



Department
for Environment
Food & Rural Affairs

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.


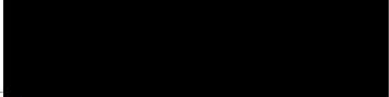









Engagement details					
Engagement ref #					
Extension?	No	DPEL Ref.	DPEL_61545_026		
Business Area	Plant Health, APHW directorate, Core Defra				
Programme / Project	Specialist Science and Contingency Services (SSCS)				
Senior Responsible Officer	[REDACTED]				
Supplier	PA Consulting				
Title	SSCS Finance Consultancy				
Short description	Finance consultancy services [REDACTED] [REDACTED]				
Engagement start / end date	Proposed start date 09/01/2024	Proposed end date 28/03/2024			
Consultancy Spend approval reference	CGB reference for Core Defra only - £100k + (RDEL) N/A – under £100k + VAT				
Expected costs 23/24	£99,100				
Expected costs 24/25	£0				
Expected costs 25/26	£0				
Dept. PO reference	Dept. PO reference # (to allow for Defra Group recharge) - TBC				
Lot #	Lot 2				
Version #	1.0				

Approval of Project Engagement Letter

By signing and returning this cover note, Plant Health 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 (Lot 2 - Ref [REDACTED], with Defra Group and confirms the availability of funding to support recharge for the services.

Signatures		
Supplier	Business Area	Defra Group Commercial



 By: _____ Signature	 By: _____ Signature	By: _____  Signature
or and on behalf of PA Consulting   	For and on behalf of Plant Health  	Defra Group Commercial   
20/12/2023	[20/12/2023]	[21/12/2023]
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


General Instructions

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.

This can be deleted once DPEL is approved.

1. Background

Fera Science Ltd provides specialist science and contingency services to government under a Long-Term Service Agreement (LTSA) framework, which ends March 2025. 

2. Statement of services

Objectives and outcomes to be achieved

State and describe the aims of the engagement:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Scope

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

Timeframe: This piece of work is required to be finalised prior to 28th March 2024.

Requirement: Defra requires a financial consultancy company to

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Please see the 'Deliverables' section for deliverables, success criteria and milestone dates.

Specific (in scope) areas of engagement:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



Assumptions and dependencies

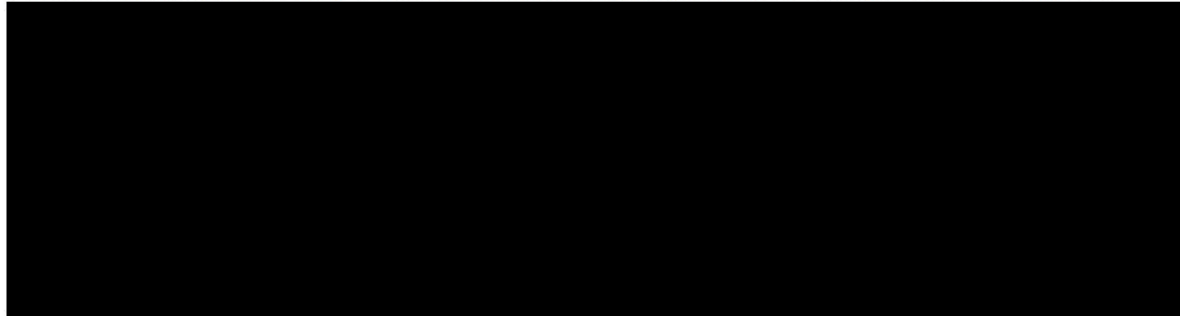
Provide further description of the assumptions and dependencies:

- Our assumption is that this project would be led for the consultancy firm by a fully qualified finance / accountancy specialist with a working understanding of the Green Book.



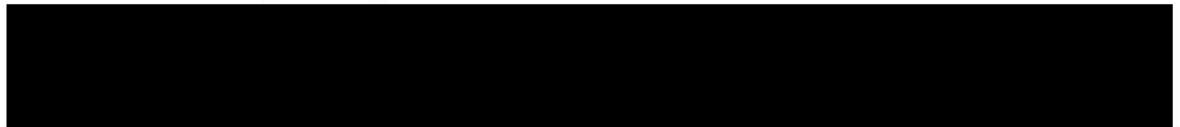
Risk management

Provide further details of any foreseen risks with this project and how they could be mitigated:



Deliverables

Describe what the supplier will produce:



Deliverable	Success Criteria	Milestone / Date	Owner (who in the delivery team?)
Project Stage A			
[Redacted content]			



Deliverable	Success Criteria	Milestone / Date	Owner (who in the delivery team?)
Project Stage B (additional stages can be added)			
•			
Internal Capability Development Outcomes			
Social Value Outcomes			

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

Name	Role (link to stage/s resource will work on)	Grade	Daily rate	# of days	Cost
					£99,100

Total resource <u>Total days*</u> Engagement Length**	
*Total days worked across all resources **Total working days in engagement	

Business Area's team

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4. Fees

Defra Group will reimburse the Supplier for approved work done based on time and materials of work completed on a monthly basis. The total fees for the scope of work detailed in this Engagement Letter will be £99,100, inclusive of expenses and excluding VAT.



Stage	Cost	Due (link to milestone dates)
A		DD/MM/YY
	£53,975	Feb 12 th
	£29,000	Mar 8 th
	£16,125	Mar 28 th
B (additional stages can be added)		
Expenses		
	£700	
Grand total	£99,800	

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;
- Weekly flash reports of progress and risks
- Weekly or fortnightly engagement with task and finish group

Key Performance Indicators

KPI	KPI Requirement	Description	Reporting Frequency	Who Measures	Method of Measurement	Performance Target
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01	Timely Delivery	Deliverables delivered on time as agreed with key milestones	Fortnightly	Defra	% of project deliverables produced within agreed deadlines	100%
02	Quality of deliverables	Outputs are fit for purpose and support Programme/project outcomes with Zero spelling mistakes, clear and simple language and a coherent structure and flow	Quarterly	Defra	Qualitative feedback and assessment	1 round of feedback
03	Reporting provided on time	Reports are delivered on time, with appropriate sections completed to a good standard	Monthly	Defra	% of reports delivered on time	100%

Feedback and satisfaction

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

N/A. The overarching MCF2 framework include relevant NDAs.

6. Exit management

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

Upon exit, the supplier will:

- Provide a handover note setting out the location of all final deliverables
- Undertake a (minimum) 1 hour handover meeting with the Defra team
- Provide a final summary of hours worked and associated invoices

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

