

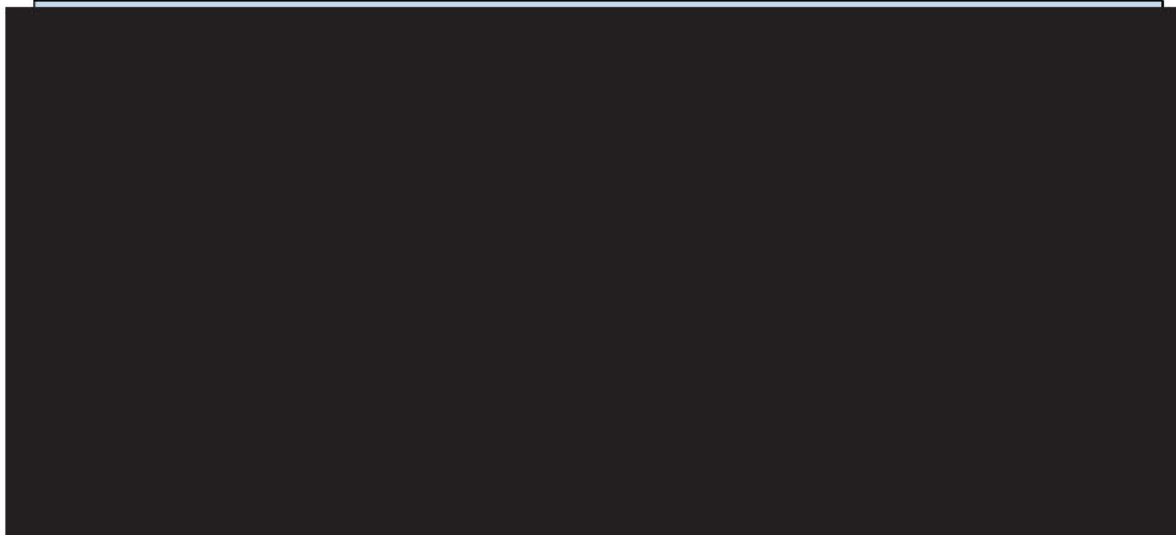
Defra Group Management Consultancy Framework: Project Engagement Letter

Completed forms and any queries should be directed to Defra Group Commercial at

Engagement details					
Engagement ref #	DPEL 61539_027				
Extension?	No	DPEL Ref.	Previous DPEL reference number DPEL_61539_015		
Business Area	Defra Core				
Programme / Project	Transformation				
Senior Responsible Officer	[REDACTED]				
Supplier	Deloitte				
Title	Supporting DGs in structuring the Director and Deputy Director team				
Short description	Build on previous high-level review of Defra's DG structures to develop a narrative and rationale for changes and support development of the DG portfolios and Director and Deputy Director structures.				
Engagement start / end date	5 th September 2022	11 th November 2022			
Funding source	[REDACTED]				
Expected costs 21/22	£n/a				
Expected costs 22/23	£98,000 ex VAT				
Expected costs 23/24	£n/a				
Dept. PO reference	Dept. PO reference # (to allow for Defra Group recharge)				
Lot #	Lot 1				
Version #	1				

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.



28/09/2022	04/10/2022	04/10/22
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



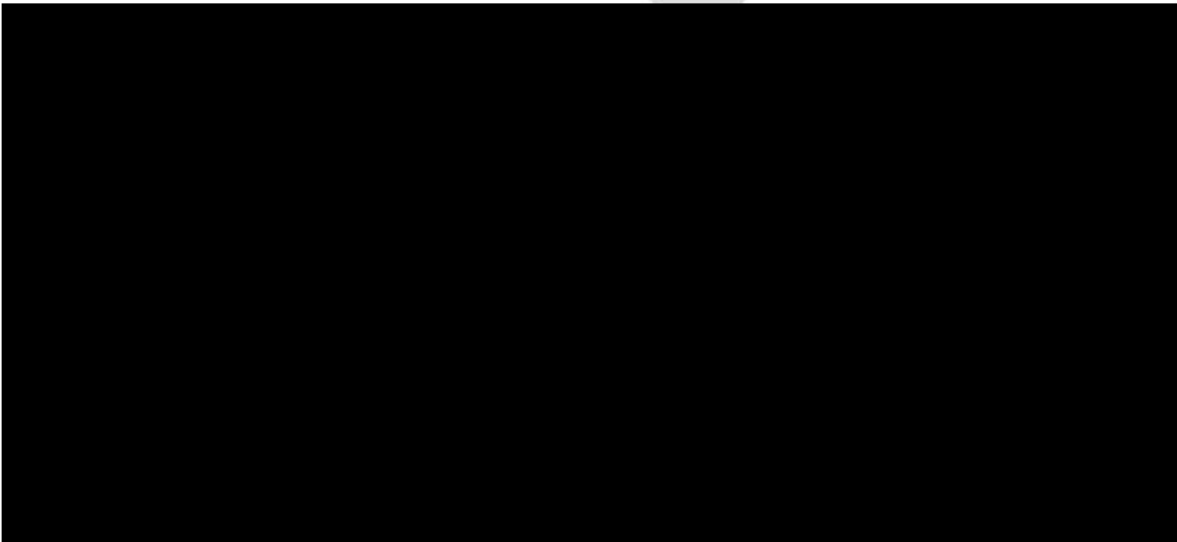
al sign off

1. Background

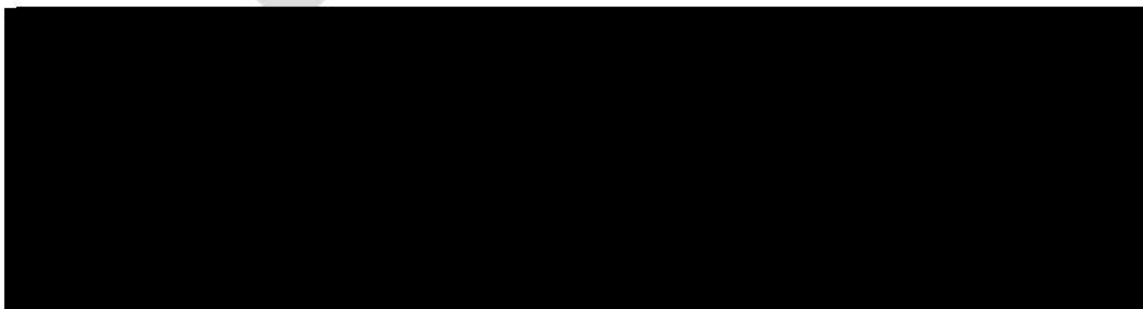


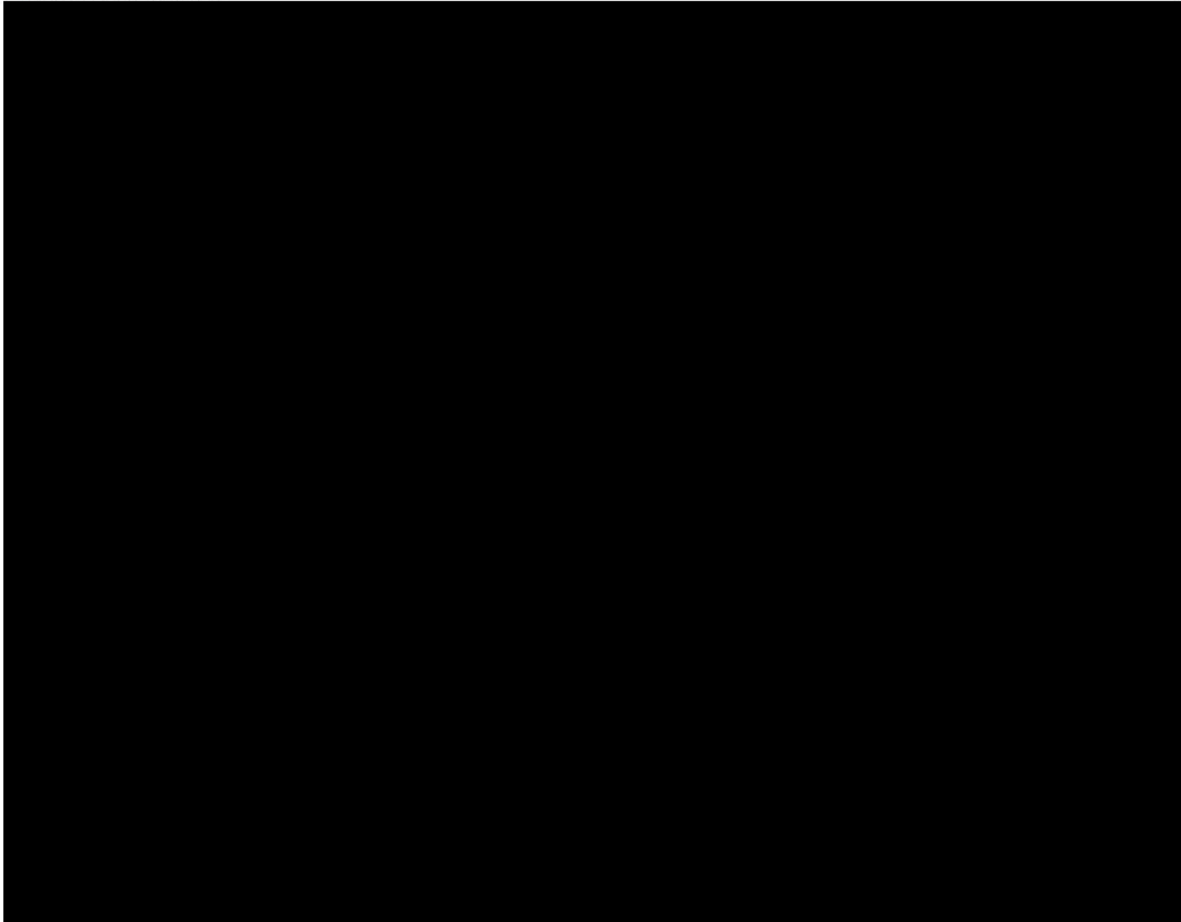
2. Statement of services

Objectives and outcomes to be achieved



Scope





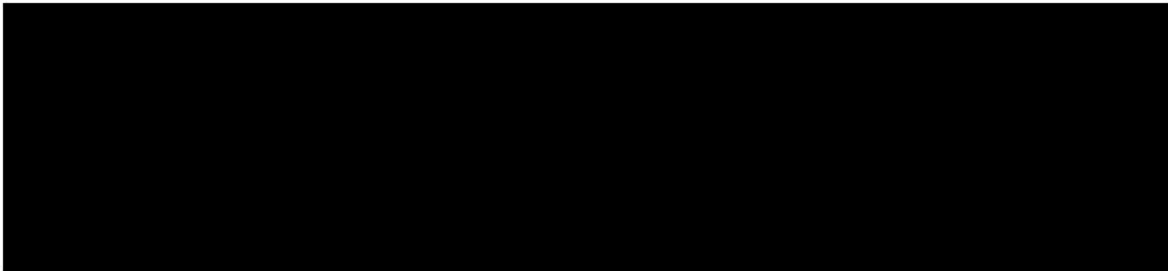
Assumptions and dependencies



Deliverables

See Annex 1

Limitations on scope and change control



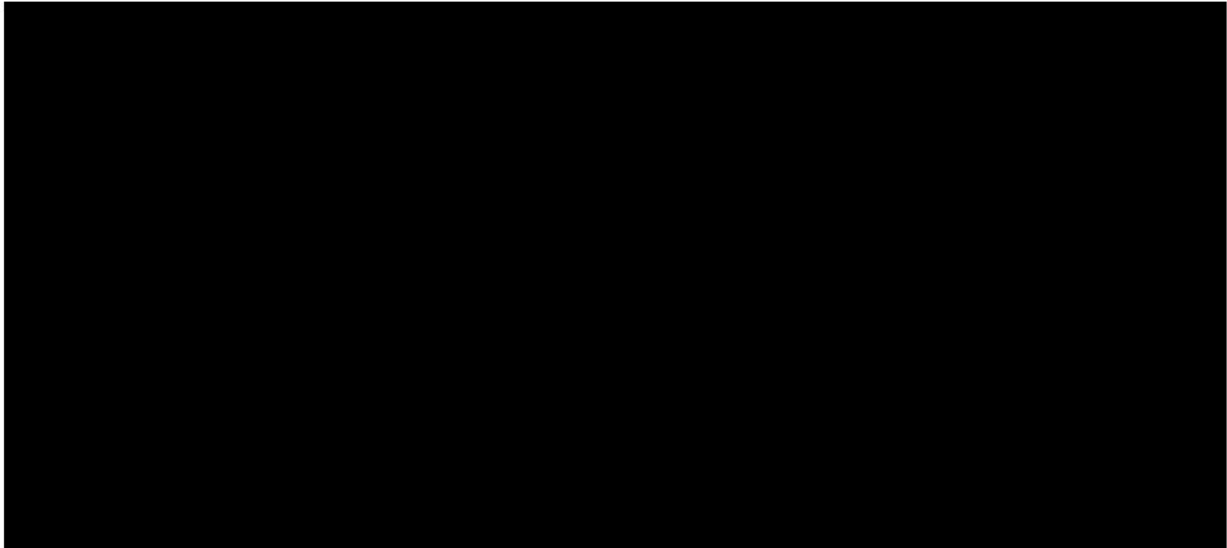
3. Delivery team



Business Area's team



4. Fees



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:
 - 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

