

Defra Group Management Consultancy Framework: Project Engagement Letter

Completed forms and any queries should be directed to Defra Group Commercial at [REDACTED]

Engagement details			
Engagement ref #	DPEL_61539_028		
Extension?	FOLLOW ON	DPEL Ref.	DPEL 61539_015 DPEL 61539_027
Business Area	Defra Core		
Programme / Project	Transformation		
Senior Responsible Officer			
Supplier	Deloitte LLP ("Deloitte")		
Title	Supporting DGs in developing Defra's operating model		
Short description	To develop and help implement a methodology for changes based on the high level review of Defra's DG structures performed under previous two DPELs as referenced above; support development of the operating model and Director and Deputy Director structures.		
Engagement start / end date	6 th February 2023	31 st May 2023	
Funding source	RDEL budget, Transformation Directorate		
Consultancy Spend Approval	SoS approval on 18/01/2023		
Expected costs 21/22	£n/a		
Expected costs 22/23	Up to £300,000 to 31 st March 2023		
Expected costs 23/24	Up to £100,000 to 31 st May 2023		
Dept. PO reference	Dept. PO reference # (to allow for Defra Group recharge)		
Lot #	Lot 1		
Version #	1.0		



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Approval of Project Engagement Letter

By signing and returning this cover note, Defra accepts the contents of this Project Engagement Letter as being the services required and agrees for Deloitte to provide the services in accordance with the agreed Supplier Proposal under the overarching contract (Lot 1 - Ref 28595), with Defra Group and confirms the availability of funding to support recharge for the services.

Signatures

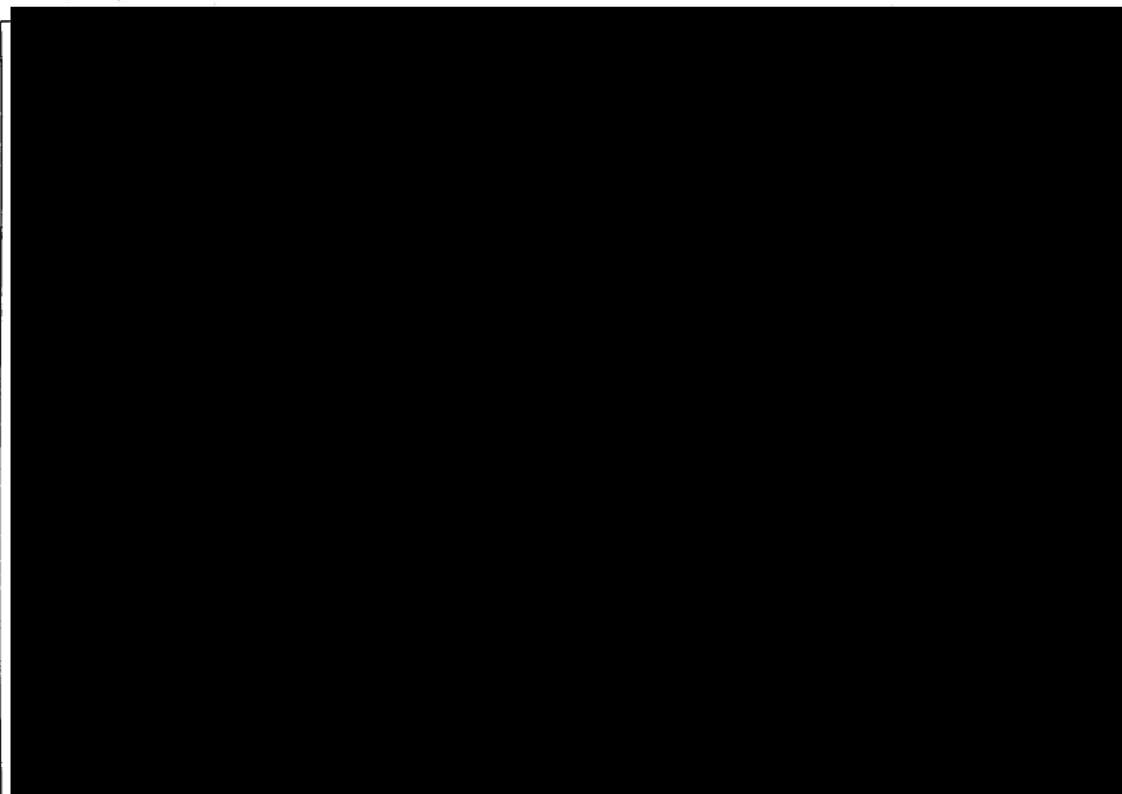
Supplier	Business Area	Defra Group Commercial
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Supplier engages with Business Area to complete. Once agreed, Supplier signs front page and sends to Business Area	Business Area signs front page and sends to DgC	On approval, DgC signs and returns copy to Business Area and Supplier
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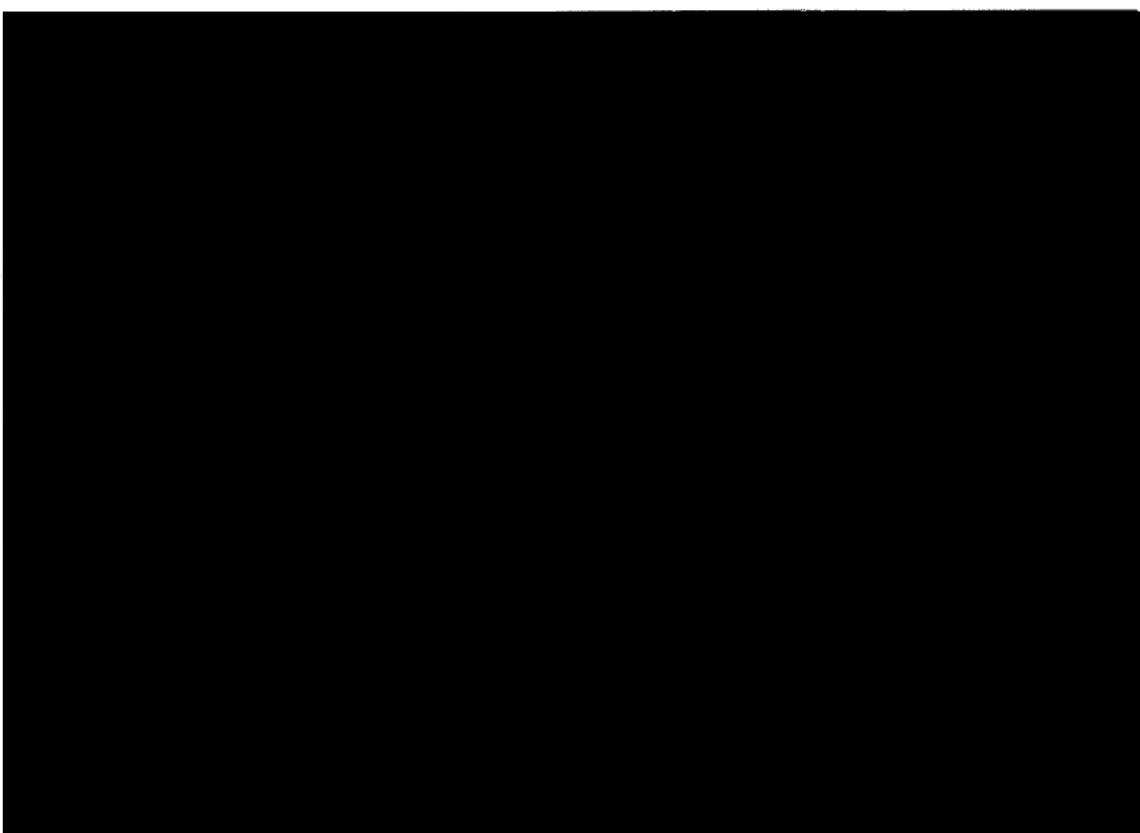
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1. Background



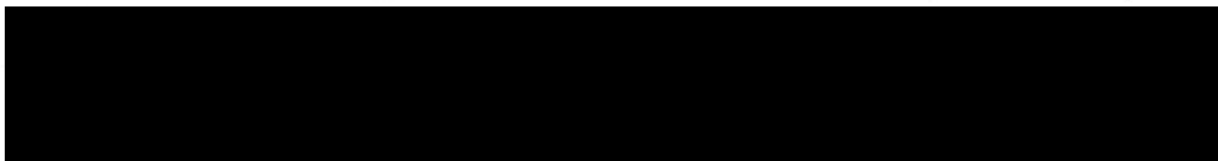
2. Statement of services

Objectives and outcomes to be achieved





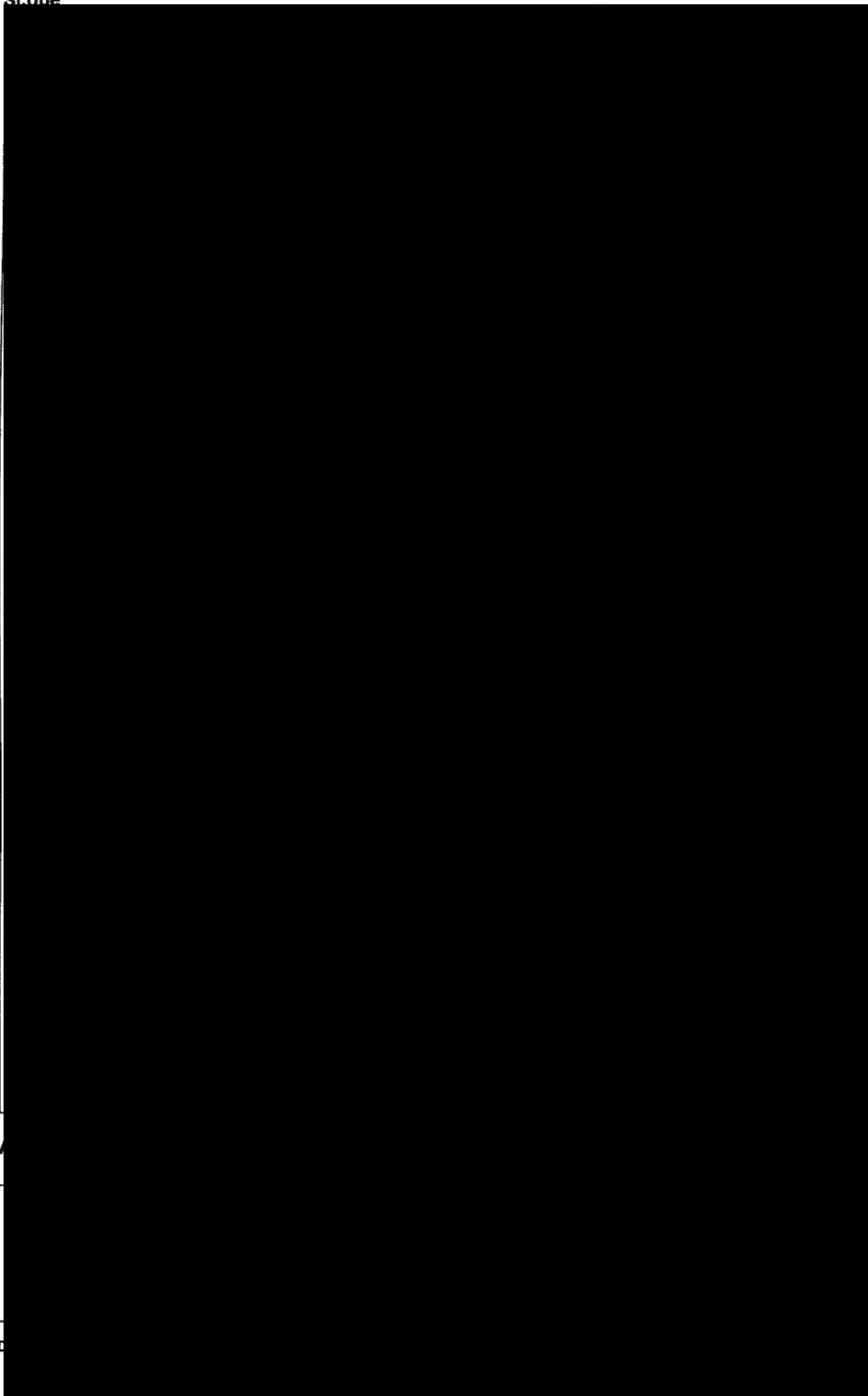
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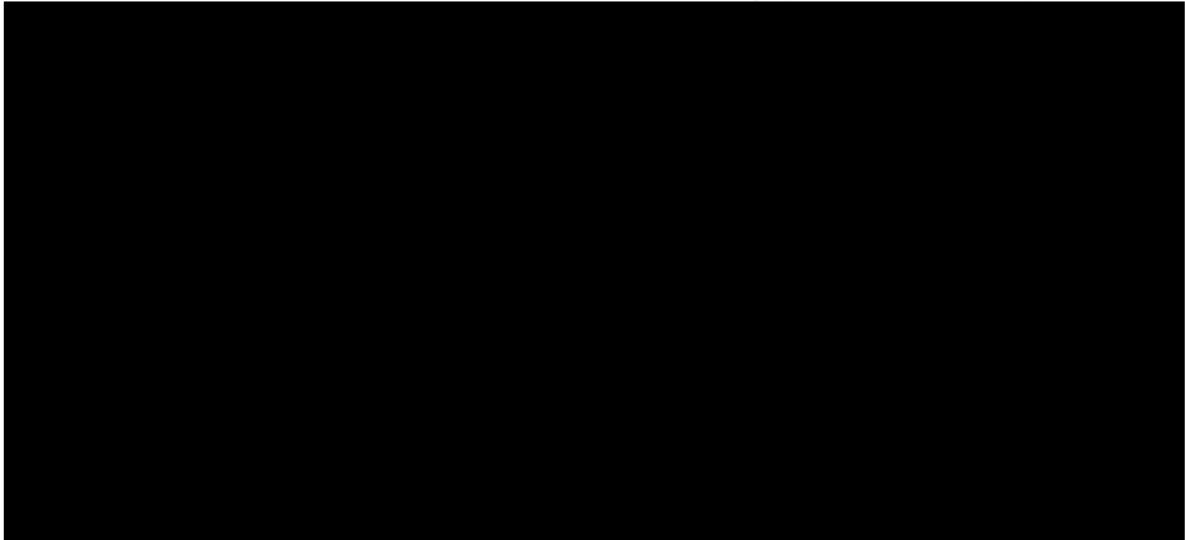
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Scope





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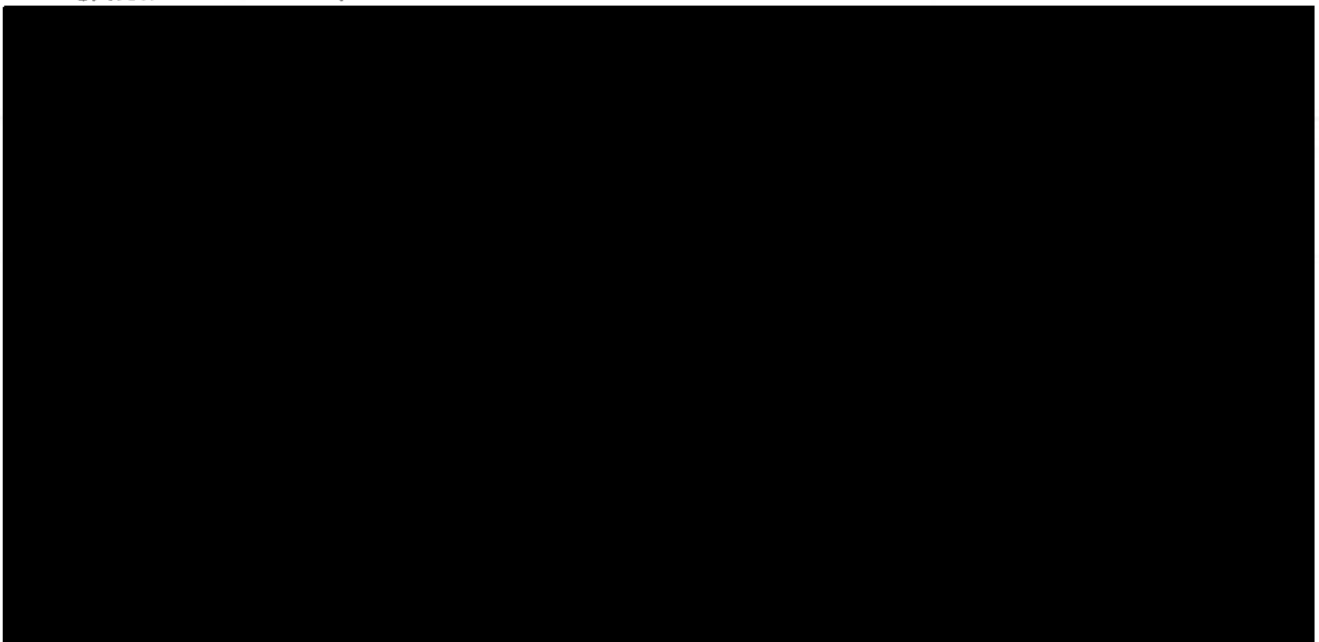
Limitations on scope and change control

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 approval by DgC.

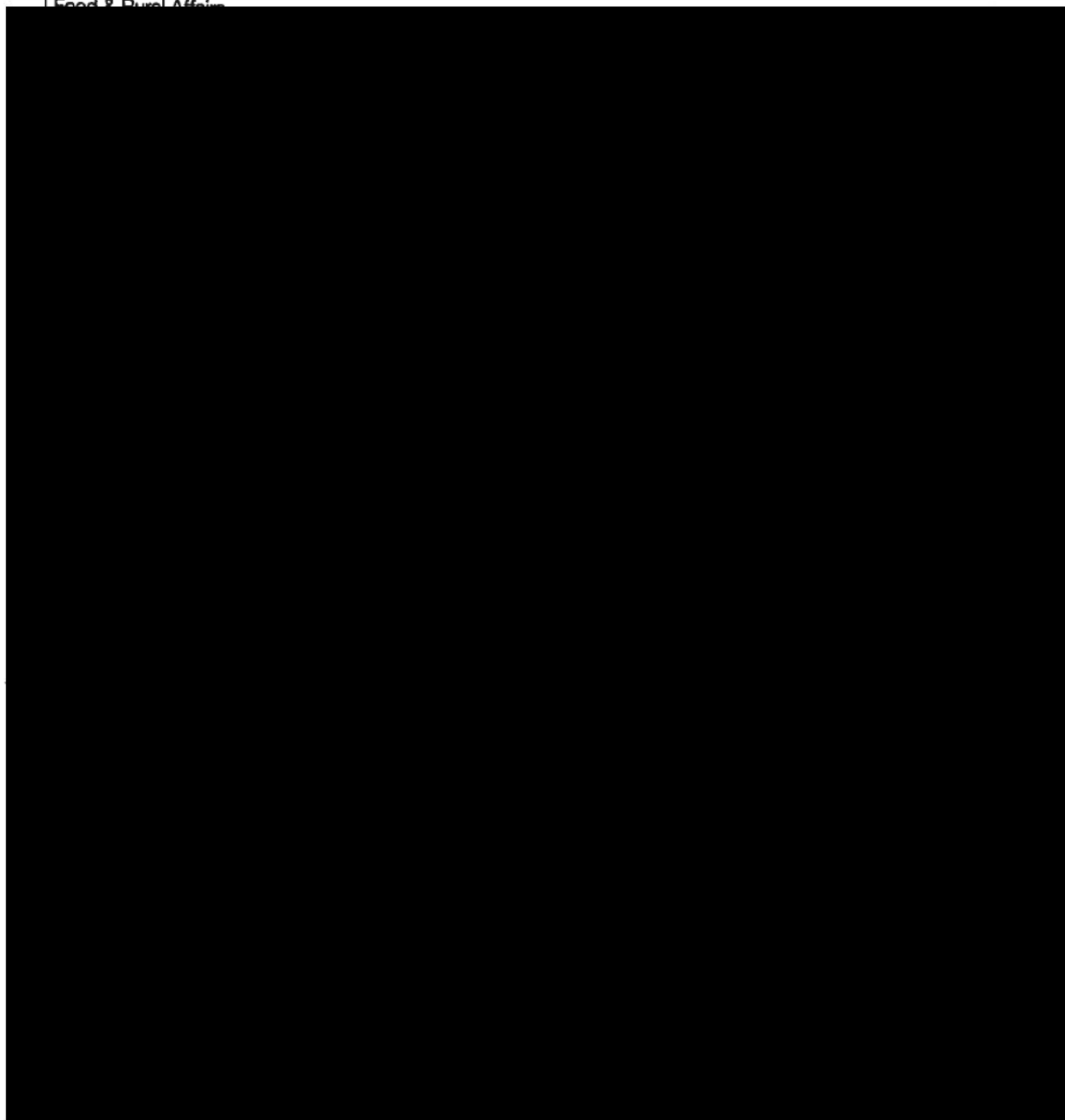
3. Delivery team

The contract is based on a time and materials approach, with specific work packages being agreed via a PID based upon the rates outlined within the table below. There will be a ceiling cost of £400,000. Each PID will include the table below, clearly setting out the number of days and rates for each package of work to ensure comprehensive tracking and compliance with the overall budget envelope.





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Business Area's team



4. Fees



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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 and in subsequent PIDs will be up to £400,000, on a time and materials basis, inclusive of expenses and excluding VAT.

Key milestones and deliverables are listed below. Deloitte senior resource will support across all – with specific deliverables and milestones agreed as part of agreeing and onboarding each individual Deloitte resource. The Delivery Team will share a short progress report at the end of each week, for approval by return, which will detail time/fees charged each week.

The use of PIDs to define the deliverables for each targeted package of support will ensure that value for money is achieved in relation to the dynamic and evolving requirements of the Transformation Programme. The types of activities, and their respective indicative costs and timelines, include to those listed within the table below.

The Transformation Directorate PPR team will collate the deliverables, costs and timescales from each PID to ensure that:

- The specialist support provided is aligned to the approved scope
- That costs for each work package are recorded to ensure that expenditure remains within the overall £400k envelope, and
- That milestone delivery dates are met

Stage	Approximate Cost (to be confirmed in each PID)	Due (link to milestone dates)
	£400,000	

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. The base office location shall be London. Only expenses for travel at the Business Area's request from this base can be charged. Permissible expenses to be charged shall be in accordance with Defra travel and expense policy.

Payment



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The Supplier should invoice fees in arrears in accordance with the defined milestones. 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
- Regular update meetings to discuss progress against agreed deliverables to date

Feedback and satisfaction

The Business Area and Supplier will have a minimum weekly meeting, including the Commercial team, where the Supplier will report on progress. Decisions will be taken in that meeting on the level of support from the Supplier for future weeks. This shall be arranged by the Supplier.

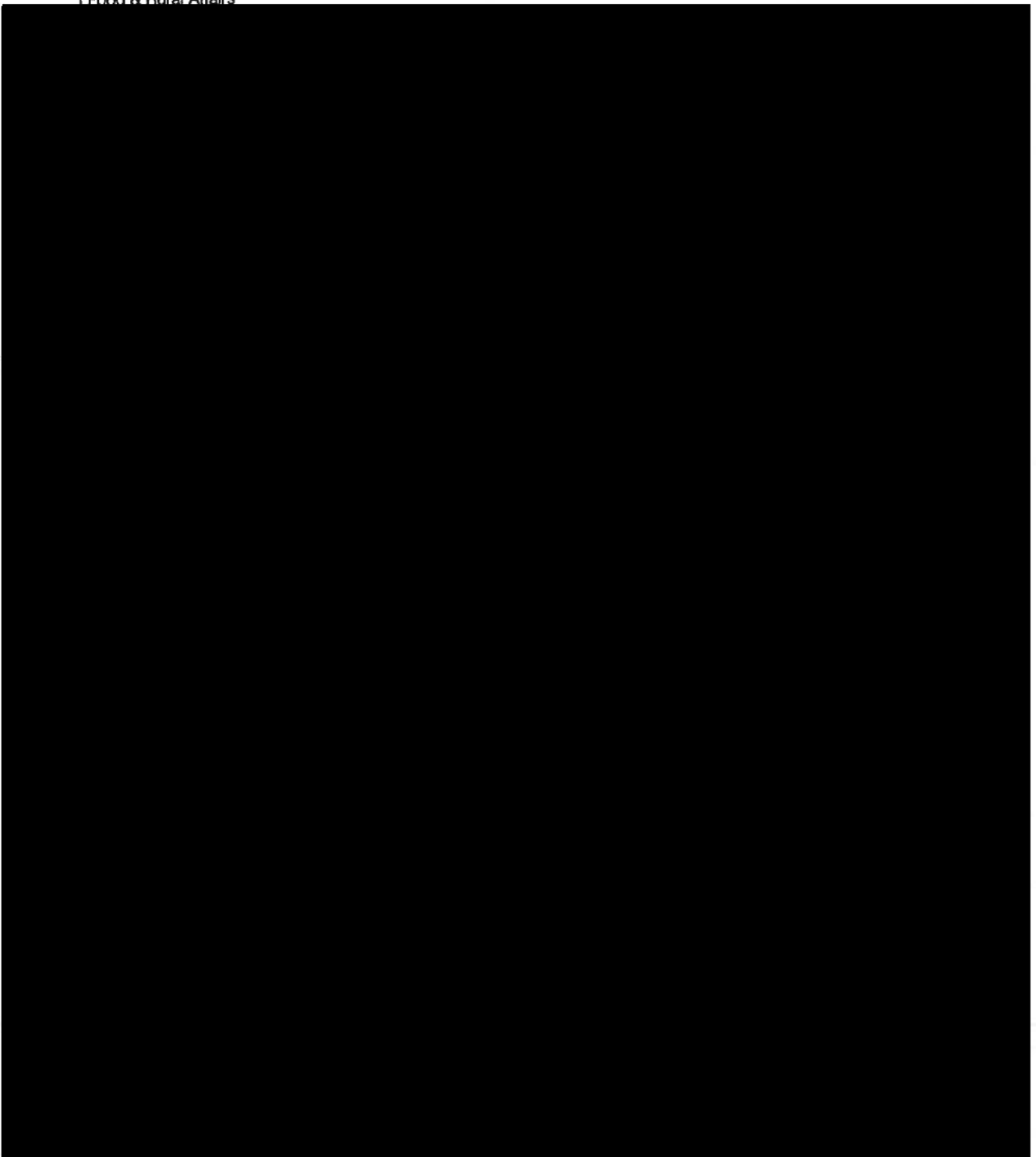
Defra Group reserves the right to hold review meetings during the assignment, discussing what went well, opportunities for improvement on future assignments and similar. This will incorporate any 'Show and Tell' documentation or transferable products that have been produced.

Key Performance Indicators

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



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Non-disclosure agreements

The overarching MCF2 framework include confidentiality requirements. There are no additional confidentiality requirements.

6. Exit management

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

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Upon exiting the project engagement, the Supplier will provide all final deliverables alongside [REDACTED] [REDACTED] will also be arranged.

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:
[REDACTED]
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"> ▪ DPEL agreed ▪ DPEL signed: Supplier, Dept and CO ▪ Purchase Order number 	<ul style="list-style-type: none"> ▪ Work can start ▪ Supplier can invoice for work

