



Shared Business Services

# Construction Consultancy Services 2

## Service Level Agreement (Order Form)



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## Framework Details

**Title:** Construction Consultancy Services 2  
**Reference:** SBS/17/NH/PZR/9256  
**Framework Duration:** 4 years  
**Framework End Date:** 31 March 2023  
**NHS SBS Contact:** Dave Taylor (07740 418409) [dave\\_taylor@nhs.net](mailto:dave_taylor@nhs.net)  
 Brindsley Foster (07821810646) [brindsley.foster@nhs.net](mailto:brindsley.foster@nhs.net)

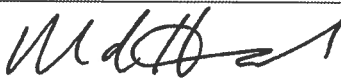
## Service Level Agreement Details

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	21 November 22	Expiry Date	05 December 22
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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	Arcadis Consulting (UK) Ltd
NHS SBS Supplier Reference #	SBS/17/NH/PZR/9256
Name of Supplier Authorised Signatory	Mark Howard
Job Title of Supplier Authorised Signatory	Business Director
Address of Supplier	80 Fenchurch Street, London, EC3M 4BY
Signature of Authorised Signatory	
Date of Signature	24/11/22

## Customer SLA Signature panel

The "Customer"	
Name of Customer	Defra
Name of Customer Authorised Signatory	Erica Collins
Job Title	Associate Commercial Specialist
Contact Details email	<a href="mailto:Erica.Collins@defra.gov.uk">Erica.Collins@defra.gov.uk</a>
Contact Details phone	
Address of Customer	Defra c/o, Nobel House, London SW1p.
Signature of Customer Authorised Signatory	
Date of Signature	28.11.22

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

Shared Business Services

TO:

[nsbs.construction@nhs.net](mailto:nsbs.construction@nhs.net)

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### 1. Agreement Overview

This Agreement represents a Service Level Agreement ("SLA" or "Agreement") between *Arcadis Consulting (UK) Ltd* and *Defra* for the provision of Construction Consultancy Services. 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:** Steve Armstrong

**Construction Consultancy Customer Contact:** Andrew McMinn

#### 4. Estimated Duration of Contract

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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

Refer to suppliers proposal

##### B. Business Hours

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

Please detail here:  
Steve Armstrong  
[Steve.armstrong@arcadis.com](mailto:Steve.armstrong@arcadis.com)  
M : 07464 533 076

##### C. DBS

The Customer should detail the level of DBS check requirement

DBSS

##### D. Price/Rates inc. estimated total value

The work will be completed at a fixed price of £32,496 plus VAT and expenses

##### 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 liability and ensuring standards are maintained in line with the framework and this SLA.

Not applicable

##### 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.

Weekly progress Flash Reports

##### G. Invoicing

Please detail any specific invoicing requirements here

The fee will be paid in one instalment of £32,496 plus VAT upon completion of the services at the Expiry Date: 02.12.22

#### H. Complaints/Escalation Procedure

The standard procedure is detailed below

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In the first instance, the Customer and Supplier should work together and attempt to resolve any issues locally. Should this approach fail to result in a satisfactory outcome for the Customer, the issue should be escalated to NHS SBS. NHS SBS will then attempt to resolve the issue to the satisfaction of the Customer. Should this approach not result in a satisfactory outcome, the Customer may decide to terminate the Service Level Agreement in accordance with the terms of the framework.

#### I. Audit Process

Please detail any Customer audit requirements

Not applicable

#### J. Termination

The standard procedure is detailed below

Persistent failure by the Contractor to meet the agreed service levels as specified within the SLA may lead to the Contract being terminated or alternative Contractor(s) being appointed by the Customer to maintain levels of service

Prior to termination the complaints and escalation procedure should be followed to attempt to resolve any issue. Should this approach not result in a satisfactory outcome, the Customer may decide to terminate the Service Level Agreement in accordance with the terms of the framework.

#### K. KPIs and Other Requirements

Please list and agree the key requirements of the service

Refer to suppliers proposal

#### L. Variation to Standard Specification

Please list any agreed variations to the specification of requirements

Not applicable

#### M. Other Specific Requirements

Please list any agreed other agreed requirements

Refer to suppliers proposal

#### N. Supplementary Conditions of Contract

The terms of the NHS SBS Construction Consultancy Services Framework Agreement will supplement and complement the terms of any Supplementary Conditions of Contract. However, in the event of any conflict or discrepancy between the terms of a Supplementary Conditions of Contract and the terms of the Framework Agreement the terms of the relevant Supplementary Conditions of Contract will prevail, in the order it is listed below:

Not applicable



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## **NHS Shared Business Services Limited**

Registered in England, No. 5280446

Registered address:

Three Cherry Trees Lane, Hemel Hempstead, Hertfordshire, HP2 7AH

[www.sbs.nhs.uk](http://www.sbs.nhs.uk)

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