

Defra Group Management Consultancy Call off Contract: Project Engagement Letter


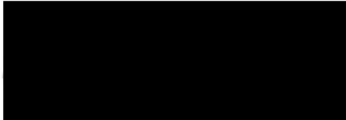









Completed forms and any queries should be directed to Defra Group Commercial (DgC) at [REDACTED]. Please do not complete this form until you have liaised with DgC, and they have allocated you a lot to access Consultancies within and subsequent reference number.

Engagement details					
Engagement ref #	DPEL_61547_021				
Extension?	N	DPEL Ref.	N/A		
Business Area	Floods and Water				
Programme / Project	Plan for Water Delivery Programme				
Senior Responsible Officer	[REDACTED]				
Supplier	Deloitte LLP				
Title	Plan for Water Delivery Programme set-up				
Short description	Design and stand-up a sophisticated programme management function to deliver the Plan for Water				
Engagement start / end date	19/06/2023	31/08/2023			
Consultancy Spend approval reference	CGB reference for Core Defra only - £100k + (RDEL)				
Expected costs 23/24	£192,702 (excluding VAT)				
Expected costs 24/25	£0				
Expected costs 25/26	£0				
Dept. PO reference	Dept. PO reference # (to allow for Defra Group recharge)				
Lot #	Lot 2				
Version #	0.3				

Approval of Project Engagement Letter

By signing and returning this cover note, Flood and Water accepts the contents of this Project Engagement Letter as being the services required and agrees for Deloitte LLP to provide the services in accordance with the agreed Supplier Proposal under the overarching contract [REDACTED] with Defra Group and confirms the availability of funding to support recharge for the services.



Signatures		
Supplier	Business Area	Defra Group Commercial
 By: _____ <i>Signature</i>	 By: _____ <i>Signature</i>	 By: _____ <i>Signature</i>
or and on behalf of Deloitte LLP  	For and on behalf of [Defra, Floods & Water)  	Defra Group Commercial    
16 June 2023	19 June 2023	19 June 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

Supplier contact: 

Business Area contact: 

1. Background

On 4 April Defra published its Integrated Plan for Delivering Clean and Plentiful Water. The Plan for Water sets out 28 actions (139 sub actions) to deliver a healthy water environment, and a sustainable supply of water for people, businesses, and nature.

Defra now needs to set up a 'Plan for Water Delivery Programme' to ensure the actions in the Plan are delivered.

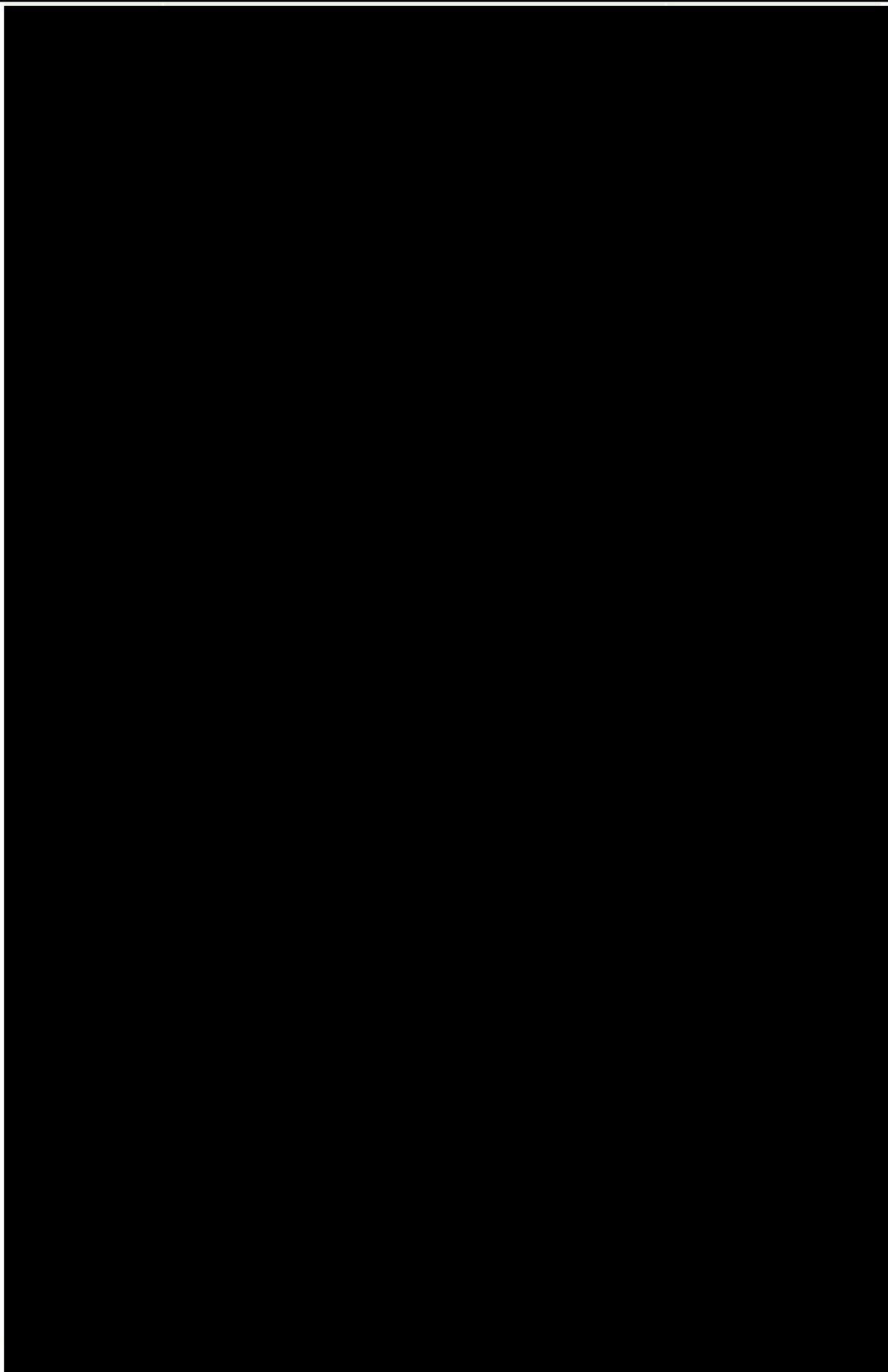


2. Statement of services

Objectives and outcomes to be achieved

The objectives of the work under this DPEL are to support the design and stand-up a programme management function

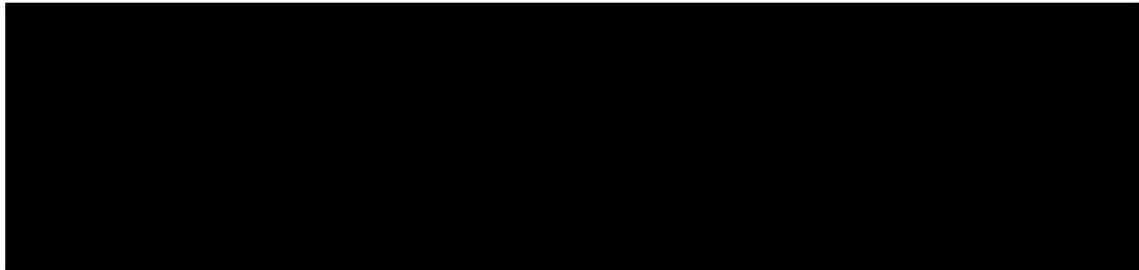
Scope



Assumptions and dependencies

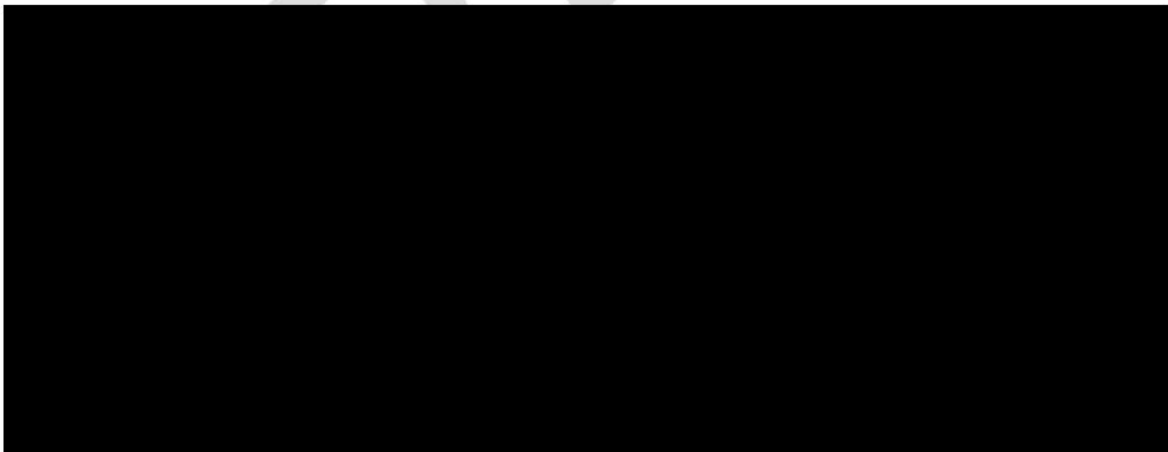
Delivery assumptions and dependencies:

- Defra will provide timely access to relevant documentation and stakeholders.

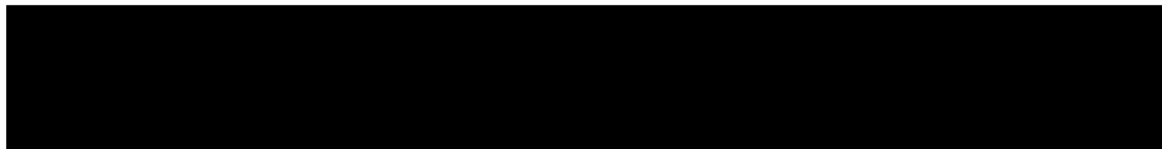


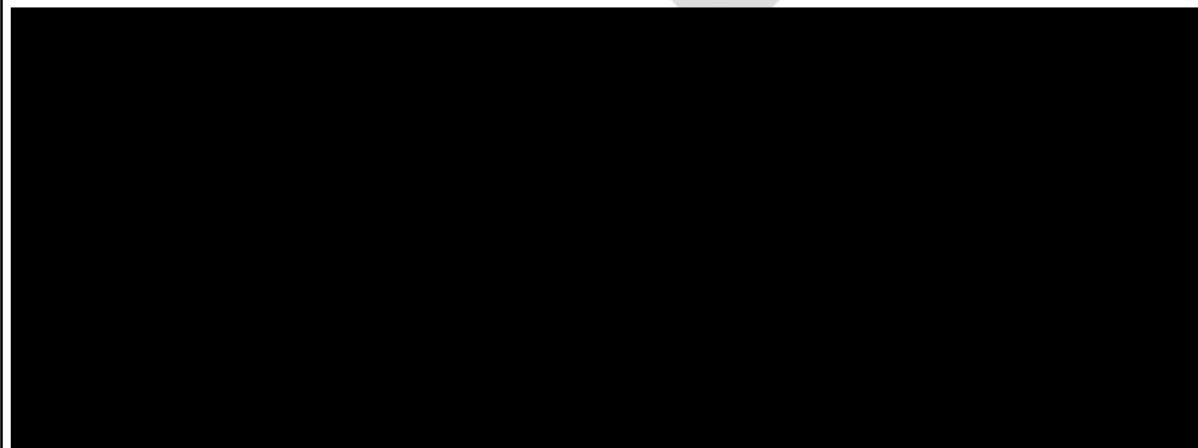
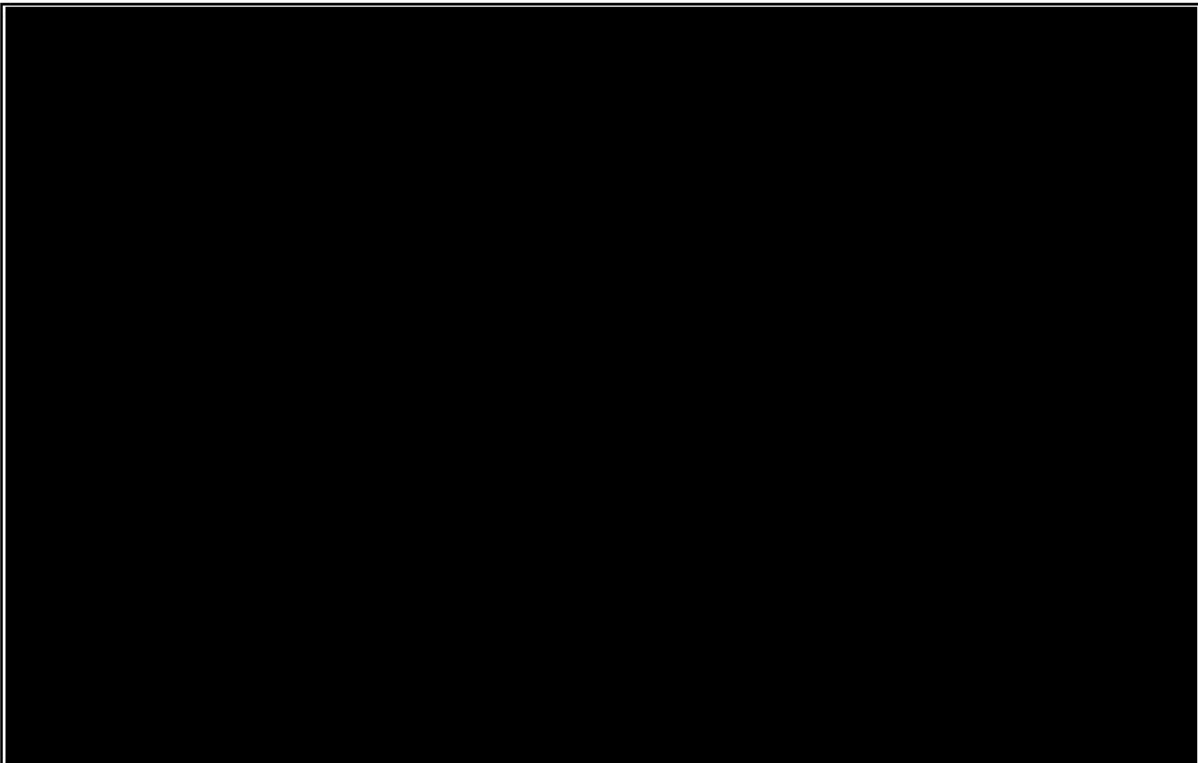
- Defra will facilitate meetings and/or input required to identify reporting requirements, including for the Secretary of State, Permanent Secretary, and Defra Portfolio
- The Deliverable outputs will be developed collaboratively and in an iterative way with Defra colleagues.
- The Deliverable outputs will be developed on Defra branded templates.
- Defra will identify the appropriate people as soon as possible but no later than Week 5 to take on the Deliverable outputs for the handover period.

Risk management







Deliverables





The Deliverables will be prepared by a combination of Supplier Personnel working jointly with Customer and/or the Business Area personnel and the Customer and/or the Business Area will remain solely responsible for all decisions, assessments, conclusions, and judgments underlying them and they will not be Supplier branded.

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



Department
for Environment
Food & Rural Affairs

Deliverable	Success Criteria	Milestone / Date	Owner (who in the delivery team?)
Project Stage B (additional stages can be added)			



Deliverable	Success Criteria	Milestone / Date	Owner (who in the delivery team?)
N/A			
Internal Capability Development Outcomes			
Knowledge transfer meetings	All agreed Flood and Water people involved in the programme delivery to have acquired knowledge transfer from the Deloitte team to maintain the function going forward.	Co-working throughout the contract, with final handover Week 8	██████████ ██████████ ██████████
Social Value Outcomes			
Social value is being driven centrally via the Framework through Deloitte's support to the Rivers Trust and the CaSTCo programme.	n/a	n/a	n/a

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.

The Supplier assumes that the project timeline is indicative only and will be subject to change. Any timetable will be dependent on the Parties fulfilling their respective responsibilities.

3. Delivery team

Name	Role (link to stage/s resource will work on)	Grade	Daily rate	# of days	Cost
██████████	██████████	██████████	██████████	██████████	£5,488
					£16,464
					£78,000
					£39,000
					£29,250



Name	Role (link to stage/s resource will work on)	Grade	Daily rate	# of days	Cost
					£24,500

Total resource	Total days* Engagement Length**	
*Total days worked across all resources **Total working days in engagement		

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 £192,702, inclusive of expenses and excluding VAT.

Stage	Cost	Due (link to milestone dates)
		DD/MM/YY
	£192,702	
B (additional stages can be added)		
N/A	£nil	
Expenses		
N/A at this stage	£nil	
Grand total	£192,702	



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 progress updates against the agreed activities and deliverables

Key Performance Indicators

KPI	KPI Requirement	Description	Reporting Frequency	Who Measures	Method of Measurement	Performance Target
1	Kick Off Meeting	Supplier to arrange project kick-off meeting with project team to discuss all aspects of project delivery	Once – written summary provided by Supplier after the meeting	Project team	<i>Review of meeting notes</i>	Within 2 working days of contract start date
2	Weekly Progress Meeting	Weekly meeting with project team to discuss progress, seek input / guidance and raise concerns / issues as they arise	Weekly	Project Lead	<i>Schedule and record of meetings maintained</i>	Unless cancelled by project team, participation from Supplier representative at all meetings. Supplier to maintain notes, actions and decision on the back of each meeting for the Project Lead to approve
3	Project Deliverables	All deliverables produced to	Once	Project Lead	<i>Acceptance following</i>	Completed in line with



KPI	KPI Requirement	Description	Reporting Frequency	Who Measures	Method of Measurement	Performance Target
		high quality standards. See scope / key objectives for detail on requirements			<i>review of project outputs</i>	project plan target dates

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:

It is expected that a short review will be undertaken between the Business Area's Team and Supplier nearing the completion of the overall project to review the key deliverables and final outputs.

Following this review and agreement of final outputs, a project sign-off will be given, including confirmation of Knowledge Transfer activities.

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

