



Defra Group Management Consultancy Framework: Project Engagement Letter

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



Engagement details			
Engagement ref #	DPEL_61541_019		
Extension?	N	DPEL Ref.	N/A
Business Area	DEF SPS BORDERS AND BOUNDARIES		
Programme / Project	BBTP – Biosecurity, Borders and Trade Programme		
Senior Responsible Officer	<div></div>		
Supplier	Methods Business & Digital Technology Ltd. (Methods)		
Title	Biosecurity, Borders and Trade – Kent Inland BCP Outline Business Case Development		
Short description	Development of the business case for a third inland Border Control Post (BCP) in Kent serving the Short Straits (route that accounts for 40% of Defra-related goods flow) to facilitate live animal checks which are not supported by existing sites.		
Engagement start/end date	Proposed start date 31/01/2022	Proposed end date 31/03/2022	
Funding source	BBTP – Biosecurity, Borders and Trade Programme		
Expected costs 21/22	£66,210		
Expected costs 22/23	-		
Expected costs 23/24	-		
Dept. PO reference	Dept. PO reference # (to allow for Defra Group recharge)		
Lot #	Lot 3		
Version #	0.2		



Approval of Project Engagement Letter

By signing and returning this cover note, the Environment Strategy Team accepts the contents of this Project Engagement Letter as being the services required and agrees for Methods to provide the services per 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
for and on behalf of Methods Head of Change Delivery	For and on behalf of BBTP – Biosecurity, Borders and Trade Programme 	Defra Group Commercial Senior Category Officer for Professional Services (Consultancy)
26-01-2022 13:50 GMT	25 Jan 2022	26th January 2022
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:

Business Area Contact:

1. Background

The Biosecurity Borders and Trade Programme is developing a regime for imports and exports which protects the biosecurity of the United Kingdom. This includes 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 Physical infrastructure includes border control posts for physical inspections and the laboratories for sampling and testing. These are being expanded in size and capability to support the new border operating model. Particular focus is on inland Border Control Posts in Kent serving the Short Straits. This trade route accounts for 40% of Defra-related goods flow. Two inland BCPs for Kent are funded and in delivery (Sevington and Dover), and the focus of the business case is to secure funding for a third to facilitate live animal checks which are not supported by the Sevington and Dover sites.

[REDACTED]

[REDACTED]

2. Statement of services

Objectives and outcomes to be achieved

- Production of an Outline Business Case (OBC) for further investment in infrastructure required for the Biosecurity Borders and Trade Programme (BBTP) to deliver biosecurity policy objectives.
- The OBC should be developed in tandem with a refreshed Programme Business Case (being developed 'in house') and include a position statement of funded infrastructure delivery in train/ complete.
- The OBC needs to be cognisant of the options for post programme operations (Exit Strategy), anticipating and avoiding adverse constraints.
- The process of development should support testing and adjustment of detailed policy matters to ensure delivery of policy outcomes is feasible and the investment presents value for money i.e. providing a robust means to test the demand/need and benefit of investment.

Scope

The scope of the OBC is:

- A new Inland Border Control Post (BCP) facility to check live animals (excluding equines, camelidae and livestock) on entry to the UK via Dover and Eurotunnel;
- Any quarantine facilities required to service this new BCP and existing BCPs (Sevington and Dover); and



- Any other infrastructure delivery required to support delivery of biosecurity policy objectives by the BBTP.

A 'discovery' phase will be required to clarify scope and to identify and secure existing capabilities / resources in BBTP/ Defra which can support delivery (e.g. policy, economist, site infrastructure specialists), as well as any gaps (e.g. options appraisal and development).

The draft OBC should be prepared by end March 2022, anticipating that governance will be taken forward by the programme.

Assumptions and dependencies

- 1) Access to key BBTP stakeholders to assess information, understand key considerations for inclusion within the OBC.
- 2) Access to all key data sources required to support the development of the case
- 3) Access to programme subject matter expertise to provide expert input
- 4) Wider project support is available until March 2022 for the purposes of knowledge transfer though this work package is likely to require dedicated project support.

Risk management

Risk management shall form a core component of project governance during OBC development, reporting and seeking mitigations for risks as they arise. At this time known risks correlate with assumptions and dependencies stated above.

Deliverables

Deliverable	Success Criteria	Milestone / Date	Owner (who in the delivery team?)
Discovery			
Discovery Findings	Clearly articulated findings of rapid discovery analysis that clarifies scope and identifies/secures existing capabilities / resources in BBTP/ Defra to support delivery (e.g. policy, economist, site infrastructure specialists). Articulates any known gaps (e.g. options appraisal and development).	11/02/2022	Business Case Lead
OBC Schema	Clearly articulated, logically structured and complete OBC format that, once completed, will meet the needs of key BBTP	15/02/2022	Business Case Lead



Deliverable	Success Criteria	Milestone / Date	Owner (who in the delivery team?)
	<p>stakeholders to demonstrate the case for the third inland BCP in Kent. The product will form the structure of the Draft Outline Business Case output.</p> <p>Makes proportionate use of OBC templates/approaches defined in Better Business Case Guidance e.g. Link</p>		
Business Case			
Draft Outline Business Case	<p>Draft OBC aligned with agreed OBC Schema and complete as far as reasonably possible.</p> <p>Covers the full scope as defined in the Scope section above. First draft to be reviewed with feedback to be incorporated from Business Case Red Team.</p>	<p>First Draft 11/03/2022</p> <p>Final Draft 31/03/2022</p>	Business Case Lead
Internal Capability Development Outcomes			
Knowledge Transfer Log	Existing delivery team (Project Manager and Project Support Officer) has necessary working knowledge of the delivery product (OBC) to continue with delivery internally.	31/03/2022	Business Case Lead

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



Role (link to stage/s resource will work on)	Grade	Daily rate	# of days	Cost
Business Case Lead	Director	■	■	■
Business Case Lead Support	Consultant	■	■	■
Assurance Lead	Managing Consultant / G6	■	■	■

Total resource Total days* Engagement Length**	■
*Total days worked across all resources **Total working days in engagement	

Business Area's team

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 £66,210, inclusive of expenses and excluding VAT.

Stage	Cost	Due (link to milestone dates)
Mid-Point Delivery		DD/MM/YY
Discovery analysis complete, OBC schema defined, commenced OBC content development	■	28/02/2022
Completion		
OBC Drafts complete. Knowledge shared with programme team.	■	31/03/2022
Expenses		
Not applicable	£0	-
Grand total	£66,210	-

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;
- The business area will work closely with Methods, and will expect as a minimum a formal weekly progress report

Key Performance Indicators

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

KPI	KPI Requirement	Description	Reporting Frequency	Who Measures	Method of Measurement	Performance Target

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

It is expected that this work will be undertaken under the NDA as part of the Defra Consulting Framework. Any additional NDA agreements will need to be assessed and agreed separately.

6. Exit management



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

Knowledge Transfer:

Specific transfer outcomes will be tracked through monthly reporting and evaluated through a review of completed knowledge transfer logs and reports, including sign-off from individual knowledge recipients.

The skills and expertise transferred back to the internal Defra team will improve the efficiency and effectiveness, and provide a framework to deliver the National Adaptation Programme delivery project.

The supplier will provide:

- All documents, reports, excel files, presentations
- Delete any commercially sensitive information held that is related to the Trust
- Prepare a handover note of any outstanding issues

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

