

## Defra Group Management Consultancy Framework: Project Engagement Letter


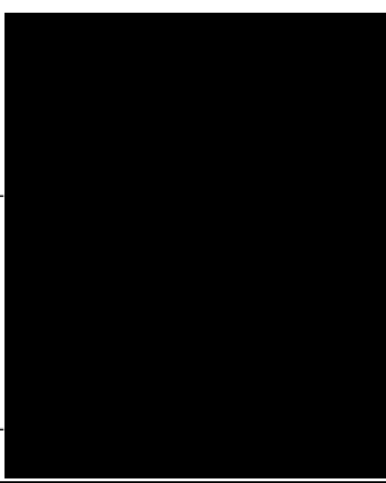
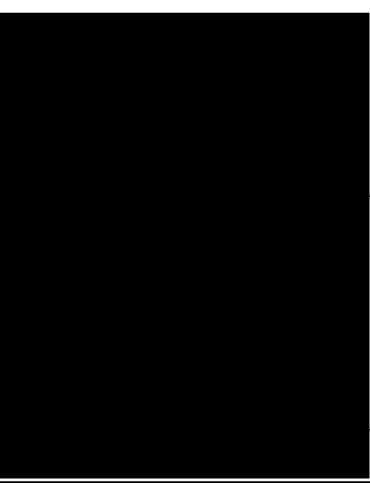
Completed forms and any queries should be directed to Defra Group Commercial at

<b>Engagement details</b>			
<b>Engagement ref #</b>	DPEL_61539_035		
<b>Extension?</b>	No	<b>DPEL Ref.</b>	61539_035
<b>Business Area</b>	Environment Agency (EA)		
<b>Programme / Project</b>	Helpston Remediation support		
<b>Senior Responsible Officer</b>	[REDACTED]		
<b>Supplier</b>	Deloitte LLP ("Deloitte")		
<b>Title</b>	Office based technical support for the Helpston Remediation		
<b>Short description</b>	<p>Environment Agency (EA) have previously carried out, with support from the Supplier, a Remediation Options Appraisal (ROA) which involved an undertaking to determine and design the most appropriate remediation solution to a ground water contamination issue at a former landfill site.</p> <p>The Supplier is now required to provide technical support to the EA in outlining a finalised remediation design to be taken forward and then constructed by a Design and Build (D&amp;B) main contractor who will be appointed by the EA through a tender process.</p> <p>The support required from the Supplier will be divided into four distinct phases: Pre-appointment, Pre-construction, Construction and Post-construction &amp; Close out of construction.</p>		
<b>Engagement start / end date</b>	23 October 2023	31 August 2025	
<b>Funding source</b>	[TBC]		
<b>Expected costs 23/24</b>	£208,078		
<b>Expected costs 24/25</b>	£151,098		
<b>Expected costs 25/26</b>	n/a		
<b>Dept. PO reference</b>	[TBC]		
<b>Lot #</b>	Lot 1		
<b>Version #</b>	v0.1		

### Approval of Project Engagement Letter



By signing and returning this cover note, Environment Agency Commercial Team 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 ( ), with Defra Group and confirms the availability of funding to support recharge for the services.

Signatures		
Supplier	Business Area	Defra Group Commercial
		
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

The Helpston project relates to a former, historical landfill at Ailsworth Road, Helpston (the “Site”) where, due to the nature of the chemical materials deposited, contaminants have been discharging into groundwater over an extended period. The resulting contamination has led to an Anglian Water Services (AWS) abstraction borehole at Etton becoming impacted to the extent that the water now requires treatment to ensure a potable supply compliant with drinking water standards.

The Site has been determined as contaminated land and designated as a special site under the contaminated land regime (Part 2A, Environmental Protection Act 1990). The Site was infilled by a 3rd-party which is no longer in existence and has no extant authorisations of any form regarding the disposal of controlled wastes. The EA is using discretionary clean up powers under Part 2A to remediate the orphan linkages.

Since 2021, AECOM Limited (AECOM) has supported the EA with the remediation of the Site through the completion of a ROA which re-assessed the pertinent information relating to the former landfill then shortlisted, appraised, and ultimately selected, the most suitable remediation option for the Site. Following this in 2022, AECOM prepared an outline design for the chosen remediation option 2, a capping solution for the landfill.

The EA is now ready to proceed with remediation works and wish to continue AECOM's appointment to provide technical support and bring in Deloitte's commercial experience to help them drive the tendering, design and construction of the capping solution, with the Defra – Deloitte Management Consultancy Framework to be used to facilitate this.

## 2. Statement of services

### Objectives and outcomes to be achieved.

The overall objective of the services requested under this Engagement Letter is to provide technical support to enable the EA to run a successful tender process that enables the appointment of a main contractor who can effectively implement the remediation solution at the contamination site. To this end, the Supplier will provide a range of resources and deliverables that can be categorised into four distinct phases of work as outlined below:

#### **Phase 1: Approval of the Business Case**

- Provide professional technical input to support the development and approval of the Business Case.

#### **Phase 2: Pre-Appointment: Tendering and Appointment of the Design and Build Contactor**

##### **Tender Preparation and Evaluation**

- Preparation of tender documentation including the technical requirements, evaluation criteria and for the design and build procurement.
- Provide advice on creating the contractual terms for the design and build procurement, using the existing EA framework templates, for EA/Defra review and final approval.
- Design the D&B technical evaluation criteria.
- Provide technical experience to enable the EA to respond to tender clarification questions.
- Completion of the technical evaluation of tender responses.
- Preparation and delivery of the Tender Award Report to the EA.

#### **Phase 3: Pre-Construction: Surveys, Assessments and Design Finalisation**

##### **Technical Support**

- Provide technical experience and advice to enable the EA to respond to pre-construction queries and questions.

- Working with the main contractor, provide technical support to aid the completion of additional surveys and assessments required to finalise the design.
- Critical friend review of the final design in accordance with EA requirements and industry leading practice.
- Review of the final Construction Quality Assurance ("CQA") plan.

#### **Phase 4: Pre-Construction: Third Party Liaison and Approvals**

- Provision of technical experience to support obtaining necessary third-party approval and consent from:
  - Peterborough City Council.
  - National Grid Gas Transmission (NGGT), plus other utility operators if necessary.
  - The landowner, Milton Estates.
  - The Wildlife Trust responsible for Swaddywell Pit Nature Reserve.
  - Hydrock, responsible for operation of the Helpston Hydraulic Containment System (HCS) on behalf of the EA.
  - The licensed ecologist responsible for the Great Crested Newt Fence at the site.
  - Review of the pre-construction CQA plan by the EA.
- Allowance has been made for 17 days to undertake third party liaison and apply for approvals.

#### **Phase 5: Construction**

- Provide technical support to aid the EA to manage and oversee completion of the works.
- Provide technical experience and advice to enable the EA to respond to construction related queries.
- Provide experience to review and support the management of design change in accordance with the original specifications and industry good practice.
- Review and confirm CQA implementation.

#### **Phase 6: Post-Construction and Close-out Construction**

- Provide technical experience and advice to enable the EA to respond to post-construction queries.
- Review close out documentation in accordance with the original specification and industry good practice.



## Scope

### **General**

#### **Phase 1: Pre-Appointment**

##### **1) Approval of the Business Case**

The EA will write the Business Case. The Supplier will only respond to limited technical queries from the EA PM to help support the approval of the Business Case.

##### **2) Tendering and Appointment of the Design and Build Contactor**

The Supplier will work with the EA and Defra to review and discuss their proposed content of the contract documentation, plus proposed content of the tender review criteria. The Supplier will then prepare the tender documentation for the D&B contract using standard EA framework contract templates as proposed by EA with clauses for a D&B contract for further review and approval by EA and Defra. This would comprise:

- Preparation of the construction specification: to reflect earlier outline design by the Supplier (this to include all construction elements).
- Preparing the design specification, including capping works and passive vents.
- Specifying requirements for topographic and other surveys e.g., ecological surveys if required;
- Confirming the site boundary and any external interfaces with the EA.
- Confirming CDM (Construction Design and Management) responsibilities with the EA.
- Preparing the NEC4 Form of Tender.
- Preparing the NEC4 Schedules.
- Integrating the EA's special conditions (if any).
- Schedule of Principal Quantities.
- Designer's Risk Assessment; and
- Preparing the draft CQA (Construction Quality Assurance) plan, setting minimum quality, testing and reporting standards.

To support this, a Buildability Statement would be prepared. This would:

- Summarise the site background issues, site constraints, and the information taken into consideration;
- Summarise the design considerations, the design criteria and assumptions applied and how these have been addressed in the design;
- Present the existing outline design pack in an Appendix; and
- Present the existing Safety in Design (SiD) assessment which, in accordance with CDM requirements, summarises the health and safety risks and how they have been taken into consideration in the outline design.

The Supplier will prepare tender review criteria (format to be confirmed by Defra/EA, and subject to the tender being open to market or via a framework). These criteria are likely to comprise:

- Quality to cost ratio or equivalent.
- Minimum quality thresholds.
- Previous experience of similar projects.
- Response to key challenges;
- Health, safety and environmental management; and
- Approval of key sub-contractors (e.g., membrane supplier and installers).

To facilitate the Environment Agency and their CDM advisor delivering the CDM requirement for provision of pre-construction information (PCI), the Supplier will review the information it holds and

the deliverables it produces against the typical requirements of the PCI and identify what information is relevant and where that is held as well as advise on potential gaps that may need to be addressed.

The Supplier will support the tendering of the main D&B process by responding to a limited number of technical requests for clarification and queries from the prospective contractors, submitted via the EA/Defra, relating to the outline design or contract documents.

The Supplier will complete a technical review of the tender submissions against the agreed tender review criteria, consisting of:

- Review proposed design.
- Review technical responses on CQA.
- Material proposals.
- Programme.
- Review of commercial responses; and
- Compile confirmed document.

The tender submissions will be assessed using the agreed criteria and reported via a Tender Award Report, prepared using a standard EA proforma.

A virtual meeting to present the outcome of the tender review would be arranged by EA/Defra following issue of the draft Tender Award Report.

## **Phase 2: Pre-Construction**

### **1) Surveys, Assessments and Design Finalisation**

The Supplier will provide technical support to the EA. This will comprise:

- Provision of technical support to the EA during pre-construction to support the EA's PM with technical queries from the main contractor relating to the outline design and previous contamination assessment and remediation work at the Site.
- Review the results and recommendations of the additional surveys and assessments undertaken by the main Contractor or other EA contractors (to be provided to the Supplier by Defra/EA) to provide any additional information as required to help finalise the design.
- Review the fixed, final design including appropriate, updated drawings.
- Review of the associated programme, against the outline design and requirements at the time of tender and EA guidelines / best practice for landfill capping.
- As CQA Engineer, Supplier will review of the main contractor's amended pre-construction CQA plan which would incorporate the contractor's intended fixed, final design and approach to the works, plus proposed specifications; and
- Attendance of key Supplier personnel at monthly project team progress meetings (six virtual meetings allowed for).

### **2) Third Party Liaison and Approvals**

The Supplier will provide technical support to the EA during pre-construction to support the EA's PM with technical queries from the main contractor relating to third-party consents and approvals.

## **Phase 3: Construction**

The Supplier will provide technical support to the EA. This will comprise:

- Provision of technical support to the EA during construction to support the EA's PM with technical queries from the main contractor relating to the design and previous contamination assessment and remediation work at the Site.

- Review proposed design changes including appropriate, updated drawings against the agreed design and requirements at the time of tender and EA guidelines / best practice for landfill capping.
- The Supplier will act as CQA Engineer, and will review changes to designs, plans and specifications. It will also confirm implementation of the CQA plan based on reports from the CQA Inspector (to be appointed by the EA), and
- Attendance of key Supplier personnel at monthly project team progress meetings (five virtual meetings allowed for)

**Phase 4: Post-construction and close out**

The Supplier will provide technical support to the EA. This will comprise:

- Provision of technical support to the EA during post-construction to support the EA's PM with technical queries from the main contractor relating to the design and previous contamination assessment and remediation work at the Site.
- Review final technical information including updated, as-built drawings and technical aspects of the Health and Safety file against the agreed design and changes, requirements at the time of tender and EA guidelines / best practice for landfill capping.
- As CQA Engineer, the Supplier will also review the post-construction CQA validation report prepared by the CQA Inspector, and
- Attendance of key Supplier personnel at monthly project team progress meetings (two meetings allowed for).



## Assumptions and dependencies

**General:** A deviation from the following assumptions may cause changes to Supplier's schedule, fees, level of effort or otherwise impact Suppliers performance of the Services.

- All Deliverables will be prepared using Defra templates and branding.
- The EA will ensure that the necessary resources are made available to the Supplier in a timely manner and will provide all reasonable input and guidance as required.
- The EA project leads will provide the Supplier with access to third-party stakeholders as deemed appropriate for involvement in the agreed scope of work.
- The work will be conducted remotely. If this changes and expenses to travel outside London are incurred, they will be agreed in advance where they are additional to the stated cost.
- For each deliverable listed in this Project Engagement Letter, one final draft would be prepared by the Supplier for review by EA/Defra. The Supplier will then update the report upon receipt of one set of consolidated review comments.
- Defra/EA will undertake the Duties and responsibilities of a Client, Principal Designer or Principal Contractor under the Construction (Design and Management) Regulations 2015.
- The Supplier has made no allowance to fulfil the duties and responsibilities of a Client, Principal Designer or Principal Contractor under the Construction (Design and Management) Regulations 2015, for the proposed pre-construction, construction, or post-construction works.
- There is no requirement for the Supplier to undertake additional surveys.
- Where named individuals are identified, the Supplier reserves the right to change personnel when necessary to allow delivery of the scope and agreed fee. In addition, given the duration of the project, it is feasible that individuals would be promoted to the next grade up during the delivery of the project. Where this occurs, and assuming it is reasonable for them to continue their role on the project, the Supplier reserves the right to increase the framework rate applied for that individual.

### **Phase 1: Pre-Appointment: Tendering and Appointment of the Design and Build Contactor**

- The works are expected to be tendered using an NEC4 Design and Build Form of contract. If alternative contracting is used by EA/Defra, then the Supplier may alter the current teaming and effort to best support the EA.
- There is no update of the existing outline design report or drawings required.
- The Supplier is not required to complete a detailed or final design.
- The Supplier assumes Defra/EA will seek separate legal advice on contractual clauses, risks and caveats prior to issuing any tender related documents to the market. The final decision on what to include in the contract will be made by the EA.
- If required, the EA is required to identify and vet prospective contractors and is responsible for selecting the framework or contract to be used.
- The tender documentation and tender review reporting formats/templates will be confirmed by the EA/Defra within 1 week, of the initial, virtual meeting with EA/Defra.
- The level of effort and associated fee to produce the documentation has been based on the Supplier's experience of completing similar types of project.
- The tender review criteria do not differ materially from those listed.
- The EA/Defra is responsible for running the tender process including issuing tender clarifications.
- Responding to technical requests for clarification and queries from the prospective contractors relating to the design or contract documents will not exceed 12 hours. If this is exceeded, further time would be charged on a time and expense basis.
- Up to 4 tender responses will be received and reviewed.
- The EA/Defra will review the commercial aspects of the tender submissions and then make the final selection and award the contract to the chosen main contractor.
- Any re-tendering and associated re-assessment is out of scope.



- The Supplier will not be required to undertake public consultation, publication of public notices, or reputation management on behalf of the EA.
- Responsibility for the timeliness, accuracy and consistency of all formal communications with the bidders, including publication of the tender documents, responses to Clarification Questions and notification of success or otherwise will be the responsibility of EA/Defra.

#### **Phase 2: Pre-Construction: Surveys, Assessments and Design Finalisation**

- The main contractor is responsible for completion and finalisation of the design.
- No update of the existing Supplier outline design report or drawings is required, no additional surveys need to be completed, or completion of a detailed or final design before tendering the Design and Build Contract. The design specification for the tender will comprise an outline description based on the existing report and drawings.
- Allowance has been made for one iteration of review of the detailed, final design.
- No additional surveys or assessments are required to be completed by the Supplier.
- No ecological licensing or mitigation works will be required to be completed by the Supplier.

#### **Phase 2: Pre-Construction: Third Party Liaison and Approvals**

- Capping works will not require planning permission and will be undertaken as a Permitted Development under GDPO, Part 13, Class D5 on the basis that the Site is the EA's "operational land".
- When reviewing the final design during the Pre-Construction stage, the main contractor will provide a full, detailed design pack, based on the Supplier's previous outline design and information in the tender and contract, with all supporting documents including, but not limited to updated drawings, results of further surveys, plus stability, hydrological and other necessary assessments.
- The Supplier will have no responsibility for the performance of other contractors or vendors engaged by EA/Defra, or delays caused by them, in connection with the project even if Supplier has been involved in recommending or selecting such contractors or vendors, or in the monitoring of their work.
- The Supplier is unable to guarantee third party / regulatory outcomes as this is beyond its control.

#### **Phase 3: Construction**

- The outline design and proposed programme does not materially differ from what has been communicated to the Supplier at the date of this document.
- The main contractor provides all necessary information for review for proposed design changes during construction, and for final technical documents post-construction.
- Allowance has been made for one iteration of review of each design change, up to a limit of five design changes.
- The EA will appoint a site-based supervisor to undertake site supervision and therefore no supervision by the Supplier will be required.
- The main contractor and CQA Inspector will provide sufficient, timely information to enable the Supplier to fulfil its responsibilities as the CQA Engineer.
- There is no requirement for a landfill gas pumping trial or a landfill gas active management system.

#### **Phase 4: Post-Construction and Close-out Construction**

- The outline design and proposed programme does not materially differ from what has been communicated to the Supplier at the date of this document.
- The main contractor provides all necessary information and final technical documents for review.
- One iteration of review will be undertaken by the Supplier.
- The main contractor and CQA Inspector provide sufficient, timely information to enable the Supplier to fulfil its responsibilities as the CQA Engineer.

## Deliverables

During the course of this DPEL, the Supplier will provide the following Deliverables:

### **Initiation**

- Agreed scope / work-plan / ways of working that is presented during regular project management calls.
- Finalised key individuals list to steer & input.

### **Phase 1: Support to the Business Case**

- Responses to technical queries to support the Business Case. Responses to the EA will be via email.

### **Phase 1: Pre-Appointment: Tendering and Appointment of the Design and Build Contactor**

- Draft Tender documentation, prepared using EA/Defra templates.
- Draft Tender Evaluation Criteria.
- Draft Tender Award Report, prepared using a standard EA proforma.

For each deliverable, a draft would be prepared for final review and approval by EA/Defra. Supplier will then allow for client review and update of the report upon receipt of one set of consolidated review comments.

### **Phase 2: Pre-Construction: Surveys, Assessments and Design Finalisation**

- Provision of technical support to the EA
- Review of the fixed final design, approach to the works and proposed specification

Technical queries from the EA's PM or main contractor would be responded to using standard proforma such as a Request for Information (RFI).

The Supplier's comments, conclusions and recommendations from the review of surveys, assessments and the fixed, final design would be presented in a series of technical notes to be submitted to the EA's PM. Allowance has been made for one iteration of review of the submitted elements and one set of comments.

### **Phase 2: Pre-Construction: Third Party Liaison and Approvals**

- Responses to technical queries

Technical queries from the EA's PM or main contractor would be provided using standard proforma such as a Request for Information (RFI).

### **Phase 3: Construction**

- Provision of technical support to the EA during construction
- Review of proposed design changes, updated drawings, plans and specifications

Technical queries from the EA's PM or Main Contractor, including proposed design changes, would be responded to using standard proforma such as a Request for Information (RFI).

**Phase 4: Post-Construction and Close-out Construction**

- Provision of technical support to the EA during post-construction
- Review of final technical information and post construction CQA valuation report

Response to technical queries from the EA's PM or Main Contractor would be provided using standard proforma such as a Request for Information (RFI).

The Supplier's comments, conclusions and recommendations from the review of final technical documentation and CQA validation report would be presented in two technical notes to be submitted to the EA's PM. Allowance has been made for one iteration of review of the submitted elements and one set of comments.

**Indicative work plan with key milestones and activities (Note:** For high level planning purposes it is likely certain activities in the various stages would be partly delivered in parallel, depending on the progress on each milestone)

The outline programme set forth below is based on the outlined that was provided by the EA during discussions of the scope of this Project Engagement Letter and on the Activity Schedule presented in 2023 - The Supplier's Capping Design and Programme report. This outline programme will be subject to further update based on the tender response and final programme developed by the main contractor.

The key dates provided by the EA are for appointment of the main contractor by the start of January 2024 and completion of construction by the end of December 2024. Post-Construction and close-out would extend into 2025. These are subject to confirmation based on the tender period and the main contractor's proposed programme and the progress of construction.

Stage / Task	Estimated Duration
<b>Pre-Appointment</b> <ul style="list-style-type: none"> <li>Approval of the Business Case</li> <li>Tendering and Appointment of the Design and Build Contactor</li> <li>Third Party Liaison and Approvals</li> </ul>	Six months, with tendering and third-party liaison tasks running concurrently.
<b>Pre-Construction</b> <ul style="list-style-type: none"> <li>Surveys, Assessments and Design Finalisation</li> <li>Third Party Liaison and Approvals</li> </ul>	Surveys, assessments and design finalisation are estimated to require two months. Third party liaison and approvals would continue throughout this period and may take up to a further four months, subject to third-party responses and seasonal constraints for ecological surveys and assessments, if required.
<b>Construction</b>	Five months
<b>Post-Construction and Close-out of Construction</b>	Two to three months



Deliverable	Success Criteria	Milestone / Date	Owner (who in the delivery team?)
<b>Pre-Appointment - Tendering and Appointment of the Design and Build Contactor</b>			
Draft (for client review) and approval: <ul style="list-style-type: none"> <li>- Tender documentation, prepared using EA/Defra templates;</li> <li>- Tender Review Criteria; and</li> <li>- Tender Award Report, prepared using a standard EA proforma.</li> </ul>	██████████ ██████████	Month 6	██████ ██████████
<b>Pre-Construction - Surveys, Assessments and Design Finalisation</b>			
*For Third Party Liaison and Approvals, no specific deliverables are proposed for this task. Communications with stakeholders will be via email or letter as appropriate.			
- Technical queries from the EA's PM or main contractor would be responded to using standard proforma such as a Request for Information (RFI).	██████████ ██████████	2 months after phase commencement	██████ ██████████
- The Supplier's comments, conclusions and recommendations from the review of surveys, assessments and the fixed, final design would be provided in a series of technical notes to be submitted to the EA's PM.	██████████ ██████████	2 months after phase commencement	██████ ██████████
<b>Construction</b>			
- Technical queries from the EA's PM or main contractor, including proposed design changes, would be responded to using standard proforma such as a Request for Information (RFI).	██████████ ██████████	5 months after phase commencement	██████ ██████████
<b>Post-Construction and Close Out of Construction</b>			
- Response to technical queries from the EA's PM or main contractor would be provided using standard proforma such as a Request for Information (RFI).	██████████ ██████████	3 months after phase commencement	██████ ██████████
- The Supplier's comments, conclusions and recommendations from the review of final technical documentation and CQA validation report would be presented in two technical notes to be submitted to the EA's PM.	██████████ ██████████	3 months after phase commencement	██████ ██████████

**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.

Name	Role (link to stage/s resource will work on)	Grade	Daily rate	FY23/24 Days	FY24/25 Days	Total Days	Cost
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Name	Role (link to stage/s resource will work on)	Grade	Daily rate	FY23/ 24 Days	FY24/ 25 Days	Total Days	Cost
				■	■	■	£359,176

### Business Area's team

Outline Business Area staff allocated to support delivery team in completing the engagement including names, roles, responsibilities and any dependencies / scope they will deliver.				
Business Area	Name	Role (link to stage/s resource will work on)	Responsibilities / Scope	Estimate of days
			•	
			•	

## 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 up to £359,176, excluding VAT.

Provide costs for any particular stages to the engagement.

Staged	Cost	Due (link to milestone dates in the Deliverables Table)
<b>2023/24</b>		<b>DD/MM/YY</b>
Delivery team for 2023/24 activities and deliverables	£208,078	■
<b>2024/25</b>		
Delivery team for 2024/25 activities and deliverables	£151,098	■



<b>Staged</b>	<b>Cost</b>	<b>Due</b> (link to milestone dates in the Deliverables Table)
<b>Expenses</b>		
No expenses expected – if any are identified these will be discussed and agreed in advance	n/a	n/a
<b>Grand total</b>	<b>£359,176</b>	

### 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 update against the agreed activities and deliverables

### Key Performance Indicators

Business Area and Supplier to agree any specific key performance indicators related to this specific project engagement.

### 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

It is not expected that there will be a need for any additional NDAs for this project. 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:**

None other than the provision of the deliverables listed above
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### 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"> <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>

