

Order FormFramework agreement reference: **SBS/17/SG/ZMC/9266**

Date of order	04/02/2021	Order Number	SCAH Programme Business Case Support
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FROM

Customer	THE SECRETARY OF STATE FOR ENVIRONMENT, FOOD AND RURAL AFFAIRS " Customer "
Customer's Address	Nobel House, 17 Smith Square Westminster London SW1P 3JR
Invoice Address	SSCL Department for Environment, Food & Rural Affairs PO BOX 790 Newport NP10 8FZ
Contact Ref:	Name: [REDACTED] Address: Nobel House, 17 Smith Square Westminster London SW1P 3JR e-mail: [REDACTED]

TO

Supplier	KPMG "Supplier"
Supplier's Address	15 Canada Square Canary Wharf London E14 5GL
Account Manager	Name: [REDACTED] Address: 15 Canada Square, Canary Wharf, London, E14 5GL Phone: [REDACTED] e-mail: [REDACTED]

GUARANTEE

Guarantee to be provided	No
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Where a guarantee is to be provided then this Contract is conditional upon the provision of a Guarantee to the Customer from the Guarantor in respect of the Supplier. Details of the Guarantor (if any) are set out below:

Parent Company	N/A
Parent Company address	N/A
Account Manager	Name: N/A Address: N/A Phone: N/A

	e-mail:	N/A
	Fax:	N/A

1. TERM	
(1.1)	Commencement Date 25/01/2021
(1.2)	Expiry Date 30/05/2021

2. GOODS AND SERVICES REQUIREMENTS**(2.1) Services****1. Production of Programme Business Case, project management and stakeholder management**

- Project management, co-ordination and integration of PBC content, including management weekly progress reviews with case leads and supporting PMO actions and activities
- Undertake MCDA activities and incorporate outcomes into PBC
- Support the development of the PBC across the Strategic Case, Economic Case, Commercial Case, Financial Case and Management Case
- Support development of Science Transformation cost estimates working with the Design Authority
- Support the assurance and approvals process as required

Deliverables Programme Business Case; MCDA (prep, materials, facilitation and write-up and Science Transformation cost estimates

2. Development of a financial model to support the Programme Business Case

- Work with you to prepare an initial specification for the Model based on your objectives and requirements for the Model.
- Design and assist you to develop the Model based on the initial specification and data
- Assist you to populate the Model based on your specification and assumptions
- Deliver a draft version of the completed Model for your user acceptance testing
- Handover a final version of the completed Model

Deliverables Financial model

Dependencies: You are responsible for:

- Specifying the requirements of the Model and how it is to be used by you, in connection with the Project;
- The assumptions and input data to be used in developing and running the Model;
- Satisfying yourself that the Model has been constructed in such a way that its use will meet your objectives in all material respects;
- Performing user acceptance testing when provided with drafts of the Model;
- Maintenance of the Model after its delivery to you.

3. Facilitating the process for making critical Programme Business Case decisions and co-ordination of the Programme Business Case

- Development of detailed analysis, strategic messaging, workshops and presentations
- Facilitate workshops to support development of: (i) scope of costs within SCAH and accountabilities/responsibilities for estimates; (ii) scope, costs and benefits boundaries between Workplace and FM Project and SCAH; (iii) supporting further development of the options and benefits
- Ad-hoc support to the Programme Director

Deliverables Scope breakdown and responsibilities matrix; Workplace and FM Boundaries; Strengthened PBC options and benefits case; Ad-hoc support as required

4. Other

CDEL/RDEL – completion of CDEL/RDEL guidance

- Programme Operating Model – final update post completion of Workplace and FM boundaries
- Health and Safety – accountabilities and responsibilities

Deliverables CDEL/RDEL Guidance, POM and H&S accountabilities

<p>[Guidance: Include a description of the core Services which are applicable to the Customer together with any specific Service requirements.]</p>
<p>(2.2) Premises</p> <p>Animal & Plant Health Agency Woodham Lane New Haw Surrey KT15 3NB</p> <p>(2.3) Lease/ Licenses</p> <p>n/a</p>
<p>(2.4) Standards</p> <p>n/a</p>
<p>(2.5) Security Requirements</p> <p>Security Policy</p> <p>All personnel shall comply with the site security standards</p> <p>Additional Security Requirements</p> <p>Security level on site is BPSS, but please note all staff, including suppliers and contractors who are based at Weybridge, or visit the site at least once a fortnight, will need to have Counter Terrorist Check (CTC) National Security Vetting clearance as a minimum by 1 April 2021. Staff without this clearance will not be allowed on site unless escorted.</p> <p>Processing personal data under or in connection with this contract</p> <p>No</p>
<p>(2.6) Exit Plan (where required)</p> <p>n/a</p>
<p>(2.7) Environmental Plan</p> <p>No</p>
<p>3. SUPPLIER SOLUTION</p>
<p>(3.1) Supplier Solution</p> <p>N/A</p>
<p>(3.2) Account structure including Key Personnel</p> <p>Received with proposal.</p>

(3.3) Sub-contractors to be involved in the provision of the Services and/or Goods
No Sub-contractors.
(3.4) Outline Security Management Plan
N/A
(3.5) Relevant Convictions
N/A
(3.6) Implementation Plan
Implementation phase and associated implementation plan received with the proposal.

4. PERFORMANCE QUALITY
(4.1) Key Performance Indicators
n/a
(4.2) Service Levels and Service Credits
n/a

5. PRICE AND PAYMENT
(5.1) Contract Price payable by the Customer in accordance with the commercial schedule set out in the framework agreement (including applicable discount but excluding VAT), payment profile and method of payment (e.g. Government Procurement Card (GPC) or BACS))
To the value of £566,446.00
(5.2) Invoicing and Payment
The Supplier shall issue invoices monthly in arrears. The Customer shall pay the Supplier within thirty (30) days of receipt of a Valid Invoice, submitted in accordance with this paragraph 5.2, the payment profile set out in paragraph 5.1 above and the provisions of the Contract.

6. SUPPLEMENTAL AND/OR ADDITIONAL CLAUSES**(6.1) Supplemental requirements****Model handover**

Following completion of the development of the Model in accordance with the Model specification and your user acceptance testing of the Model, we will hand over the Model to you and issue a letter (the "Transmittal Letter"). Unless we hear from you to the contrary in writing within 5 working days ("the Transitional Period") of your receipt of the Model, we will treat and accept your receipt of the Model as demonstration and evidence of your agreement that we have discharged our responsibilities in relation to the development of the Model and in particular, that from the date of your receipt of the Model you will be solely responsible for the maintenance of the Model.

This will not affect your ability to raise any comments or concerns about aspects of our work or its quality after receipt of the Model but it will remove your ability to assert that we have not carried out the Model development tasks in accordance with the Model specification assigned to us under this letter or that we have any responsibility for maintenance of the Model after its release to you.

If after the Transitional Period you have any additional requirements that were not in the scope of work originally agreed, we will be happy to discuss with you any further assistance that we may be able to provide and the terms and remuneration for such assistance.

BY SIGNING AND RETURNING THIS ORDER FORM THE SUPPLIER AGREES to enter a legally binding contract with the Customer to provide the Services. The Parties hereby acknowledge and agree that they have read the NHS Conditions of Contract for purchase of Services and by signing below agree to be bound by the terms of this Contract.

For and on behalf of the Supplier:

Name and Title	
Signature	
Date	22/02/2021

For and on behalf of the Customer:

Name and Title	
Signature	
Date	