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Defra Group Management Consultancy Framework: Project Engagement Letter

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

[REDACTED]

Engagement details			
Engagement ref #	DPEL_61541_068		
Extension?	No	DPEL Ref.	
Business Area	Group Corporate Services – Strategy & Transformation		
Programme / Project	Group Corporate Services [REDACTED]		
Senior Responsible Officer	[REDACTED]		
Supplier	Methods Business and Digital Technology Limited		
Title	[REDACTED]		
Short description	Support required to expedite detailed discovery work into the scope, costs, timelines, approach and resourcing required around [REDACTED] Delivery will be in co-creation with the ALBs, [REDACTED] staggered timelines as appropriate.		
Engagement start / end date	27 th February 2023	30 th April 2023	
Funding source (CDEL/RDEL)	RDEL		
Consultancy Spend approval reference			
Expected costs 22/23	£38,846		
Expected costs 23/24	£35,820		
Expected costs 24/25 £0	£0		
Dept. PO reference			
Lot #	Lot 3		
Version #	V1.0		



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Approval of Project Engagement Letter

By signing and returning this cover note, Defra Corporate Services accepts the contents of this Project Engagement Letter as being the services required and agrees for Method to provide the services in accordance with the agreed Supplier Proposal under the overarching contract (Lot 3 - Ref 28595), with Defra Group and confirms the availability of funding to support recharge for the services.



Signatures		
Supplier	Business Area	Defra Group Commercial

GMT

General Instructions

The Engagement Letter describes the services required and provided. When completing the Engagement Letter establish the context, explain why external support is required and distinguish between the objectives, outcomes, scope and deliverables. The rationale behind the costs should be made evident in the Fees section.

The Business Area considerations are guidance notes for the customer to support their evaluation of the Engagement Letter.

1. Background

Briefing justify why the support is required:

Support is required to maintain momentum on a programme of work that is looking to



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2. Statement of services

Objectives and outcomes to be achieved

State and describe the aims of the engagement:

- To enhance the current state of key programme artefacts in support of a matured PID/business case
- To pick up and run a detailed discovery to assess the costs and benefits (cashable and non-cashable) of [REDACTED]
[REDACTED]
- To engage and work collaboratively with our ALB partners so that we co-create our approach

Scope

Define the scope of the services (*SMART*):

By the 30th April 2023, complete a detailed discovery work into the scope, costs, timelines, approach and resourcing required around [REDACTED]
[REDACTED]
[REDACTED]

To further mature the [REDACTED] through the formation of key programme artefacts.

Assumptions and dependencies

Provide further description of the assumptions and dependencies:

- The Methods Delivery Team will have access to all Discovery work undertaken to date.
- Discovery work undertaken to date is of sufficient quality and completeness to provide a basis for the delivery of defined outcomes.
- The Methods Delivery Team will have timely access to all key stakeholders involved in discovery activity to date and any further stakeholders required to complete the Discovery work to a sufficient level of quality.

- [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Risk management

Provide further details of any foreseen risks with this project and how they could be mitigated:

There is a risk that there is not internal capacity to deliver a holistic programme of work in the agreed timeline, this will be mitigated through this external engagement to provide project capacity.



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Deliverables

Through the provision of project management and related services set out in the table below, the supplier will help ensure the programme is delivered on time and with proportionate engagement, and governance

Deliverable	Success Criteria	Milestone / Date	Owner (who in the delivery team?)
Discovery and Project Support			
	<p>Plans and completes discovery into the scope, costs, timelines, approach and resourcing</p> <p></p> <p>Builds upon existing discovery activity undertaken to date.</p> <p>Establishes and leads/supports targeted workshops as required with key stakeholders e.g. functional reps.</p>	<p>28/4/23</p> <p>Provides regular feeds into other services and deliverables throughout delivery period</p>	Senior Busin Analyst
Project Planning Support	<p>Draft plan with all deliverables and dates known to-date and signed off by Programme Manager.</p> <p>Produced in Microsoft Project and inputted into DEFRA Project Online (POL).</p> <p>Updates POL and project documentation as required and responds to requests in a timely manner.</p> <p>Interfaces with discovery activity and captures key planning considerations e.g. from any workshops</p>	<p>Initial draft 31/3/23</p> <p>Handover version 28/4/23</p>	Planning and Engagement Lead



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Risk Management Support	Captured and defined treatment for all known risks and issues to-date and signed off by Programme Manager	Risks issues captured 15/03/2023	& PMO Lead
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Deliverable	Success Criteria	Milestone / Date	Owner (who in the delivery team?)
	Produced in Microsoft Excel and inputted into DEFRA Project Online (POL) and being used.	Uploaded and used in POL 28/4/23	
Benefits Management Support	Supports the Programme Manager to establish the benefit map Benefits map in place to inform the PID and/or business case (signed off by Programme Manager). Produced in Microsoft PowerPoint and inputted into DEFRA Project Online (POL).	31/3/23	Planning and Engagement Lead
Communications Planning Support	Supports the Programme Manager in producing a communications plan Established collaboratively with key stakeholders – taking into account any feedback Approved by Programme Manager	15/03/2023	PMO Lead



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PID and Business Case Support	<p>Provides quality input into PID and business case documentation as required by the project.</p> <p>Input requirements likely to include: change management process, project organisation, quality plan, acceptance criteria and high level project plan</p> <p>Works closely with Programme Manager and actions alterations accurately and in a timely manner.</p> <p>Provides insight into business readiness for delivery phase as demonstrated through PID/business case which has been internally approved.</p> <p>Provides key information inputs to support SRO and team to engage ALBs on 'go' or 'no go' decisions</p>	Ongoing throughout engagement	PMO Lead
Deliverable	Success Criteria	Milestone / Date	Owner (who in the delivery team?)
PMO Support Service	<p>Provision of best practice support in the effective running of key project meetings/boards including drafting/socialising and sharing meeting agendas, and producing proportionate actions/minutes.</p> <p>All documentation approved by Programme Manager</p>	Ongoing throughout engagement	PMO Lead
Internal Capability Development Outcomes			
Full suite of project documentation (also inserted into POL), which is ready for handover into Major Projects Team.	All necessary project documentation is available for the MPP Deputy Director to decide on acceptance of the programme subject to the above 'go' or 'no go decisions'	28/04/2023	PMO Lead



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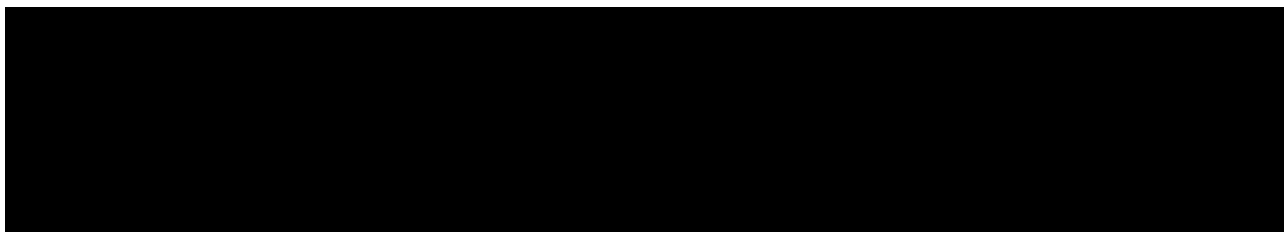
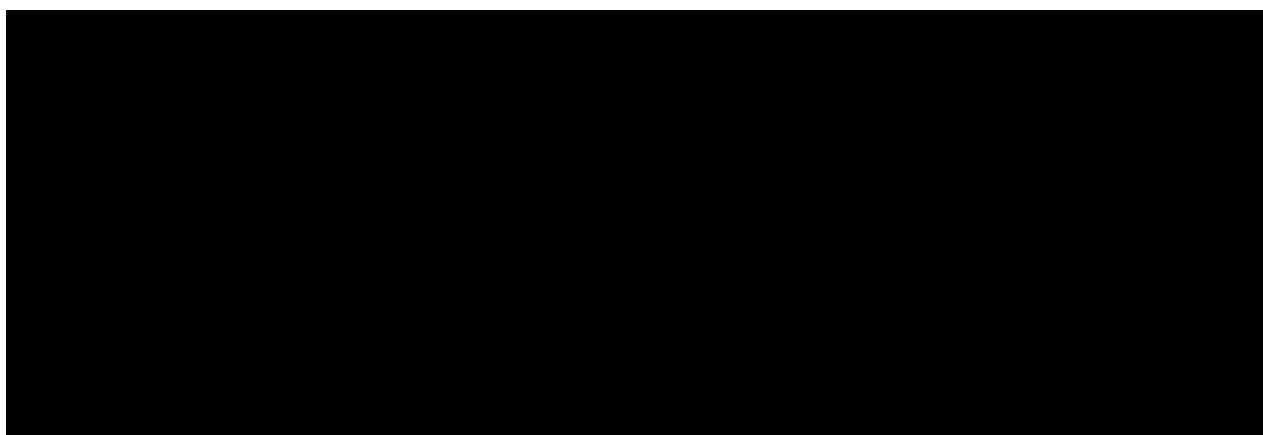
Knowledge Transfer	Provision of planned knowledge transfer including handover of key artefacts to identified members of the existing programme team. Planned throughout delivery period. Approach and completion approved by Programme Manager.	28/4/23	Planning and Engagement Lead and all roles
P3M Critical Friendship	Makes recommendations and supports decisions in relation to the proportionate development of deliverables set out in this table and wider project delivery.	Ongoing throughout engagement	Planning and Engagement Lead

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



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.
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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 £74,666 inclusive of expenses and excluding VAT.

Stage	Cost	Due (link to milestone dates)
Grand total	£74,666	

Business Area considerations:

- ☐ Are the costs and fees appropriate (costs linked to deliverables, rates and drive value for money)?

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;



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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 includes NDAs.

6. Exit management

The agreed actions and deliverables by the Supplier for when the contract ends are as follows:

All deliverables as set out in the deliverables table.
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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.



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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



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