



STATEMENT OF WORK

This Statement of Work (SOW) is subject to the Terms and Conditions of the Master Services Agreement (the "Agreement") dated as of 26 November 2020 between Mango Business Solutions and the Department for Environment, Food, and Rural Affairs (DEFRA).

Subject at all times to the terms and conditions of the Agreement, Supplier Mango Business Solutions shall provide to the Department for Environment, Food, and Rural Affairs the following:

Scope of Work, Location and Timeframes

Scope:

To provide an experienced team to work closely with stakeholders in deploying a proof of concept project. This SOW extends the work agreed with the Environment Agency (EA) for project number 3987.

The EA project consists of 3 steps:

1. Optimise EA Shiny applications via a rapid audit and tactical enhancement exercise

Mango to work collaboratively with EA to review quality of the demo Shiny apps in scope and build a backlog of tactical quick wins and recommendations:

- Conduct code review on 3 demo Shiny apps
- Review existing versioning and make recommendations for how it can be improved
- Evaluate current testing process to improve the efficiency and robustness of apps
- Investigate the current workflow to identify opportunities to improve outputs and make recommendations for further enhancements

Starting in parallel with the activities above, Mango to install and configure GitLab CE on an EA provided server built with Oracle Linux 7 (minimal install). The server will require outbound access to the Internet.

2. Showcase RStudio Connect with the optimised Shiny applications

Mango Data Engineers to support with the installation and configuration of a trial RStudio Connect platform, before helping to 'lift and shift' the optimised Shiny apps. Thereafter, Mango Project Team will advise on a roadmap for EA user group to support with generating maximum value over the trial period. Recommended activities include:

- 3-way educational best practice workshop sessions with RStudio, EA and Mango
- Set tasks for users to accelerate learning

3. Deliver a playback session to senior EA leaders

Mango to present a playback of the findings from the previous evaluation steps to senior EA leaders. This collaborative workshop-based session will also include a presentation on the Art of the Possible.

- Surface results to establish feasibility, and value potential, for recommended next steps
- Document ideas and projected timescales for future enhancements

Expanding the scope of this engagement to include infrastructure and user communities within DEFRA would require the additional extensions to the above:

- A more complex infrastructure deployment to enable more users and test the forward-looking approach
- Additional days to handover infrastructure to in-house support and maintenance teams
- Expanding the workflow support to include a number of users from within DEFRA alongside those at EA
- Working together to define, at a high level, appropriate governance and working practice elements for the wider data science community within DEFRA

In order to deliver this expanded scope and work together with EA and DEFRA the additional workload costed below will be necessary.

Premises:

Due to Covid-19, the engagement will be delivered remotely using Microsoft Teams until it is considered safe to return to normal working practices.

Projected Start Date: Monday 7th December 2020

Projected Completion Date: Friday 26th March 2021

Charges**Price Schedule:**

This project will be delivered on a Time and Materials basis using the daily rates below. We have included an estimated unit of days based on the information provided. The figures below are estimates and the time required to complete the project could be greater or less than what is estimated.

Price Schedule:

Description	Estimated No. of units (days)	Net Chargeable Rate (£)	Estimated Net Total (£)
[REDACTED]	1	[REDACTED]	[REDACTED]
[REDACTED]	1	[REDACTED]	[REDACTED]
[REDACTED]	1	[REDACTED]	[REDACTED]
[REDACTED]	1	[REDACTED]	[REDACTED]
Total			£29,070

Notes and Assumptions:

1. All prices quoted are exclusive of VAT which will be charged at the prevailing rate if applicable
2. Payment terms are 30 days from invoice date

- 3. All prices quoted are excluding travel, expenses and any relevant associated taxes - all expenses (travel costs, accommodation and subsistence) incurred to or at the Customer’ s business, will be invoiced separately
- 4. Where consultants have performed more than 7.5 hours of directly attributable work to the project in a single day, Mango will cap the charge to a full days’ worth of cost to the project. Mango’ s normal working hours are 09.00 – 17.30 and working time outside of this is regarded exceptional
- 5. It is expected and acceptable for Mango consultants to spend a reasonable amount of time per week attending Mango team meetings and other mandatory staff activities. These will always be scheduled at times of least disruption for onsite work and project commitments
- 6. Where travel time to attend any location outside of the consultant's main office falls outside of a typical reasonable commute (up to 1 hour each way arriving before 9.30am and departing after 4.30pm) the additional travel time is regarded as a billable activity
- 7. Stated projected start date is based on this Statement of Work being signed within 5 working days of the issuance of this document. Any delay may impact on availability of resource to deliver in the anticipated timeframe

By signing the below both parties have agreed to execute this Statement of Work:

Signature:

Statement of Work

Mango Business Solutions

Full Name:

Position:

For and on behalf of DEFRA

Dated: 26 November 2020.....

CONFIRMED AND AGREED BY:

Signature:

Full Name:

Position:

For and on behalf of MANGO BUSINESS SOLUTIONS

Dated: 26 November 2020