

# Environment Agency

## NEC4 professional services contract (PSC)

### Scope

#### Project / contract Information

Project name	IDT Planners 2021
Project SOP reference	East: 10003644 South West: ENV0002359C Midlands: 10003604
Contract reference	32287
Date	26/03/21
Version number	1.0
Author	Bryan Woolford

#### Revision history

Revision date	Summary of changes	Version number
10/03/2021	First Draft	0.1
26/03/2021	Minor changes	0.2

This Scope should be read in conjunction with the version of the Minimum Technical Requirements current at the Contract Date. In the event of conflict, this Scope shall prevail. The *services* are to be compliant with the following version of the Minimum Technical Requirements:

Document	Document Title	Version No	Issue date
412_13_SD01	Minimum Technical Requirements	9	10/02/2020

## Details of the Scope

Details of the Scope are as follows.

### 1. Description of the service:

#### 1.1. Objective

The objective of this project is to provide a service to develop a Hub level programme that provides intelligence for the *Client's* Integrated Delivery Team (IDT) in each of the following 3 hubs: East, Midlands and South West.

The provision of service will be until 31<sup>st</sup> March 2023. Extensions will be added on an annual basis via CE compensation event as the need requires to the end of the CSF Framework.

#### 1.2. Outcome Specification

The requirement is for 3 x FTE equivalent Planners for the East, Midlands and South West Hub IDT's.

The Outcome will be to provide a service that creates a schedule and reports (using Microsoft Project) that informs the IDT decision making in relation to aspects such as:

- Programme and Project performance – progress and expenditure
- Resource needs
- Supply Chain requirements
- Impacts of Change
- Opportunities
- Risk

The Hub schedule/ programme will be established using *Client* tools, data, information and reports supplemented by Delivery Partner (and supply chain) data. This shall include (over the short to medium term) using the *Client's* Project tools and systems.

As part of delivering the Outcome the *Client* along with the Delivery Partners will agree with the *Consultant* a phased approach to achieve the desired outcome recognising the maturity of project and programme data and information.

The *Consultant* shall provide a Planner that will be responsible to the *Client* for the delivery of the services. The DRAFT description of what the *Client* expects of the Hub Lead Planner is provided in Appendix A.

In line with COVID safe systems of work, the *Consultant* may be required to meet the *Client* at Environment Agency offices across the Hub. The *Consultant* will additionally need to be able to work with the *Client* and Delivery partners virtually using tools such as MS Teams, Zoom, and/or WebEx, etc.

### 2. Outcomes required

a) The *Consultant* shall produce a programme/ schedule that provides intelligence to the IDT on the performance of the Programme being delivered by the IDT.

b) The *Consultant* shall agree a plan for working with the stakeholders to the Programme for developing the products and outputs necessary to deliver the Outcome

c) The *Consultant* shall provide a Lead Planner that will lead the service, provide expert advice in the design and implementation of a Hub Programme and work alongside the IDT

stakeholders to the Programme. The Lead Planner can be supported by others as agreed with the *Client*.

d) The *Consultant* shall support the tracking of key metrics as agreed with the *Client*.

### 3. Constraints on how the *Consultant* provides the *services*

a) The *Consultant* shall ensure that appropriate use is made of existing data, to avoid duplicating work already undertaken. In addition, any other existing sources known to the *Consultant* should be utilised.

b) The *Consultant* shall wherever possible make use of existing *Client* tools and systems unless otherwise agreed. The *Client's* tools and systems are expected to develop over the period of the commission.

### 4. Exclusions

a) The *services* specifically excludes the production of project specific project plans and programmes, these shall be provided by others. However support for project teams will likely be added on an ad-hoc basis.

b) The provision of Microsoft Project tools and systems unless instructed

### 5. Specifications or standards to be used

a) Best practice planning and scheduling techniques shall be applied at all times and agreed with the *Client* as part of the design and delivery of the service.

b) The use of Microsoft Office and Power BI tools will be the standard tools used to compliment the use of Microsoft Project.

c) Access to A-site and SharePoint shall be agreed with the *Client* and the relevant project teams and the *Consultant* will comply with the working practices and standards applied on those tool and systems.

d) Proposals to use any other standards and specifications for undertaking the service shall be agreed with the *Client*

### 6. Specific Project Requirements

a) As part of the initial delivery of the service the *Consultants* tender proposals will be reviewed with the *Client* to agree a mobilisation plan identifying how the Outcome and outputs from the service will be designed, developed and delivered.

b) The mobilisation will then be further reviewed to incorporate the roll-out of the *Clients* Microsoft Project systems and the integration of project plans into a Hub wide plan. This will form the second stage of the service and achievement of the wider Outcomes required

### 7. Services and other things provided by the *Client*

a) Access to ASite

b) Access to the *Clients* SharePoint

c) Access to the *Clients* Microsoft Project plans

- d) Access to the *Clients* offices and projects when it is safe to do so and in compliance with Public Health England guidance
- e) Access to other *Client* services and systems will be agreed if it is agreed that is it necessary

#### 8. Extension Options

The *Client* has the option to extend the contract subject to satisfactory performance and budget availability up to 02/07/2024. Any extension is at the *Client's* discretion.

## Appendix A Existing Information

Title	Format	Available from
IDT Planners 2021 Service Outline	PDF	As part of Tender documents issued on BRAVO