



Department
for Environment
Food & Rural Affairs

Defra Group Management Consultancy Call off Contract: Defra Project Engagement Letter (DPEL)

Project Delivery Partner (Lot 3)

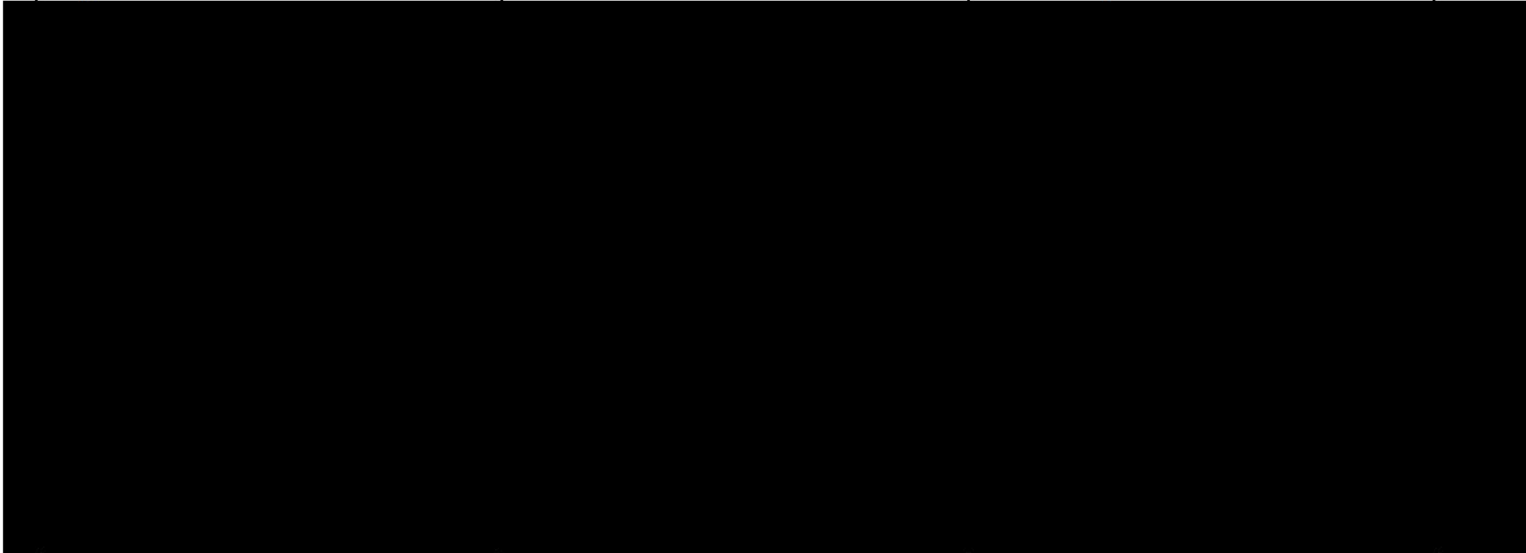
Completed forms and any queries should be directed to Defra Group Commercial (DgC) at [REDACTED]. Please do not complete this form until you have liaised with DgC, and they have allocated you a lot to access consultancy services including a DPEL reference number.

Engagement details		
DPEL ref	DPEL_61541_157	
Local Client Reference	N/A	
Extension?	N	
Business Area	Defra - Defra group Sustainability Centre of Expertise team	
Programme / Project	Sustainability - Footprint Reporting	
Senior Responsible Officer	[REDACTED]	
Supplier	Methods Business & Digital Technology	
Title	Defra - Footprint Reporting	
Short description	Defra - Support for the Defra group Sustainability Centre of Expertise team to request, collect, collate, input and potential support the analysis of the data provided	
Summary of Change	N/A	
Engagement start / end date	Proposed start date 04/08/2025	Proposed end date 31/10/2025
If an extension	N/A	N/A
Expected costs 23/24	N/A	
Expected costs 24/25	N/A	
Expected costs 25/26	£42,185.00	
Base location	Remote	
Version #	V0.04	
Version Date	10/07/2025	

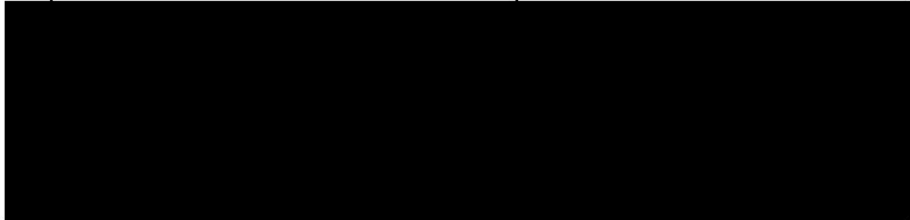


By signing and returning this cover note, Defra accepts the contents of this Project Engagement Letter as being the services required and agrees for Methods Business and Digital Technology to provide the services in accordance with the agreed Supplier Proposal under the overarching contract (Lot 3 - Ref 28595), with Defra Group and confirms the availability of funding to support recharge for the services.

Signatures		
Supplier	Business Area	Defra Group Commercial



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General Instructions

The Engagement Letter describes the services required and provided. When completing the Engagement Letter establish the context, explain why external support is required and distinguish between the objectives, outcomes, scope, and deliverables. The rationale behind the costs should be made evident in the Fees section.

The Business Area considerations are guidance notes for the customer to support their evaluation of the Engagement Letter.

The Engagement will be a fully contracted out service therefore the off-payroll legislation will not apply. A true service will have the following characteristics:

- Delivery is fully outsourced to the supplier, who will have full responsibility for delivering the outcome and the risk of non-delivery sits with the supplier.
- The team is not embedded within your organisation but is engaged, directed, and controlled entirely by the supplier.

It is your responsibility to determine whether your Engagement represents a supply of an outsourced managed service or a supply of resource. The reality of working arrangements should be considered and not just contractual terms.



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1. Background

Over the last 3 years Defra group have developed a group wide carbon accounts that encompass extensive Scope 1-3 carbon footprints, following the GHG protocol.

Three reports have been produced for 19/20, 21/22 and 22/23 which include the 30 key organisations within Defra group.

The baseline for 19/20 was estimated at [REDACTED] and included full analysis of purchased goods and services; commuter travel; waste disposal and leased assets. The boundary of emissions estimated in these assessments goes beyond GHG reporting requirements under Greening Government Commitments (GGC) and has been essential in setting commitments within the group's wider Sustainability Strategy.

During the last year Defra created a power BI dashboard to support a move to delivering the footprint report in house.

We are looking to outsource elements (predominantly in Phases 2-4) of the footprint report work for 2025.

Phase 1: Data Review

- Overview of the approach and development of data request forms

Phase 2: Data Extraction

- Review of collected data, evaluating scope, quality and suitability for Data Transformation
- Request further data where required e.g., central spend, GGC data etc with key stakeholders
- Manage tracking, clarify and finalise all requests.

Phase 3: Data Transformation

- GGC data manipulation into required formats, provisional quality control and carbon footprint analysis (using templates where appropriate)
- Central Spend data manipulation and mapping to SIC factors to create PG&S carbon footprint for 14 Defra group bodies
- Decentralised data collation from data collection sheets, manipulation and carbon footprint analysis
- Allocation of building related emissions as per building consolidated list
- Management and merging of all other data

Phase 4: Data Verification

- Consolidation of all data sets into required format ahead of dashboard development
- Quality assurance and control of all footprint data ahead of finalisation

Phase 5: Data Load

- Input of data into Power BI Dashboard
- Testing of dashboards and reports within Power BI
- Sharing of Dashboard with stakeholders for review and making adjustments where necessary
- Sign off of 2024/25 Footprint Report



Phase 6: Data Footprint Audit

- Independent audit of 2024/25 audit report

Support is required to request, collect, collate, input and potential support the analysis of the data provided. Knowledge of footprint reporting in line with GHG Protocol and power BI would be beneficial for the efficient inputting of the data and the understanding to review the data.

Time period: 3 months (August to October 2025)

Type of working: Work pattern typically in sprints and or 4-5 days a week.

2. Statement of services

Objectives and outcomes to be achieved

The below states the objectives and outcomes to be achieved by methods, as stated in the requirements above

Objectives

Phase 1: Data Review –

Methods will onboard and assimilate:

Overview of the approach and development of data request forms.

Phase 2: Data Extraction

Methods will undertake :

- Review of collected data, evaluating scope, quality and suitability for Data Transformation
- Request further data where required e.g., central spend, GGC data etc with key stakeholders
- Manage tracking, clarify and finalise all requests.

Phase 3: Data Transformation

Methods will *support* the Defra team in :

- GGC data manipulation into required formats, provisional quality control and carbon footprint analysis (using templates where appropriate)
- Central Spend data manipulation and mapping to SIC factors to create PG&S carbon footprint for 14 Defra group bodies
- Decentralised data collation from data collection sheets, manipulation and carbon footprint analysis
- Allocation of building related emissions as per building consolidated list
- Management and merging of all other data

Phase 4: Data Verification



Methods will provide and undertake :

- The consolidation of all data sets into required format ahead of dashboard development
- The Quality assurance and control of all footprint data ahead of finalisation

Phase 5: Data Load – Methods will *support* the Defra team in

- Input of data into Power BI Dashboard
- Testing of dashboards and reports within Power BI
- Sharing of Dashboard with stakeholders for review and making adjustments where necessary
- Sign off of 2024/25 Footprint Report

Phase 6: Data Footprint Audit - No Services Required

- Independent audit of 2024/25 audit report

Outcomes

By the end of the dpel, defra will have

1. The templates required to be able to facilitate the extraction of data, and the ability to track the progress of the extraction
2. Full support throughout phase 3 in data transformation activities to enable the refinement of the data prior to loading into the reporting and BI mechanisms required for data analysis
3. Consolidated data sets which have been quality assured in preparation for finalisation

Scope

The scope of work is summarised below, having timelines determined by the full set of phase deliverables as part of initial sprint planning with the full Defra and methods partnership team. Methods will provide a [REDACTED] [REDACTED] with Power BI experience to understand and undertake and support Defra resources in the scope of work below in :

- The usage of existing Defra Templates and their preparation
- Data collection forms and drop in sheets for managing other data sources e.g. central spend etc.
- Issue data collection forms, request further data e.g., central spend, GGC data etc with key stakeholders
- Collect data and manage tracking, clarify any requests and finalise all requests.
- Support in GGC data manipulation into required formats, provisional quality control and carbon footprint analysis (using templates where appropriate)
- Central Spend data manipulation and mapping to SIC factors to create PG&S carbon footprint for 14 Defra group bodies



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- Decentralised data collation from data collection sheets, manipulation and carbon footprint analysis
- Allocation of building related emissions as per building consolidated list
- Management and merging of all other data
- Support in the consolidation of all data sets into required format ahead of dashboard development
- Support in the Quality assurance and control of all footprint data ahead of finalisation
- Support of the Input of data into Power BI Dashboard
- Testing of dashboards and reports within Power BI
- Sharing of Dashboard with stakeholders for review and making adjustments where necessary
- Sign off of 2024/25 Footprint Report

Knowledge Transfer

Methods will also provide full stakeholder engagement support and knowledge transfer throughout the delivery of this Dpel, forging a clear partnership of support to ensure that all parties are capable of continuing with activities, post the delivery of this work.

Assurance

Assurance on output quality and engagement protocol will be provided by Methods throughout, ensuring quality of all products produced and the management and delivery of the Dpel runs efficiently and with transparency for all parties.

Assumptions and Dependencies

Assumptions

- It is assumed that the availability of Defra resources for consultation and analysis will be upheld throughout the engagement to ensure that swift responses, queries and action can be performed by Methods resources, to assure that timescales are met. Methods operates with a 'partner' ethos for all of its clients to ensure that all stakeholders feel fully supported and engaged.

Dependencies

- Data availability is a key dependency needing the data to be accurate, cleansed and available for consumption of reporting and BI dashboard for analysis as and when required. The ability to assess benefits and reporting structures relies on the availability of accurate and up-to-date materials.
- Where Methods are not providing a service within certain phases, the non-inclusive phases need to be completed to the point that Methods can commence the subsequent phase. It is recommended that Defra provide progress information for all phased work across the team, so that adequate sprint planning can be achieved.

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Risk Management

The following risks have been specifically flagged as relating to the outcomes in this work package:

- Data unavailable, or extended time periods for data to be made available, thus slowing down the use of the data in completing the DPEL tasks
- The scope of reporting needs to be decided and fixed during the period, with any changes required data or schema changes being processed formally with the team, otherwise loose ended reporting could stifle the production of the final output, thus extending timescales for completion.



3. Deliverables

Project Delivery

Deliverable	Date	Success Criteria	Linked outcome
SDD		<ul style="list-style-type: none"> SDD Delivered and agreed by all parties. Whereas the DPEL provides the 'what' the SDD builds on this to provide the 'how' so that all resources are clear on scope, timescales, responsibilities and what the final solution should look like. This document is iterative throughout the engagement. 	Delivery of the DPEL
Defra – Footprint Reporting Phase 1		<ul style="list-style-type: none"> Overview of the approach and development of data request forms provided. 	1.Phase 1 Data Review
Defra – Footprint Reporting Phase 2		<ul style="list-style-type: none"> Collected data is reviewed and tracked for completion, having any queries resolved and requests finalised within an auditable format, to support <i>phase 6</i>. 	1.Phase 2 Data Extraction
Defra – Footprint Reporting Phase 3		<ul style="list-style-type: none"> The provision of adequate support during the delivery of this phase Transformation of Spend Data Analysis completed 	1,2,3 Phase 3 Data Transformation
Defra – Footprint Reporting Phase 4		<ul style="list-style-type: none"> Consolidated of all data sets into the required agreed format ahead of dashboard development 	1,2,3 Phase 4 Data Distribution
Defra – Footprint Reporting Phase 5		<ul style="list-style-type: none"> Input of data into Power BI Dashboard Testing of dashboards and reports within Power BI 	1,2,3 Phase 5 Data Load
Delivery Assurance		<ul style="list-style-type: none"> Delivery managed and all outputs delivered to the required quality, timescales and costs. 	1,2,3

Internal Capability Development Outcomes

Deliverable	Date	Support on content	Linked outcome
Business Change Knowledge Transfer		Knowledge transfer needs to be identified, monitored, and planned for throughout delivery period. Evidence of growing capability systematically and proportionately in line with Project needs and specifically related to associated tools and information.	1,2,3

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 consultation with DgC and subsequent relevant approvals.

4. Delivery Management

Supplier Delivery Team

The outcomes-based nature of consultancy services provided through Lot 3 (Ref 28595) dictates that the Supplier retains responsibility and authority to provide the delivery team required to meet the contracted outcomes. The Business Area team should manage any performance concerns directly with the Supplier Team in the first instance with escalation, where necessary, through Defra Group Commercial.

The actual resources used in the delivery may be greater or less than that on which the price is based as the work is undertaken at the Supplier's risk. Should factors materialise that impact successful delivery, through factors outside the Supplier's control that warrant an alteration to time or cost, a change control will be made to this document as well as to the Service Definition Document (SDD).

Due to the nature of the engagement being a fixed cost, outcomes-based model, Methods will deliver the stated outcomes for the fixed cost as defined within this DPEL.

Methods internally, monitors its ability to deliver the outcomes within the stated costs, and will flex resources accordingly to ensure that outcomes are delivered as stated within the fixed price of the DPEL.

The SDD is the first standard deliverable used to manage the project and provides the delivery team structure alongside more detail on governance, plan and success criteria.

The SDD is the first standard deliverable used to manage the project and provides the delivery team structure alongside more detail on governance, plan and success criteria.

Business Area's Team

No members of the current team will be directly allocated to support delivery. Candidates for knowledge transfer will be identified on an ongoing basis as appropriate.



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5. 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 **£42,184.00**, exclusive of expenses and excluding VAT.

This total represents the agreed fixed price of the Supplier for the successful delivery of the contracted outcomes. The fees are based on the expected delivery team using the set framework rates. DgC review the resources and rates as part of commercial due diligence and sign-off.

Stage	Due (link to milestone dates)	Cost
SDD & Phase 1 – Support for the approach and development of data request forms provided.		
Phase 2 Templates and Data extraction (Incl. Assurance Activities & Knowledge Transfer)		
Phase 3 Support – Support for Data Transformation (Incl. Assurance Activities & Knowledge Transfer)		
Phase 4 - Data Distribution and QA activities (Incl. Assurance Activities & Knowledge Transfer)		
Phase 5 – Data Load Support		
Grand total		£42,184



Payment

The Supplier should invoice at project stage milestones set out in section 4. Defra Group will reimburse fees on confirmation of approval of work delivered by the Business Area.

6. Governance and reporting

Business Area to outline governance and report requirements relevant to the Engagement through Key Performance Indicators below:

Key Performance Indicators

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

KPI	Description	Reporting Frequency	Who Measures	Method of Measurement	Performance Target
#1	All project artefacts are up to date for in scope projects, specifically including RAID logs, project plans and board reporting.	Monthly	Delivery team	Routine reporting	100% up to date and accurate

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 must be completed as part of the Engagement sign-off. DgC will contact the Business Area to arrange this and share the feedback with the supplier on a bi-monthly basis.

Non-disclosure agreements

The overarching MCF2 framework includes NDAs.

7. Exit management

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

Handover of deliverables will be completed in line with the discovery plan.



Notice period

The nature of these engagements requires 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.

Supplier Engagement Process

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 £120k or DgC Corporate Services Delivery Board if under £120k.
2. If over £120k the Spend Control Form must be completed by Business Area and submitted to DgC at: [REDACTED]
3. 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.
4. A Project Engagement Letter is completed by the Business Area with input from the Supplier (with supporting proposals as appropriate) and support from DgC and then finally agreed between the two parties, including evidence of all required approvals either being in place or being progressed. Approval states are:

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