



Cabinet Office

OFFICIAL SENSITIVE - COMMERCIAL  
**Cabinet Office Commercial**  
**External Support Team**  
**EU Transition Contract**  
**Work Package Agreement – Lot 1, 2 and 3**

Completed forms and any queries should be directed to [fst-consultancy@cabinetoffice.gov.uk](mailto:fst-consultancy@cabinetoffice.gov.uk)

Please complete the form in accordance with the guidance and structures in the template. For queries on completing the form please contact the External Support team via the FST mailbox or your allocated Engagement Lead.

If the form is not drafted in accordance with the guidance, it will not be approved.

Engagement details			
Engagement ref #	#038T		
Extension?	No	Ref	N/A
Department / Area	Defra Northern Ireland Directorate		
Supplier	McKinsey and Company		
Title	DAS design phase support		
Engagement start / end date	29/03/2021	21/05/2021	
Expected costs 20/21	£0		
Expected costs 21/22	£839,020		
Evidence of Internal Approval	Attach evidence of HR approval to use consultancy and Commercial/ Finance approval for budget and this route to market.		
Dept. PO reference	Dept. PO reference # <b>(Supplier to charge direct to department)</b>		
Lot #	Lot 1		
Version #	0.1		

By signing and returning this cover note, Defra accepts the contents of this Work Package Agreement as being the services required and agrees for McKinsey to provide the services in accordance with the Statement of Requirements under the overarching contract (Lot 1/2 - Ref CCCC20A01) with the Cabinet Office and confirms the availability of funding to support recharge for the services

Signatures		
Supplier	Department	Cabinet Office /External Support Team
For and on behalf of McKinsey and Company, Inc. United Kingdom [Redacted]	For and on behalf of Defra [Redacted] Deputy Director	Cabinet Office / External Support Team Insert name Insert role



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20 April 2021	19 April 2021	
Supplier engages with Department to complete. Once agreed, Supplier signs front page and sends to Department	Department signs front page and sends to External Support Team	On approval, External Support Team signs and returns copy to Department and Supplier

Supplier contact:

Department contact:

## 1. Background

Defra is establishing an end to end digital service to facilitate the production and processing of SPS and other agri-food certification required for moving agri-food goods GB to NI in line with requirements of the NI protocol.

This project therefore supports post-exit implementation.

The Department has asked McKinsey to support the NI Food Industry Support team by building the data and analysis to help inform options around the case for investment in the Digital Assistance Scheme.

## 2. Statement of services

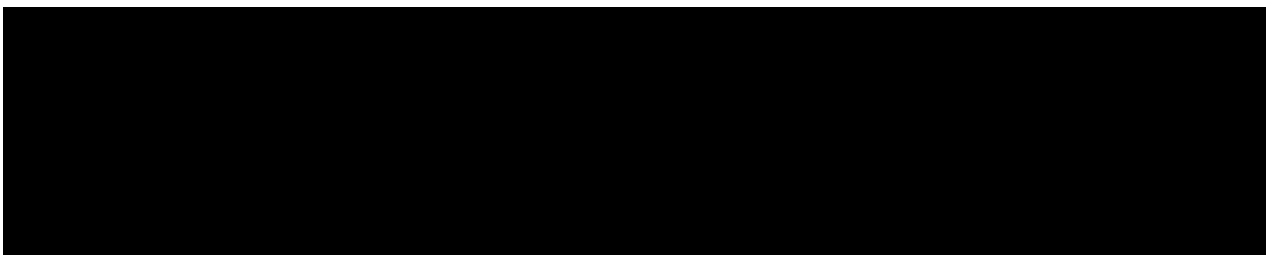
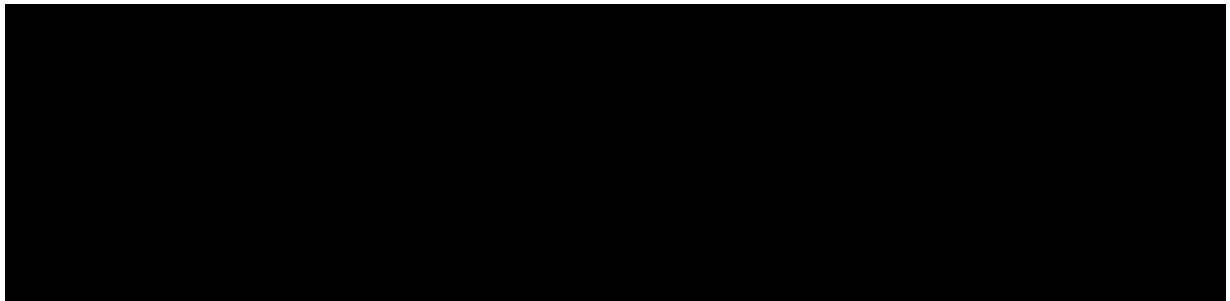
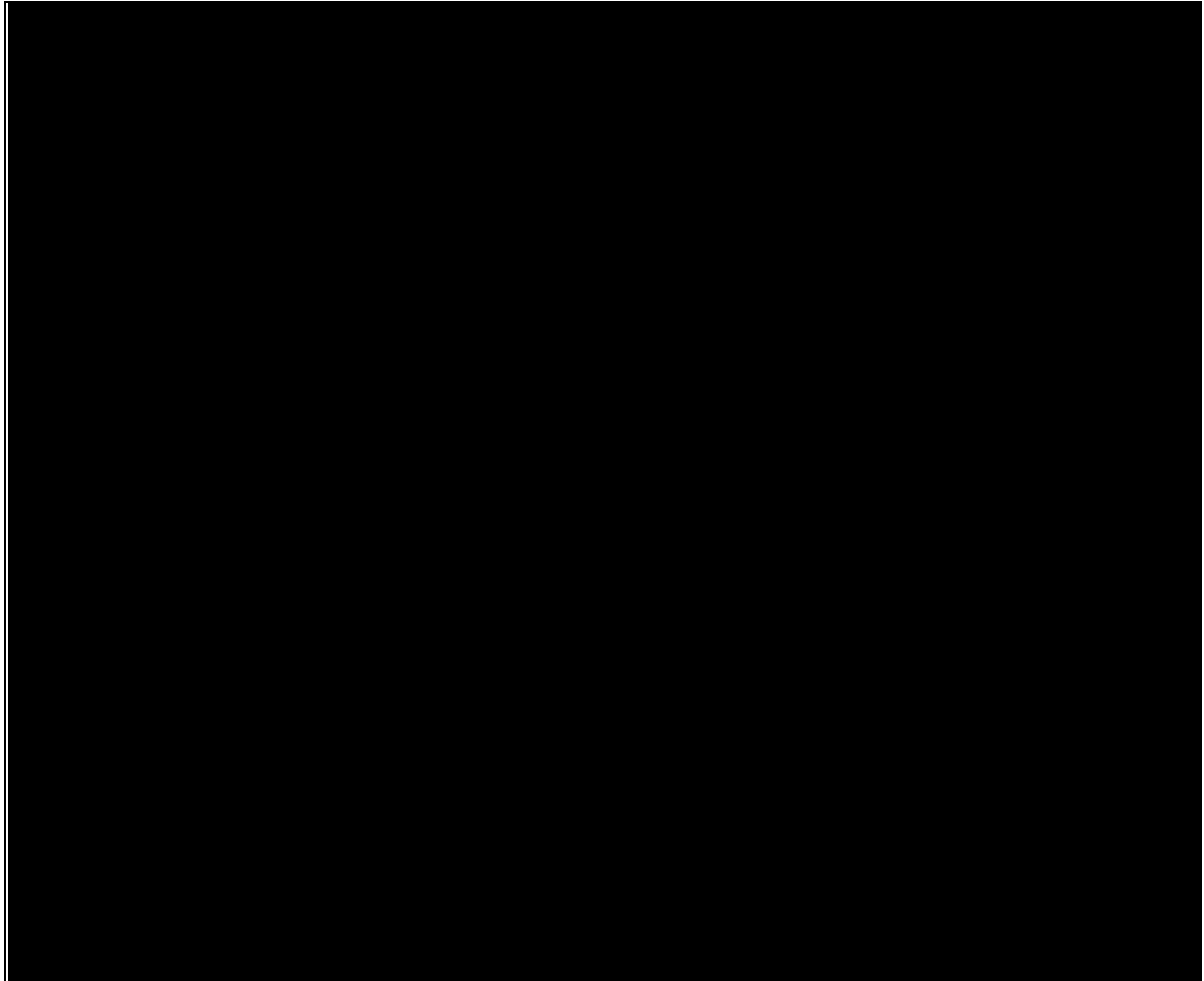
### Objectives and outcomes to be achieved

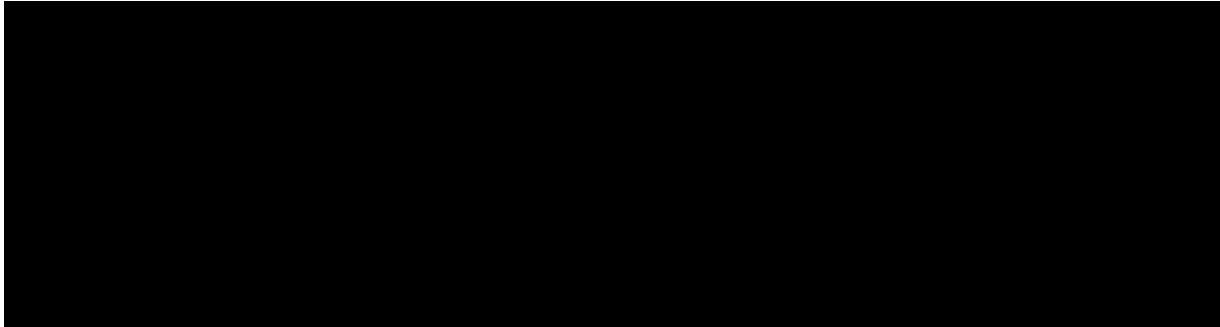
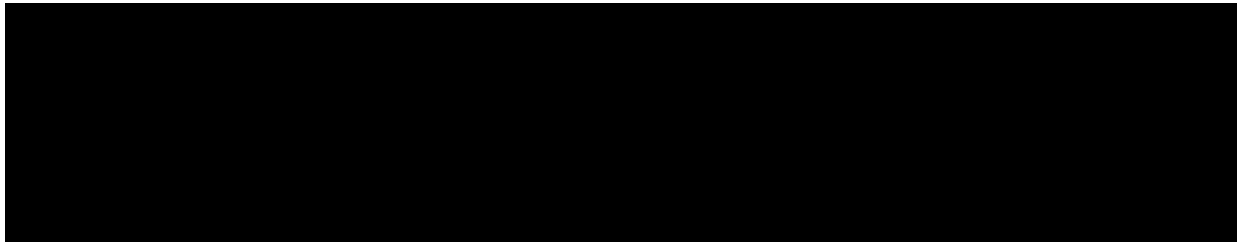
The project aims to provide the required fact base of data and analytical support to better understand:

- The nature of current agri-food trade from GB to NI by trader type and type of good
- How this market will be impacted by the certification requirements being introduced on 1<sup>st</sup> Oct
- What are the most effective solutions to ensure food security and choice is maintained for NI consumers
- What are the options for how HMG supports these solutions and over what timeframes will any support be required

The outcome will be a report covering the analysis and data against each of the above topics to be used in the business case or other products as required.

## Scope





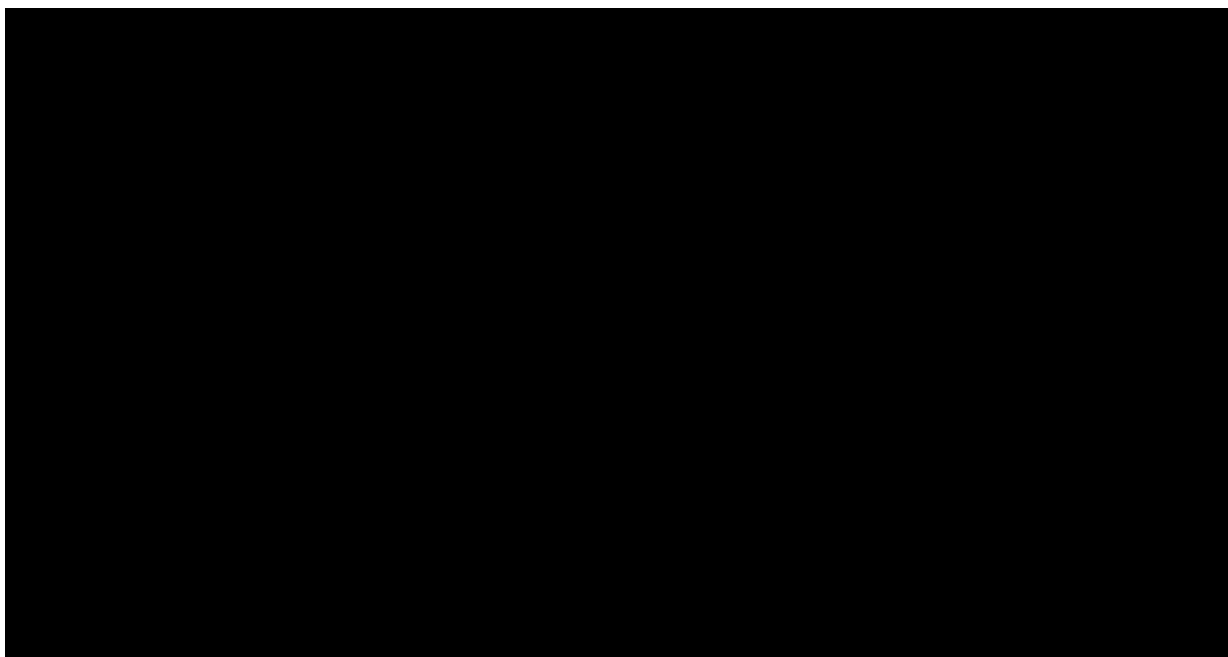
### **Limitations on scope and change control**

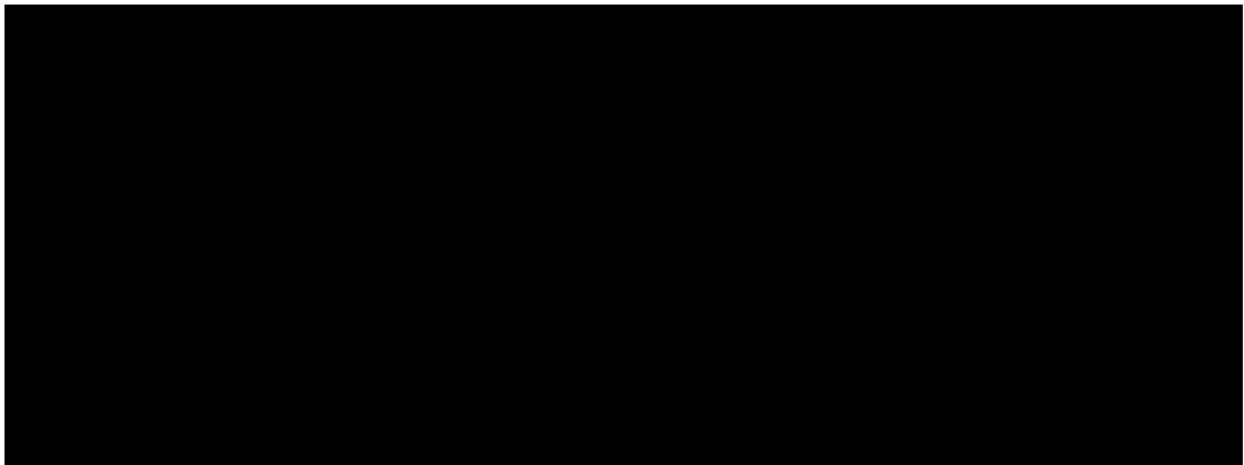
Unless instructions to the Supplier are later amended in writing, the work undertaken will be restricted to that set out above. In providing the services detailed above, the Supplier will be acting in reliance on information provided by the Department.

The Work Package Agreement is the agreed contract of work between the Cabinet Office, Department and Supplier and can be varied under the change control process. Any changes to timescales, scope and costs will require approval by the External Support Team.

### **3. Delivery team**

Provide details of the agreed team members including their roles and responsibilities during the project.





#### Department's team

Dexter Davis, Deputy Director, and Phin Hodson, Team leader, leading the overall engagement. Team of 7+ supporting on data collection, analysis and interpretation, stakeholder engagement, interviews, workshops and meeting preparation

#### 4. Fees

The Department will reimburse the Supplier for approved work done according to the table below. The total fees for the scope of work detailed in this Work Package Agreement will be £839,020 inclusive of expenses and excluding VAT.

Grand total	£839,020	

#### Departmental considerations:

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

### Expenses statement

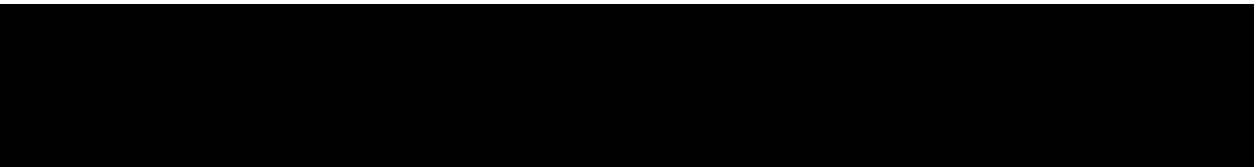
The Cabinet Office overarching contract rates include expenses for any travel to/from any UK location defined by the Department as the base office for the work. Only expenses for travel at departmental request from this base can be charged. If appropriate, define permissible expenses to be charged.

### Payment

The Supplier should invoice fees monthly in arrears. VAT will be added to fees at the prevailing rate. The Department will reimburse fees monthly on confirmation of approval of work delivered by the Supplier. **All invoices submitted to the department for payment will also be provided to the Cabinet Office via [fst-consultancy@cabinetoffice.gov.uk](mailto:fst-consultancy@cabinetoffice.gov.uk).** The Supplier will be able to report on time spent by staff in providing the services and provide this information and supporting narrative, if requested.

### 5. Governance and reporting

Weekly direct-led SteerCo, chaired by Emma Bourne.



### Feedback and satisfaction

Weekly steering committees to track progress and give feedback on direction.

The Cabinet Office reserves the right to hold a review meeting 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 client departments rate the services provided.

### Non-disclosure agreements

Any NDA requirements are to be agreed on a case by case basis between the Department and the Consultancy Provider.

### Notice period

The nature of these engagements require that the Department / Cabinet Office have the ability to terminate an engagement with notice. The Department or the Cabinet Office's termination rights for this engagement are marked below.

The minimum notice period for termination is 5 working days regardless of engagement duration.

Where the Department or the Cabinet Office terminate an engagement, agreed costs incurred to the end of the notice period will be reimbursed.



1. Department identifies a potential need for delivery support, initiates a conversation with External Support Team, confirms which approvals are required for an engagement to occur
2. Request Form completed by department and submitted to External Support Team at:  
[fst-consultancy@cabinetoffice.gov.uk](mailto:fst-consultancy@cabinetoffice.gov.uk)
3. The form is reviewed by the External Support Team to consider which resource route is most appropriate and may request additional information/edits from department if required
4. Lot / Supplier is selected and briefed on the request by External Support Team, then introduced to the requesting department for further discussion and confirmation of work to be delivered
5. A Work Package Agreement is completed by the supplier and agreed with the department, including evidence of all required approvals either being in place or being progressed (e.g. PO) and forwarded to the External Support Team for review by Decisions Board. Approval states are:

Approval state	Definition	Permissions
Full approval	<ul style="list-style-type: none"><li>▪ WPA agreed</li><li>▪ WPA 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>
Approval in principle	<ul style="list-style-type: none"><li>▪ Confident WPA is on track or WPA agreed</li><li>▪ Reliable confirmation from Dept that internal approvals / funding in place as no PO number</li></ul>	<ul style="list-style-type: none"><li>▪ CO gives supplier permission to work at risk if they choose</li><li>▪ Dept required to complete Full approval ASAP</li><li>▪ Supplier can't invoice until Full approval</li></ul>



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