



Department
for Environment
Food & Rural Affairs

Standard Contract for Goods and/or Services - Order Form

1. Purchase Order Number	To be confirmed	
2. Customer	The Secretary of State for Environment, Food and Rural Affairs, acting as part of the Crown	
3. Contractor(s)	Carrick Business Solutions Limited Company address: Trecott, Fore Street, Lelant, Cornwall, TR26 3JR Company number: 8503993	
4. Defra Group Members	N/A	
5. The Agreement	This Order is part of the Agreement and is subject to the terms and conditions appended at Appendix 1 and shall come into effect on the Start Date. Unless the context otherwise requires, capitalised expressions used in this Order have the same meanings as in the terms and conditions. The following documents are incorporated into the Agreement. If there is any conflict, the following order of precedence applies (in descending order): a) this Order; b) the terms and conditions at Appendix 1; and c) the remaining Appendices (if any) in equal order of precedence.	
6. Deliverables	Applicable Deliverables	Goods Only: <input type="checkbox"/> Services Only: <input checked="" type="checkbox"/> Good and Services: <input type="checkbox"/>
	Goods	None.
	Services	As per Appendix 2 – Specification / Description To be performed at the contractor's premises and customer's premises as and when required Date(s) of Delivery: 02/06/2025 to 31/08/2025 (3 months duration) <div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 100%;"></div>
7. Start Date	01/06/2025	
8. Expiry Date	31/08/2025	
9. Charges	The Charges for the Services shall be as set out below:	

	<ul style="list-style-type: none">• [REDACTED] The Charges are fixed for the duration of the Agreement.						
10. Payment	<p>Payments will be made by electronic transfer on receipt of a valid invoice.</p> <p>The email address to which invoices need to be sent is:</p> <p>[REDACTED]</p> <p>Postal Address: SSCL - DEFRA DEF Sort Ref 790 Newport NP10 8FZ</p>						
11. Contractor's Liability Cap (Clause 13.2.1)	An amount equal to 10 times the value of the Contract.						
12. Customer's Authorised Representative(s)	<p>For general liaison your contact will continue to be</p> <p>[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]</p>						
13. Contractor's Authorised Representative	<p>For general liaison your contact will continue to be</p> <p>[REDACTED] [REDACTED]</p>						
14. Optional Intellectual Property Rights ("IPR") Clauses	<p>The Customer has chosen Option A in respect of intellectual property rights provisions for the Agreement as set out in the terms and conditions.</p> <p>Option A: Customer ownership of all New IPR with limited Contractor rights to all New IPR in order to deliver the Agreement.</p>						
15. Progress Meetings and Progress Reports	<ul style="list-style-type: none">• The Contractor shall attend progress meetings with the Customer every 5 Days• The Contractor shall provide the Customer with progress reports every 5 Days						
16. Address for notices	<table><tr><td>Customer:</td><td>Contractor:</td></tr><tr><td>[REDACTED] Defra Group Commercial [REDACTED] [REDACTED] [REDACTED] [REDACTED]</td><td>[REDACTED] Carrick Business Solutions Ltd [REDACTED] [REDACTED] [REDACTED] [REDACTED]</td></tr><tr><td>[REDACTED] [REDACTED]</td><td>[REDACTED] [REDACTED]</td></tr></table>	Customer:	Contractor:	[REDACTED] Defra Group Commercial [REDACTED] [REDACTED] [REDACTED] [REDACTED]	[REDACTED] Carrick Business Solutions Ltd [REDACTED] [REDACTED] [REDACTED] [REDACTED]	[REDACTED] [REDACTED]	[REDACTED] [REDACTED]
Customer:	Contractor:						
[REDACTED] Defra Group Commercial [REDACTED] [REDACTED] [REDACTED] [REDACTED]	[REDACTED] Carrick Business Solutions Ltd [REDACTED] [REDACTED] [REDACTED] [REDACTED]						
[REDACTED] [REDACTED]	[REDACTED] [REDACTED]						
17. Key Personnel of the Contractor	<table><tr><td>Key Personnel Role:</td><td>Key Personnel Name:</td><td>Contact Details:</td></tr><tr><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td></tr></table>	Key Personnel Role:	Key Personnel Name:	Contact Details:	[REDACTED]	[REDACTED]	[REDACTED]
Key Personnel Role:	Key Personnel Name:	Contact Details:					
[REDACTED]	[REDACTED]	[REDACTED]					
18. Procedures and Policies	For the purposes of the Agreement:						

	<p>The Customer's Staff Vetting Procedures are: The Customer requires the Contractor to ensure that any person employed in the Delivery of the Goods and/or Services has undertaken a disclosure and barring service check</p>
19. Special Terms	N/A
20. Additional Insurance	N/A
21. Further Data Protection Provisions	<p>The further data protection provisions contained within Annex 4 of the terms and conditions are applicable to this Agreement where indicated below:</p> <p>Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/></p>

Appendix 1: Terms and Conditions

The Customer's Standard Good & Services Terms and Conditions which can be located here [Defra Terms and Conditions for goods and services](#) and which are called 'Standard Goods & Services Terms and Conditions (Core Defra)'

Appendix 2: Specification/Description

Carrick Business Solutions Limited – Final assignment schedule			
Date	June 2025		
Client	Defra Group Property Properties(DgP)		
Contact			
Assignment title	Support the creation of a DgP ‘capital projects operating model and transitioning strategy’ - Subject matter expertise		
Duration	Fixed period not exceeding three months	<ul style="list-style-type: none">The assignment outputs shall be completed within the maximum period, subject to unfettered and timely access to information, data and appropriate staff support.Outputs not completed within the chargeable volume caused by CBSL will be completed by CBSL at its cost.Additional or variations to the outputs will require agreement and consideration for additional charges.	
Contractor Insurance requirements	Professional indemnity Public liability	£1m cover £1m cover	
Assignment brief and Output	<p>Defra group Properties(DgP) have identified the need for an independent E2E review of the current Capital Projects activities, to allow a fully informed view and decision on the most appropriate model, timeline and commercial arrangements to potentially outsource these activities to the main FM contractor.</p> <p>The review will encompass the end to end operation, including current internal structure and associated performance data, proposed contractor operating model, structure and commercial arrangements, allowing for a clear process and management of budget preparation, target workload pipeline, contract management, performance management.</p> <p>The suggested approach and necessary steps would include:</p> <ul style="list-style-type: none">Creation of the problem statement – a necessity for guiding the ‘team’ toward success. It’s not just a formality – it’s an important piece of the puzzle that sets the tone for your entire review journey.<ul style="list-style-type: none">Keeping everyone focused on the main challengeBringing stakeholders together around common goals.Encouraging action and smart planning.Understand the Current State:<ul style="list-style-type: none">Define the problem’s present situation using measurable metrics (data, quality, time, cost and value).Envision the Future State:<ul style="list-style-type: none">Describe the desired outcome or target state your project aims to achieve.Set a Target Date:<ul style="list-style-type: none">Establish a specific deadline for achieving the future state, creating urgency. <p>Core output requirements: Key Points to Remember Specifically:</p> <ul style="list-style-type: none">Be clear and precise about the problem without making assumptions.Don’t rush to Solutions: Focus on defining the problem, not prescribing solutions prematurely.		

	<p>Current State: Describe and fully articulate the current issue in measurable terms, such as projects completed V planned, business risks, budget underspends, client/customer dissatisfaction, executive concerns, staffing volume and capability. Use quantitative data to illustrate the severity of the issue.</p> <p>Output: Support the development of a single ‘statement of fact’, created to inform the business on current performance, risks, costs, impact on the business & clients and people</p> <p>Future State: Define the desired outcome or goals required to be achieve. This sets a clear vision for what success looks like once the problem is addressed.</p> <p>Output: Facilitate the creation of a strategy and execution document that is the ‘blue print’ to change and transition to the desired operating model, along with structures, capability, performance measurement and reporting, along with commercial arrangements and contract governance management including stakeholder/relationship management maps.</p> <p>Target Date: Establish a specific deadline by which the desired future state should be achieved. This creates a sense of urgency and accountability.</p> <p>Output: Support the development of a GANNT chart (or similar) to closely manage and report progress of essential activities to deliver the outputs to time and quality</p> <p>Enablers: Support the establishment and the identification of:</p> <ul style="list-style-type: none">• engagement of stakeholders current and future• access to critical performance data• financial history and latest budgets• establish necessary volume and capabilities of ‘people’,• potential future operating model internally and externally• necessary formal commercial arrangements and performance management.	
Fee	<div></div> <div></div> <div></div>	This is an itemised engagement schedule issued under an STA contract

Suggested Execution Framework and status during the 3-month period as detailed below in Appendix 3: Charges below.

Appendix 3: Charges

Role	Day Rate
[REDACTED]	[REDACTED]

Suggested Execution Framework and status during the 3 month period.

114

	[REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	[REDACTED]	[REDACTED] [REDACTED]
[REDACTED] [REDACTED]	[REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	[REDACTED]	[REDACTED] [REDACTED]
[REDACTED] [REDACTED]	[REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	[REDACTED]	[REDACTED] [REDACTED]

114

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
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[REDACTED]	[REDACTED] [REDACTED]
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114

[REDACTED]	[REDACTED]
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114

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