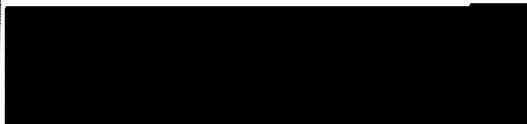


ORDER

ORDER NO: SER/ 0684

Date of Order: 19th July 2017

*(To be quoted on all correspondence relating to this Order)*

<p><b>FROM (Customer):</b></p> <p>Water Services Regulation Authority          Centre City Tower          7 Hill Street          Birmingham          B5 4UA</p> <p>Project Manager: Patrick Ellis          T: 0121 644 7827          M: 07715 374182          E: <a href="mailto:patrick.ellis@ofwat.gsi.gov.uk">patrick.ellis@ofwat.gsi.gov.uk</a></p>	<p><b>TO (Supplier):</b></p> <p>Deloitte LLP          Athene Place          66 Shoe Lane          London          EC4A 3BZ</p> 
<p><b>BASE LOCATION:</b></p> <p><b>4th Floor, 21 Bloomsbury Street, London, WC1B 3HF or other supplier's offices in central London as agreed between the parties.</b></p>	<p><b>INVOICE ADDRESS:</b></p> <p><a href="mailto:finance@ofwat.gsi.gov.uk">finance@ofwat.gsi.gov.uk</a></p> <p>or</p> <p>Finance Team          Water Services Regulation Authority          Centre City Tower          7 Hill Street          Birmingham          B4 5UA</p>
<p>Any Agreement arising from this Order shall be governed by the: Invitation to Tender (ITT) for: Commercial and Accountancy Support in Relation to Procurement of a Strategic Partner to Transform Support Services and appendices published on <a href="http://www.mytenders.com">www.mytenders.com</a> on 15 May 2017, your bid titled "Proposal for provision of Commercial and Accountancy support in relation to procurement of a Strategic Partner to Transform support services" dated 30 May 2017 as supplemented by the table of revised estimate of Units supplied by the Water Services Regulation Authority on 2nd June 2017 and the updated feed estimates submitted on 23rd June (and which is copied below).</p>	
<p><b>Services Requirement :</b> PROC.01.0161– Commercial and Accountancy Support in Relation to Procurement of a Strategic Partner to Transform Support Services</p> <p>The Commencement Date is estimated to be 20th July 2017, however this will be determined by the decision of the Cabinet Office.</p> <p>The service is for a 9 month period after the date of formation of the contract with an option to extend by another 3 months.</p> <p>The estimated maximum total cost of the service is £100,000 excluding VAT.</p>	

**Work plan and deliverables submitted on 23rd June 2017**

The fee estimates below are not fixed costs and both parties will work to achieve the deliverables at a lower cost. Where there is a risk of the estimate being exceeded this will be flagged in advance and an explanation given as to why the estimate is proving inaccurate. The work plan below leaves a small contingency fund which can be used as agreed by Ofwat and Deloitte during the course of this contract.

**Preparing OJEU and ISOS for publication – Estimated until end July**


This work includes:

- Work associated with contract agreement and take on;
- Review of existing documentation;
- Project planning and engagement;
- Development of cost model;
- Development of pricing and pay mechanism;
- Development of evaluation matrix;
- Updating Documentation as required to reflect evaluation framework and bidder requirements for commercial submission. Development of evaluation matrix.

**PQQ Support – Estimated Early - Mid August (post receipt of PQQ)**

	No. Days	Total Cost	

Following receipt of PQQs, we will:

- Review financial status outputs from PQQ submission (if required as it has been agreed we will be using the standard SQ questions)
- Provide output to evaluation team relating to this information

**ISOS Support and Evaluation – Estimated during August and September**

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Following receipt of PQQs, we will:

- Respond to bidder queries as they come in on responses to the financial aspects of ISOS;
- Evaluate and provide input to scoring the financial responses to ISOS;
- Work as part of the moderation team, specifically in relation to financial responses; and
- Work as part of the moderation team to provide bidder feedback on financial elements of bid.

**Competitive Dialogue – Estimated October and early November**

	No. Days	Total Cost	

Following receipt of OS we will:

- Prepare material for dialogue on cost model;
- Assuming 3 bidders and 4 half day commercial sessions each;
- Be part of the team at each commercial session;
- Lead dialogue in relation to cost model and pricing mechanism;
- Update cost model to reflect preferred position post dialogue; and
- Prepare financial response requirements for final tender documents.

**Final Tender Support and Evaluation – Estimated November – Mid January 2018**

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This work will include:

- Respond to all bidder queries on the financial response aspect of bids;
- Undertake financial response evaluation and feed in to evaluation team;
- Work as part of the moderation team, specifically in relation to financial responses; and
- Work as part of the moderation team to provide bidder feedback on financial elements of bid.

**Final Contract**

	No. Days	Total Cost	

After selection of preferred bidder, we will:

- Provide assistance required in finalising the contract.

**Progress**

The Commercial Accountant will be expected to produce a weekly schedule of fees incurred against each Key Personnel showing time spent on a task and sufficient narrative to identify the nature of the task. The Commercial Accountant will be expected to liaise with the Client’s Project Manager on a roughly weekly basis to discuss the work being undertaken. These requirements may be varied in the plan described in the plan above.

**Invoicing**

The Customer will not pay for:

Any items which it regards as part of the Supplier’s overheads (for example; word-processing, secretarial time, cost of faxes and telephone charges);

Travelling expenses unless in accordance with the rates included in Appendix A.

All invoices shall contain the following information:

- the Order number (as stated above);
- a summary of the Services; and
- the line value; total value excluding Value Added Tax (VAT), the VAT percentage and total value including VAT.
- To assist Ofwat in reclaiming VAT invoices shall differentiate between the provision of advice to Ofwat and the delivery of services. Further information is available on this differentiation on request.

The Customer shall pay the Supplier within thirty (30) calendar days of receipt of a valid invoice, submitted in compliance with this clause.

Invoices must not contain the Supplier's terms and conditions, nor can reference be made to the Supplier's terms and conditions. Invoices with the Supplier's terms and conditions printed on them or referred to therein will not be accepted by the Customer.

Payment will be made electronically via Banks Automated Clearing Services (BACS).

Invoices must not contain the Supplier's terms and conditions, nor can reference be made to the Supplier's terms and conditions. Invoices with the Supplier's terms and conditions printed on them or referred to therein will not be accepted by the Customer.

**Pricing**

Grade	Hourly Rate	Discount
Partner	[REDACTED]	[REDACTED]
Senior Consultant	[REDACTED]	N/A
Consultant	[REDACTED]	N/A
Junior Consultant	[REDACTED]	N/A
Trainee	[REDACTED]	N/A

The discount for Partner will not continue where an extension is applied. The maximum charge for a single day shall be 8 hours after which the day rates in the ITT shall apply.

**Core Delivery Team - Deloitte LLP**

Name	Role
[REDACTED]	Lead Engagement Partner
[REDACTED]	Engagement Director
[REDACTED]	Engagement Manager & Dialogue Lead
[REDACTED]	Engagement Support & Cost Model Lead

**Variation to Contract**

Any amendments to the Contract must be agreed in writing.

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 the contract includes the Invitation to Tender (ITT) for: Commercial and Accountancy Support in Relation to Procurement of a Strategic Partner to Transform Support Services and appendices published on [www.mytenders.com](http://www.mytenders.com) on 15 May 2017, your bid titled "Proposal for provision of Commercial and Accountancy support in relation to procurement of a Strategic Partner to Transform support services" dated 30 May 2017.

For and on behalf of the Supplier:

Name	[REDACTED]
Position	[REDACTED]
Signature	[REDACTED]
Date	20/7/17

For and on behalf of the Customer:

Name	CAROL ROSE
Position	CHIEF EXECUTIVE OFFICER
Signature	[REDACTED]
Date	24/7/17

## Appendix A - Travel Rates

Receipts must be submitted with all claims and must be in accordance with these rates

### Accommodation:

Paid on actual expenditure within the following prescribed ceilings:

London	£165
Elsewhere	£115
Private residence	£25

These rates cover a 24 hour period for accommodation only, inclusive of VAT, receipts must be submitted.

### Mileage Rates:

25p per mile

A mileage log must be submitted (to/from, mileage/date, to see/purpose)

### Rail Travel

The actual cost of public transport (normally rail) may be reimbursed. Economy Class (second class) rail tickets should be purchased.

