2 100 Wharfside Street Birmingham B1 1RT
Signature of Authorised Signatory	
Date of Signature	

### Customer SLA Signature panel

The "Customer"	
Name of Customer	THE SECRETARY OF STATE FOR ENVIRONMENT, FOOD AND RURAL AFFAIRS
Name of Customer Authorised Signatory	[REDACTED]
Job Title	[REDACTED]
Contact Details email	[REDACTED]
Contact Details phone	
Address of Customer	Nobel House 17 Smith Square Westminster London SW1P 3JR
Signature of Customer Authorised Signatory	

Date of Signature	
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This service level agreement shall remain in force regardless of any change of organisational structure to the above named authority and shall be applicable to any successor organisations as agreed by both parties.

**PLEASE RETURN THE FINAL SIGNED COPY OF THIS DOCUMENT TO:**

[dave\\_taylor@nhs.net](mailto:dave_taylor@nhs.net)

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## 1. Agreement Overview

This Agreement represents a Service Level Agreement ("SLA" or "Agreement") between *WSP* and *Defra* for the provision of 'SCAH Programme – Survey Workstream Expansion'. This Agreement remains valid until superseded by a revised agreement mutually endorsed by both parties. This Agreement outlines the parameters for all Construction Consultancy Services covered as they are mutually understood by the primary stakeholders.

The Framework terms and conditions (including the specification of service) will apply in all instances, unless specifically agreed otherwise by both parties within this document.

## 2. Goals & Objectives

The **purpose** of this Agreement is to ensure that the proper elements and commitments are in place to provide consistent Construction Consultancy Services to the Customer by the Supplier. The **goal** of this Agreement is to obtain mutual agreement for Construction Consultancy Services provision between the Supplier and Customer.

The **objectives** of this Agreement are to:

- Provide clear reference to service ownership, accountability, roles and/or responsibilities.
- Present a clear, concise and measurable description of service provision to the customer.

## 3. Stakeholders

The primary stakeholders from the Supplier and the Customer will be responsible for the day-to-date management of the Agreement and the delivery of the service. If different from the Authorised Signatory details listed on page 1 of this Agreement, please provide the names of the **primary stakeholders** associated with this SLA.

**Construction Consultancy Supplier Contact:** Chris Davy

**Construction Consultancy Customer Contact:** Dawn Donaldson

## 4. Periodic Review

This Agreement is valid from the **Effective Date** outlined herein and is valid until the **Expiry Date** as agreed.

## 5. Service Requirements

### A. Services Provided

Please detail the service(s) that will be provided by the Supplier to the Customer

To provide professional services as detailed below:

**Expanded Scope of Current Instructed Surveys** - It has been identified to provide a full and accurate baseline assessment of the entirety of DEFRA's Weybridge estate. This will involve the expansion of the current main technical site surveys to include the remainder of the estate

There are also a number of surveys that capital projects require some of these will be an extension to scope of the surveys identified above and some will require specific condition based surveys to be scoped and carried out.

**Full Flood Risk Assessment (FRA)** - A full FRA is to be delivered in accordance with regulatory requirements to allow statutory review of the SCAH master plan works. This requires the review of up-to-date data sets, surveys of the nearest water courses and modelling of these water courses against set environmental parameters. The resulting report and model will inform detailed SCAH design and fulfil requirements of relevant regulatory bodies as part of respective application processes.

Additional Project and Document Management - WSP project and document management of the expanded scope and timescale for delivery of this additional survey work. Providing regular updates on progress and documentation to deliverable standards to DEFRA's defined document system (Huddle, Asite, SharePoint) as required

### B. Business Hours

Suppliers are required to provide and operate a single point of contact through which the Customer can contact the Supplier



### C. DBS

The Customer should detail the level of DBS check requirement

Security level on site is BPSS, but please note all staff, including suppliers and contractors who are based at Weybridge, or visit the site at least once a fortnight, will need to have Counter Terrorist Check (CTC) National Security Vetting clearance as a minimum by **1 April 2021**. Staff without this clearance will not be allowed on site unless escorted.

### D. Price/Rates

£772,046

### E. Sub-contracting

Subcontracting of services by Suppliers is allowed, both to Framework suppliers and to non-Framework suppliers. Any Supplier sub-contracting will be fully responsible for ensuring standards are maintained in line with the framework and this SLA.

### F. Management Information (MI)

Suppliers should provide Management Information as standard on a monthly basis. Customers should detail any additional management information required and the frequency of provision here.

WSP to provide Management Information as required by Defra's nominated SCAH Programme Management team.

#### **G. Invoicing**

Please detail any specific invoicing requirements here

Payment 30 days from invoice

#### **H. Complaints/Escalation Procedure**

The standard procedure is detailed below

In the first instance any Complaints and Escalations should be discussed between DEFRA and WSP. Issues which cannot be resolved should be escalated to the NHS SBS department

#### **I. Audit Process**

Please detail any Customer audit requirements

DEFRA reserves the right to conduct an audit of the supplier to ensure compliance with the agreed terms and conditions.

#### **J. Termination**

The standard procedure is detailed below

Defra reserve the right to terminate in accordance with the termination clauses in the Framework contract – clauses 15, 16 and 17.

### **6. Other Requirements**

Please list and agree the key requirements of the service

#### **A. Variation to Standard Specification**

Please list any agreed variations to the specification of requirements

n/a

#### **B. Other Specific Requirements**

Please list any agreed other agreed requirements

n/a