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## 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_61541_013				
Extension?	No	DPEL Ref.	Previous DPEL reference number		
Business Area	Defra Group Corporate Services				
Programme / Project	Defra Group Corporate Services Transformation				
Senior Responsible Officer	[REDACTED]				
Supplier	Methods				
Title	Onboarding ALBs Business Case				
Short description	Cost: benefit analysis of broadening Group Corporate Services Model to further ALBs in Defra group				
Engagement start / end date	Proposed start date 10/01/2022	Proposed end date 31/03/2022			
Funding source	Cost Centre: 10020401				
Expected costs 21/22	£55,187, exclusive of VAT				
Expected costs 22/23	£0				
Expected costs 23/24	£0				
Dept. PO reference	Dept. PO reference # (to allow for Defra Group recharge)				
Lot #	Lot 3				
Version #	0.5				



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## Approval of Project Engagement Letter

By signing and returning this cover note, [Defra group Corporate Services] accepts the contents of this Project Engagement Letter as being the services required and agrees for Methods to provide the services in accordance with the agreed Supplier Proposal under the overarching contract (Lot 1 / 2 / 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
or and on behalf of Methods Business and Digital Technology   Head of Change Delivery	For and on behalf of Defra Group Corporate Services   Head of Corporate Strategy PMO	Defra Group Commercial   Senior Category Officer for Professional Services (Consultancy)
07/01/22	07/01/22	07/01/22
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:



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## 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.

## 1. Background

Briefly justify why support is required:

Support is required to maintain momentum on the Defra corporate services transformation programme, and specifically a commitment agreed with ExCo to consider the cost benefit of onboarding other ALBs into the Group Corporate Services Model

## 2. Statement of services

### Objectives and outcomes to be achieved

State and describe the aims of the engagement:

To objectively assess the cost: benefit of onboarding further ALBs within the Defra group to the Group Corporate Services Model

Establish positive working relationship with all the relevant stakeholders, including the relevant ALBs, Heads of Function and their representatives, Finance colleagues, and Defra Strategy colleagues, to successfully deliver the outputs within the timescales provided

### Scope

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

Following through with the commitment to ExCo in September, 2021 to "Consolidate the standard provision [of Corporate Services] across our ALB partners. .by the end of Q4 21/22", this business case will present a methodology, based on known costs and realisable benefits, to objectively assess the case(s) for bringing ALBs onto the Defra Group Corporate Services platform.

### Assumptions and dependencies



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Provide further description of the assumptions and dependencies:

- The case for change might not exist for all ALBs
- The perceived benefit for ALBs is likely to differ between bodies
- The service provision that exists today is likely to evolve (standardise) in the near term

## Deliverables

Describe what the supplier will produce:

The supplier will produce a number of mini business cases, which collectively generate a consolidated assessment of the case for extending the Defra group Services offer

Deliverable	Success Criteria	Milestone / Date	Owner (who in the delivery team?)
Validating a set of criteria with GCSLT and the relevant ALBs for assessing the options for change  Define Defra Group Corporate Services 'small organisation offer' and how it might differ (if at all) from the larger organisation offer.	GCSLT approval of review criteria  Note, criteria could be different for different sized organisations	21 <sup>st</sup> January 2022	
Mini business cases assessing the individual business case for extending the Defra Group Corporate Services offer to ALBs partially and not yet in scope, specifically: <ul style="list-style-type: none"> <li>• Veterinary Medicines Directorate</li> <li>• Marine Management Organisation (as ALBs partially in scope) and</li> <li>• Centre for Environment, Fisheries and Aquaculture Science</li> <li>• Joint Nature Conservation Committee</li> <li>• Office for Environmental Protection</li> <li>• Kew,</li> <li>• Forestry Commission</li> <li>• Climate Change Committee (CCC) (as ALBs not yet in scope)</li> </ul>	Business cases completed and agreed with ALB Exec teams	End February 2022	
<b>A consolidated assessment</b> of the case for extending the Defra Group Corporate Services offer to the ALBs considered, setting out a recommended roadmap and timeline	Consolidated report Roadmap and consolidation timeline	By 25 <sup>th</sup> March 2022	



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Deliverable	Success Criteria	Milestone / Date	Owner (who in the delivery team?)
<b>Internal Capability Development Outcomes</b>			
Knowledge Transfer Report	Planned knowledge transfer activity recorded and evidenced as complete.	By 31 <sup>st</sup> March 2022	
<b>Social Value Outcomes</b>			

### 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

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

Role (link to stage/s resource will work on)	Grade	Daily rate	# of days	Cost
Business case lead	Managing Consultant (G6)			
Assurance lead	Principal Consultant (G7)			
Project Manager	Principal Consultant (G7)			
Consultant	Consultant (HEO)			
		Totals		£55,187



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**Total resource**

**Total days\***  
**Engagement Length\*\***

\*Total days worked across all resources

\*\*Total working days in engagement

**Business Area's team**

[REDACTED]

[REDACTED]

**Finance BP**

**HR BP**

**Key points of contact in Group Corporate Services Functions**

**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 £55,187, inclusive of expenses and excluding VAT.

Provide costs for any particular stages to the engagement.

Stage	Cost	Due (link to milestone dates)
<b>A – Establishment</b>		<b>DD/MM/YY</b>
Validated plan, criteria and approvals process	[REDACTED]	31/1/22
<b>B – Delivery</b>		
Mini-business cases complete	[REDACTED]	28/2/22
<b>C - Close</b>		
Completed assessment and recommendations	[REDACTED]	31/3/22
<b>Expenses</b>		
(Brief details of expenses)	N/A	
<b>Grand total</b>	£55,187	

*Business Area considerations:*



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- 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

Governance: Approvals will be required through Group Corporate Services Leadership Team, ALB Exec Boards

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.



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## 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:

Describe what the supplier will produce upon exiting the project engagement:  
Knowledge transfer report, alongside final deliverables

### 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 [REDACTED]
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"> <li>▪ DPEL agreed</li> <li>▪ DPEL 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>

