

## Defra Group Management Consultancy Call off Contract: Project Engagement Letter

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 Consultancies within and subsequent reference number.

Engagement details			
Engagement ref #	DPEL_61545_017		
Extension?	N	DPEL Ref.	Previous DPEL reference number
Business Area	Biosecurity,Borders and Trade Programme (BBTP)		
Programme / Project	Biosecurity,Borders and Trade Programme (BBTP)		
Senior Responsible Officer	[REDACTED]		
Supplier	PA Consulting		
Title	BBTP system design framework		
Short description	Defining objectives and requirements for the import control of live animals. Designing an end-to-end process and developing a system design framework document.		
Engagement start / end date	Proposed start date 23/05/2023	Proposed end date 23/06/2023	
Consultancy Spend approval reference	N/A		
Expected costs 23/24	£100,000		
Expected costs 24/25	NA		
Expected costs 25/26	NA		
Dept. PO reference	Dept. PO reference # (to allow for Defra Group recharge)		
Lot #	Lot 2		
Version #	0.1		

### Approval of Project Engagement Letter

By signing and returning this cover note BBTP accepts the contents of this Project Engagement Letter as being the services required and agrees for PA Consulting to provide the services in accordance with the agreed Supplier Proposal under the overarching contract [REDACTED] with Defra Group and confirms the availability of funding to support recharge for the services.

Signatures		
Supplier	Business Area	Defra Group Commercial



Department  
for Environment  
Food & Rural Affairs

By [REDACTED] <i>Signature</i>	[REDACTED] <i>Signature</i>	B [REDACTED] <i>Signature</i>
or and on behalf of PA Consulting [REDACTED] [REDACTED] [REDACTED]	For and on behalf of BBTP] [REDACTED] [REDACTED]	Defra Group Commercial [REDACTED] [REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
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

Supplier contact [REDACTED]

Business Area contact [REDACTED]

## 1. Background

The Biosecurity, Borders and Trade Programme (BBTP) is delivering the key systems, services, operations, capabilities, and legislative changes required to enable the introduction of new controls for goods to and from the European Union. The Infrastructure Project (IP) within BBTP has responsibility for transforming infrastructure underpinning and facilitating the operation of an effective border and to deliver an operational border which enables a productive and competitive food industry to trade products of high standards.

The IP is working to tight deadlines to ensure that the government-run Border Control Posts in Kent are ready to support live checks of plants, products of animal origin and live animals in 2024. This involves the redesign and refurbishment of those sites in Kent.

To support this priority work, the project requires the expert capability and specialist knowledge both in project delivery and system design to carry out a short term work package to establish a system design framework for the import control of live animals.. This capability is not readily available across Defra. We are therefore looking to use Lot 2 of the Defra Consultancy Support Framework to bring on-board the specialist support of a consultancy and sub-contractors with infrastructure delivery expertise.

## 2. Statement of services

### Objectives and outcomes to be achieved

State and describe the aims of the engagement:

The aims of the engagement include:

- Providing the expertise to establish the framework for designing the import control system for live animals. This will include establishing the fundamental objectives for the system and 'translating' the business and statutory requirements into end-to-end processes;





- Working with key stakeholders to scope their initial requirements and expectations for the system including understanding the impact of volume flows across GB.
- Develop the end-to-end process maps for the live animal systems including identifying gaps and key decisions outstanding.

## Scope

Define the scope of the services (*SMART*):

The scope of the service is to provide the appropriate and necessary capability to the Live Animal team to help develop the framework for designing the import control system for live animals. This will require both working with key stakeholders from Defra and wider and working through key policy documents and legislation to:

- Define the outcomes and objectives of the system;
- Identify and define the key requirements for the system
- Start to plot the end to end business processes to support the Live Animal Import system;
- Design, develop and handover a framework for future work required to design the Live Animal system.

## Assumptions and dependencies

Provide further description of the assumptions and dependencies:

Assumptions.

- The successful partner will have the direct experience or through their sub-contractors, of delivering large-scale infrastructure programmes in a government environment;
- Statements of work will be agreed with the provider prior to commencement. These will be developed in partnership and will be clear on deliverables, timeline, quality expectation, resource requirements and cost;
- The appropriate specialist resource required will be readily available to support the programme;

## Risk management

All risks will be managed through the Infrastructure Delivery Board, chaired by [REDACTED]

## Deliverables

Describe what the supplier will produce:

Deliverable	Success Criteria	Milestone / Date	Owner (who in the delivery team?)
System Design			





Name	Role (link to stage/s resource will work on)	Grade	Daily rate	# of days	Cost
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]					
[REDACTED]					
[REDACTED]					

<b>Total resource</b> <u>Total days*</u> <b>Engagement Length**</b>  *Total days worked across all resources **Total working days in engagement	[REDACTED]
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#### Business Area's team

[REDACTED]
[REDACTED]
[REDACTED]

#### 4. 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 £99,973, inclusive of expenses for travel to London and excluding VAT.

Stage	Cost	Due (link to milestone dates)
<b>A</b>		<b>DD/MM/YY</b>
System objectives definition document issued	£ 37,493	02/06/2023
<b>B</b>		
End to end process design and business systems requirements definition document issued	£45,245	16/06/2023





Stage	Cost	Due (link to milestone dates)
<b>C</b>		
Final deliverable of system design framework document.	£17,235	23/06/2023
<b>Expenses</b>		
Virtual working envisaged or from PA's offices	£ TBA	
<b>Grand total</b>	£99,973	

*Business Area considerations:*

- Are the costs and fees appropriate (costs linked to deliverables, rates and drive value for money)?

### 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. Only expenses for travel at the Business Area's request from this base can be charged. If appropriate, define permissible expenses to be charged.

### Payment

The Supplier should invoice fees monthly in arrears. 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;
- [Other Business Area reporting requirements to be agreed]

### Key Performance Indicators

KPI	KPI Requirement	Description	Reporting Frequency	Who Measures	Method of Measurement	Performance Target
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1.	Availability of Supplier	A named delivery contact or delegate will be available to the client for discussions within and outside of DPEL content during working hours and will respond within 24 hours to any email/communication if not sooner.	Ongoing for duration of DPEL	Programme Director with Supplier	Escalation from client team	100%
2.	Regular checkpoints provided by Supplier	Weekly reporting to ascertain delivery progress, key risks/concerns	Weekly	Programme Director with Supplier	Regular project meetings	100%
3	Delivery of agreed deliverables do not exceed agreed baseline dates outside of tolerance	Baselined plans detail agreed delivery dates, these will not be exceeded above tolerance without agreement between all parties	Weekly	Programme Director with Supplier	Regular project meetings	Measured against DPEL deliverables.

### 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 of the engagement will be arranged where the Business Area rates the services provided.

### Non-disclosure agreements

The overarching MCF2 framework include NDAs. Insert any additional NDA requirements here.

## 6. Exit management

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

A system design framework document for the import control of live animals
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## 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:
3. 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"> <li>▪ DPEL agreed</li> <li>▪ DPEL signed: Supplier, Dept and CO</li> <li>▪ Purchase Order number</li> </ul>	<ul style="list-style-type: none"> <li>▪ Work can start</li> <li>▪ Supplier can invoice for work</li> </ul>



