

Defra Group Management Consultancy Framework: Project Engagement Letter

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

[REDACTED]

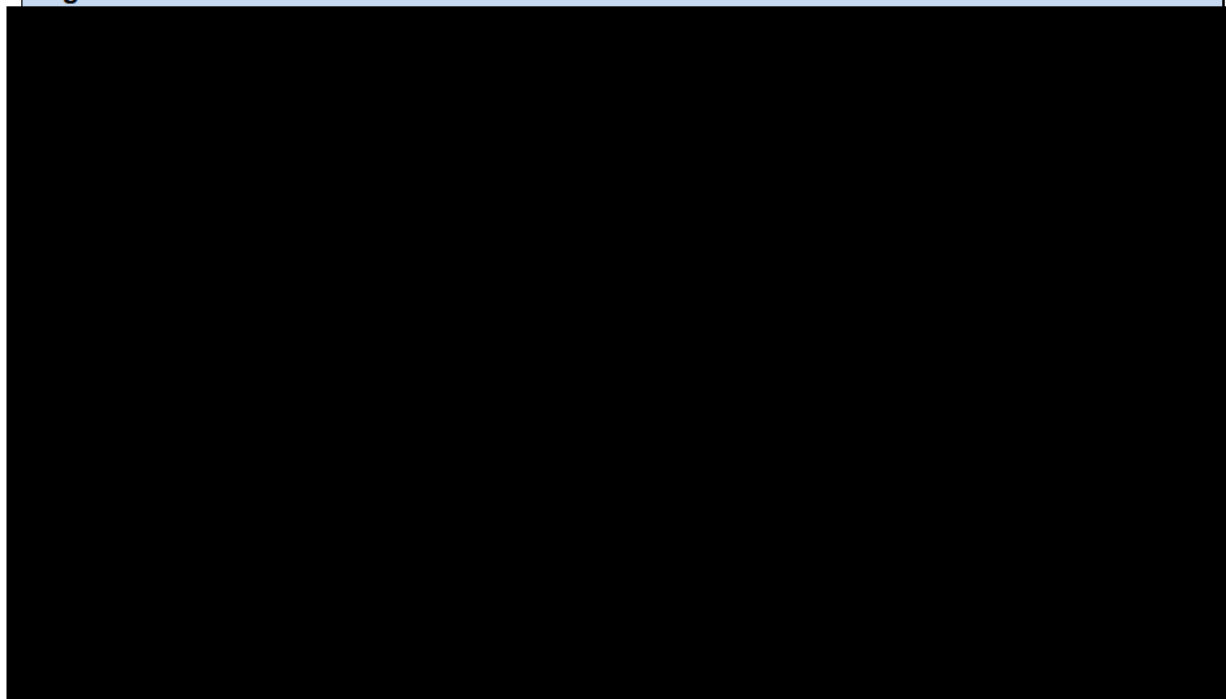
Engagement details			
Engagement ref #	DPEL_61545_007		
Extension?	No	DPEL Ref.	N/A
Business Area	Environment Agency / Defra group Commercial		
Programme / Project	BaU – Sustainable Business Team / DgC Policy and Process Improvement of OWOW		
Senior Responsible Officer			
Supplier	PA Consulting		
Title	Accelerating eMission2030 through DgC		
Short description	Review and redesign of Sustainable procurement tools and guidance used within DgC to better support delivering of eMission2030.		
Engagement start / end date	Proposed start date: 20 th October 2022		Proposed end date: 31 st January 2023 (Includes contingency time)
Funding source (CDEL/RDEL)	RDEL – Org Portfolio		
Consultancy Spend approval reference	F/2223/0505		
Expected costs 22/23	£200,500 (ex VAT)		
Expected costs 23/24	£0		
Expected costs 24/25	£0		
Dept. PO reference	Dept. PO reference # (to allow for Defra Group recharge)		
Lot #	Lot 2		
Version #	1		



Approval of Project Engagement Letter

By signing and returning this cover note, **Sustainable Business Team and Defra group Commercial** 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 28595), with Defra Group and confirms the availability of funding to support recharge for the services.

Signatures



24 October 2022	25 October 2022	25 October 2022
Supplier engages with Business Area to complete. Once agreed, Supplier signs front page and ends to Business Area	Business Area signs front page and sends to DgC	On approval, DgC signs and returns copy to Business Area and Supplier

1. Background

Briefly justify why support is required:

Within DgC the Policy and Process team manage and maintain the tools and guidance used to support DgC procurement leads in considering and integrating sustainability (including Social Value) risks and opportunities into procurements and contracts. These tools and guidance information need updating and would benefit from a review to identify opportunities to streamline and re-design the content to improve the user experience.

External support is required to lead this work and to provide additional capacity and capability for the policy and process team to deliver this alongside existing duties.

2. Statement of services

Objectives and outcomes to be achieved

State and describe the aims of the engagement:

1. Fix existing tools and create an easy to understand user experience
2. Create clear guidance to enable buy-in and understanding across the organisation
3. Create store of best practice material from existing contracts to streamline future contracts
4. Collate all tooling & guidance into a central store, accessible to all users

Scope

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

Over a 10 week schedule PA Consulting will deliver, in collaboration with DgC leads, a revised set of Sustainable Procurement tools and guidance materials and launch these for use. The Deliverables section below sets out the outputs and schedule for each of the deliverables proposed under these services.

Deliverables need to meet accessibility standards for users.

Assumptions and dependencies

Provide further description of the assumptions and dependencies:

- Due to the specialist nature of the resource required to develop a SharePoint front end, this will be dependent on a PA resource being available at the time required and Defra IT being available to develop this in the Defra system. In the event that these are not available, we will work with Defra to rescope these deliverables, likely to provide a structure and all supporting documentation that could be loaded by Defra resource.

Risk management



Provide further details of any foreseen risks with this project and how they could be mitigated:
Risks will be monitored and identified as part of the weekly check meetings scheduled for each week of the engagement, alongside more detailed reviews at the conclusion/start of each phase of work.

Deliverables

Deliverable	Success Criteria	Milestone / Date
Project Stage A – sprint 1		
D1: Sustainability risk areas & framework	Document agreeing and describing the overall sustainability risk areas to guide the final tool, guidance, and contractual examples, aligning to DEFRA & EA Sustainability strategies	w/c 31 st October
D2: Tool requirements & user Journey	Document detailing the agreed future format of the tool, including how it will be used by example groups and the user journey / end-to-end process that users will follow	w/c 7 th November
D5: Sustainable procurement end to end mapping	Process mapped into easily accessible, clear document for end users	w/c 31 st October
Project Stage B – sprint 2		
D6: Contract clause analysis	A gap analysis to identify in which agreements DgC needs to instate sustainability clauses, or agree precedence. This will also set out baseline government position, any mandatory DEFRA group clauses and department specific requirements	w/c 28 th November
Project Stage C – sprint 3		
D4: Guidance deck	PowerPoint deck walking through the end-to-end agreed user journey for the new tools, including examples of when to use different features at different stages of the commercial lifecycle	w/c 5 th December



Deliverable	Success Criteria	Milestone / Date
D3: Updated Tool	We will endeavour to deliver an updated tool based on existing content to create a user-friendly, all encompassing solution. Exact outputs will be dependant on what is agreed during discovery phase, and influenced by existing technology, available budget, and DgC engagement (further detail included in PA Consulting scoping for phase 2 report)	w/c 5 th December
D7: Repository of best practice commercial materials	Repository to include materials for agreed sustainability topics/Commercial categories, covering: <ul style="list-style-type: none"> • Agreed sustainable procurement contract clauses for DEFRA and departments for self-service • Exemplar specification wording • Bank of exemplar tender evaluation questions and model answers • Bank of exemplar sustainable procurement KPIs 	w/c 19 th December
D8: Scoping SharePoint requirements*	Document detailing the agreed format of the SharePoint Site, including how it will be used by example groups and the technical requirements	w/c 5 th December
D9: MVP SharePoint Site Design*	Established MVP SharePoint environment with file structure, functionality and ownership to be launched across DgC, including information collated as part of WP2	w/c 19 th December
Internal Capability Development Outcomes		
P&P Outcome	DgC Policy and Process Team have a logical and intuitive framework of tools and	w/c 19 th December



Deliverable	Success Criteria	Milestone / Date	Owner (who in the delivery team?)
	guidance to maintain, that does not require specialist input or technical support for normal BaU activities		
Social Value Outcomes			

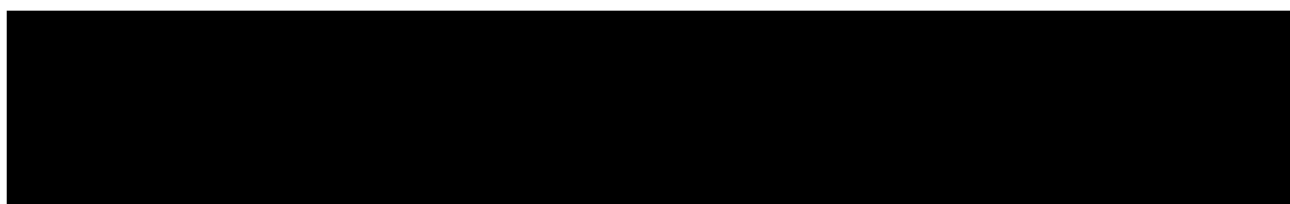
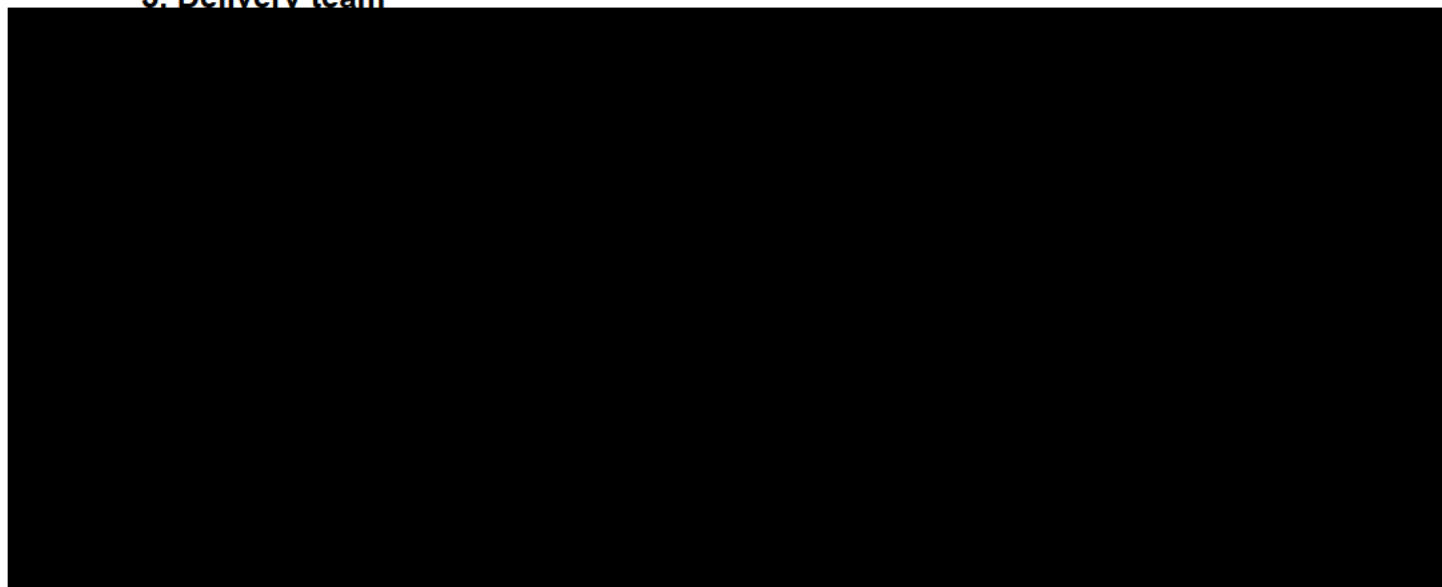
***Per the assumptions and dependencies, these deliverables are dependent on availability and timing of resource with the appropriate SharePoint capability and access to DEFRA systems to build the SharePoint site. In the event of this not being possible, we will work with DEFRA to rescope these deliverables.**

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



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 £200,500, inclusive of expenses and excluding VAT.

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.

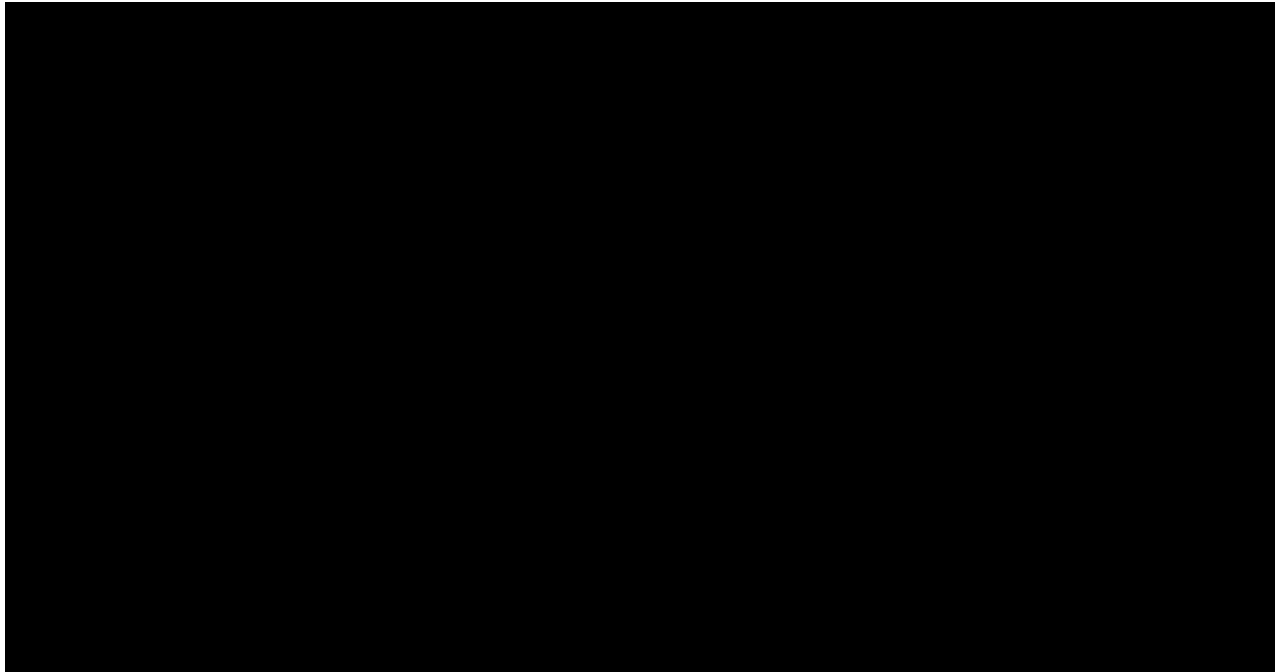
5. Governance and reporting

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 check-in meetings between project team and PA Consulting
- Monthly project meeting with Vanessa Griffiths (Environment Agency)

Key Performance Indicators



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

The overarching MCF2 framework include NDAs.

6. Exit management

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

As set out in the deliverables above, there will be a suite of documents provided over the course of the engagement and as the contract ends, we will also ensure that there is an index reference document and other processes set out for ongoing change management

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

