



Department
for Environment
Food & Rural Affairs

Defra Group Management Consultancy Call off Contract: Defra Project Engagement Letter (DPEL)

Project Delivery Partner (Lot 3)

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 consultancy services including a DPEL reference number.

Engagement details		
DPEL Reference Number	DPEL_61541_143	
Local Client Reference	DDP201 LITP Beta Phase Support	
Extension?	N	
Business Area	Livestock Information Transformation Programme	
Programme / Project	Livestock Information Transformation Programme	
Senior Responsible Officer for Programme/ Project Business Area	[REDACTED]	
Senior Responsible Officer for DPEL	[REDACTED]	
Supplier	Methods Business & Digital Technology	
Title	LITP Beta Phase Support Service	
Short description	A service to provide detailed planning and readiness for completion of Private Beta Phase and readiness for commencement of Public Beta of the LIT Programme.	
Applicable only if CCN: Summary of changes:	N/A	
Engagement start / end date	Start date 01/04/2025	End date 30/09/2025
Expected costs 24/25	£0.00	
Expected costs 25/26	£135,975	
Base location	London or remote. Specific meetings outside of these locations may incur expenses as per the expense policy.	
Version #	0.3	
Version Date	17/02/2025	



By signing and returning this cover note, Livestock Information Transformation Programme accepts the contents of this Project Engagement Letter as being the services required and agrees for Methods Business and Digital Technology to provide the services in accordance with 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

Signature and timestamp to be added through electronic signature.

Supplier contact: [Redacted]
Business Area contact: [Redacted]

General Instruction

The Engagement Letter describes the services required and provided. When completing the Engagement Letter establish the context, explain why external support is required and distinguish between the objectives, outcomes, scope, and deliverables. The rationale behind the costs should be made evident in the Fees section.
The Business Area considerations are guidance notes for the customer to support their evaluation of the Engagement Letter.

The Engagement will be a fully contracted out service therefore the off-payroll legislation will not apply. A true service will have the following characteristics:

- Delivery is fully outsourced to the supplier, who will have full responsibility for delivering the outcome and the risk of non-delivery sits with the supplier.
- The team is not embedded within your organisation but is engaged, directed, and controlled entirely by the supplier.

It is your responsibility to determine whether your Engagement represents a supply of an outsourced managed service or a supply of resource. The reality of working arrangements should be considered and not just contractual terms.



1. Background

The Livestock Information Transformation Programme require support from Methods for the provision of delivery of the new digital service moving into public beta; this would therefore deliver the entry and exit criteria for a public beta phase, as well as the digital components being in place to move between the two.

2. Statement of services

Objectives and outcomes to be achieved, with each objective linked to the Deliverables section

Objective UID:	Objective	Linked to Deliverable(s)	Outcome(s)
O1	Develop the full scope of the Beta phase delivery for LITP	D1	A clearly defined scope with high level milestones and key dependencies and deliverables as per the LITP format.
O2	LITP Beta Phase Delivery Plan	D2	Clear, defined and agreed viable delivery plan with well-articulated dependencies, milestones and activities across all relevant stakeholders.
O4	Entry and Exit Criteria Confirmed	D4	Clearly articulated set of entry and exit criteria for the Beta phase.
O4	Support Model Designed & Agreed	D4	An interim support model for the duration of the Beta phase agreed by all stakeholders
O3	Agreed Defect & Issue Management Process	D3	A Defect management process has been documented and agreed by key stakeholders
O4	Agreed and signed off Technical Implementation plan	D4	Plan is available and agreed by all key stakeholders in readiness for go-live
O5	Approved LIS Test Strategy	D5	Test Strategy for the holistic end to end testing of LIS has been documented by the appropriate resources and is available to key stakeholders
O6	Governance Reviews	D6	Completion of Beta Phase governance readiness review
O7	Handover in readiness for Beta Phase	D7	Fully documented project handover

Scope of Services to be provided:

In scope:	Beta Phase planning, entry & exit criteria definition, defect management process, technical implementation plan and LIS Test Strategy.
Out of scope:	The following services are out of scope of this DPEL and would require a Change Control Notice (CCN) or follow on DPEL to provide: Any activities that fall outside the delivery of the LIT Programme

Assumptions and dependencies

Assumptions:	<p>All PPM service delivery will be aligned with central Defra portfolio directorate standards and also DDTS expectations and governance approaches where defined and appropriate. Further detail on assumptions and dependencies will be included in the service delivery document.</p> <p>Regular, at least fortnightly, meetings will be held between Project Delivery Lead and Assurance Lead to ensure deliverables are being met as per the DPEL and ad hoc Assurance to act as an escalation point for any significant delivery risks or issues.</p>
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3. Deliverables

#	Deliverable	Date	Success Criteria
D1	Documented scope of Beta phased delivery for LIP	30/05/2025	<ul style="list-style-type: none"> An approved document, within the agreed template, outlining the scope and approach to the beta phase delivery of LIP within LITP Document to also contain key risks & dependencies associated with delivery, high level sequence of activities and key milestones
D2	Provision of a Project plan of Beta phased delivery for LIP	30/05/2025 & ongoing related maturity to end of DPEL	<ul style="list-style-type: none"> Developed project plan, in agreed format, outlining the key milestones to support the beta phase including go live available to key stakeholders Ongoing development and maintenance of the project plan in line with the progress of delivery, available to key stakeholders Related milestones from the beta phased delivery plan represented on the LITP Programme Plan
D3	Private & Public Beta Entry & Exit Criteria	<ul style="list-style-type: none"> 30/07/2025 – First Draft 30/09/2025 – Final version 	<ul style="list-style-type: none"> Development of the entry and exit criteria for the private and public beta phases of transition Provision of the entry and exit criteria to key stakeholders ahead of the private beta go live date
D4	Draft Private / Public Beta Interim Support Model	<ul style="list-style-type: none"> 30/09/2025 	<ul style="list-style-type: none"> An interim support model for the duration of the beta phases has been documented and approved by the agreed stakeholders The support model has been agreed and is established ahead of the start of private beta
D4	LIS Technical Implementation Plan	<ul style="list-style-type: none"> 22/08/2025 & ongoing related maturity to end of DPEL 	<ul style="list-style-type: none"> A technical implementation plan of activities has been documented and/or contributes to the wider implementation workstream plan in support of the full LIS go live
D5	LIS Test Strategy	<ul style="list-style-type: none"> 30/05/2025 – First Draft 30/07/2025 – Final Version 	<ul style="list-style-type: none"> A Test Strategy for the holistic end to end testing of LIS has been documented by the appropriate resources and is available to key stakeholders
D6	Beta Governance / Readiness Reviews	<ul style="list-style-type: none"> 30/07/2025 – Governance Plan / Scope 31/08/2025 24/09/2025 	<ul style="list-style-type: none"> Establish the Private Beta Readiness Review criteria Report on readiness against the agreed criteria at the deliverable dates Agree the go / no go decision point for the programme to commence private beta Plan & prepare for the go / no go decision for the programme including necessary recommendation



D7	Beta Phase Project Handover	<ul style="list-style-type: none"> 30/09/2025 	<ul style="list-style-type: none"> Completion of handover and knowledge transfer in relation to the private/public beta phasing
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Risk management

Two layers of risk management shall be considered during this engagement:

- Risk to the service provided by Methods to the Client. These risks shall be recorded and mitigated by Methods team and communicated to the named Point of Contact either through regular governance structure or on an ad-hoc basis should a critical risk be raised.
- Risk to the projects which the Methods team are supporting the Client to deliver will be managed through project level risk processes via the Project Manager. Mitigations will be jointly developed.

Risks identified at this point to be included:

- There is a risk that there could be challenges with stakeholder availability and/or engagement that could impact timeframes.
- There is a risk that wider changes on direction could impact the requirements on the DPEL which could impact value of agreed outcomes and deliverables

N/A

3. Deliverables

Internal Capability Development Outcomes

Unique ID	Deliverable	Date	Success Criteria	Linked outcome
D1-D7	Knowledge transfer plan and log	30/09/2025	All documentation will be transferred/stored on the clients SP site making them widely available to all in internal stakeholders for future use.	All

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 consultation with DgC and subsequent relevant approvals.

4. Delivery management

Supplier Delivery Team



The outcomes-based nature of consultancy services provided through Lot 3 (Ref 28595) dictates that the Supplier retains responsibility and authority to provide the delivery team required to meet the contracted outcomes. The Business Area team should manage any performance concerns directly with the Supplier Team in the first instance with escalation, where necessary, through Defra Group Commercial.

Business Area's Team

[REDACTED]

5. 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 £135,975 exclusive of expenses and excluding VAT.

This total represents the agreed fixed price of the Supplier for the successful delivery of the contracted outcomes. The fees are based on the expected delivery team using the set framework rates. DgC review the resources and rates as part of commercial due diligence and sign-off.

Stage	Due (link to milestone dates)	Cost
Checkpoint 1 Criteria met to trigger payment: Documents scope and project plan for Beta Phase	[REDACTED]	[REDACTED]
Checkpoint 2 Criteria met to trigger payment: Draft Private & Public Exit Criteria Agreed	[REDACTED]	[REDACTED]
Project Close All remaining deliverables completed and signed off All outcomes achieved. All agreed deliverables handed over.	[REDACTED]	[REDACTED]
Grand Total		£135,975
Expenses		
Note: Expenses to the base location as determined for each individual assignment should be included in the rates. Expenses up to 10% of the total DPEL value to other locations will be paid in line with the Client Departments Travel and Subsistence policy and must be approved in advance.		

Payment

The Supplier should invoice at project stage milestones set out in section 4. Defra Group will reimburse fees on confirmation of approval of work delivered, by the Business Area.



6. Governance and reporting

Business Area to outline governance and report requirements relevant to the Engagement through Key Performance Indicators below:

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
1.	Availability of Methods	A named delivery contact or delegate will be available to the client for discussions within and outside of DPEL content during working hours.	Ongoing for duration of DPEL	SRO or delegate, with Methods Assurance	Escalation from client team if expected behaviour is not demonstrated	Measured against DPEL & Methods Lot3 agreement.
2.	Regular checkpoints provided by Methods	Weekly reporting to ascertain delivery progress, key risks/concerns	Weekly	SRO with Methods Assurance	Regular project meetings or telecons	Measured against DPEL deliverables.
3	Delivery of agreed deliverables	These will not be exceeded above agreed tolerance without agreement between all parties	Weekly	SRO or delegate, with Methods Assurance	Regular project meetings or telecons	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 must be completed as part of the



Engagement sign-off. DgC will contact the Business Area to arrange this and share the feedback with the supplier on a bi-monthly basis.

Non-disclosure agreements

The overarching MCF2 framework includes NDAs.

7. Exit management

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

Upon exiting the project engagement, the Supplier will provide all final deliverables alongside supporting handover documents. The exit terms are as detailed in the call off contract framework document.

Notice period

The nature of these engagements requires 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.

Supplier Engagement Process

- 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 £120k or DgC Corporate Services Delivery Board if under £120k.
- 2. If over £120k the Spend Control Form must be completed by Business Area and submitted to DgC at:
[REDACTED]
- 3. 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.
- 4. A Project Engagement Letter is completed by the Business Area with input from the Supplier (with supporting proposals as appropriate) and support from DgC and then finally agreed between the two parties, including

Approval state	Definition	Permissions
Full approval	<ul style="list-style-type: none">▪ DPEL agreed▪ DPEL signed: Supplier, Dept and DgC▪ Purchase Order number	<ul style="list-style-type: none">▪ Work can start▪ Supplier can invoice for work

evidence of all required approvals either being in place or being progressed. Approval states are: