

Order Form

Framework agreement reference: [SBS/17/SG/ZMC/9266](#)

Date of order	21/04/2020	Order Number	<input type="checkbox"/>] To be quoted on all correspondence relating to this Order
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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: N/A Address: N/A Phone: N/A e-mail: N/A Fax: N/A

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	"Guarantor"
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 09/04/2020
(1.2)	Expiry Date 30/06/2020

2. GOODS AND SERVICES REQUIREMENTS	
(2.1) Services	<p>The proposed support will provide Defra with specialist support to develop the Programme to the next level of detail and pragmatically establish key functions over time as appropriate.</p> <p>To help clarify the maturity of existing capabilities, defining the ‘to-be’ state, developing roadmaps to mature critical areas and setting out clear and concise actions and next steps – presented in the Pulse Check report.</p> <p>Provide hands-on support to roll-out Governance structures, processes and frameworks documented in the Terms of Reference and mobilise and mature the Finance and Commercial functions.</p> <p>Support stakeholder engagement and reporting as required and be primed to support ad-hoc requirements across the Programme as it develops – activity, deliverables and resource defined and agreed as required.</p>

[Guidance: Include a description of the core Services which are applicable to the Customer together with any specific Service requirements.]

(2.2) Premises	<p>Animal & Plant Health Agency Woodham Lane New Haw Surrey KT15 3NB</p>
(2.3) Lease/ Licenses	n/a
(2.4) Standards	n/a
(2.5) Security Requirements	Security Policy

<p>All personnel shall comply with the site security standards</p> <p>Additional Security Requirements</p> <p>To obtain a hard pass the following is required:</p> <p>A DBS check not more than 3 months old Passport/Driving licence Proof of address (i.e. Utility bill) not more than 3 months old.</p> <p>Staff without a hard pass will need to be escorted on site.</p> <p>Processing personal data under or in connection with this contract</p> <p>No but GDPR must be adhered to. Confirmation of this is required.</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>N/A</p>
<p>(3.3) Sub-contractors to be involved in the provision of the Services and/or Goods</p> <p>No Sub-contractors</p>
<p>(3.4) Outline Security Management Plan</p> <p>Data protection and privacy compliance statement provided separately to Dawn Donaldson</p>
<p>(3.5) Relevant Convictions</p> <p>N/A</p>
<p>(3.6) Implementation Plan</p> <p>N/A</p>

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 £355,000.00
(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
N/A

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	07 May 2020

For and on behalf of the Customer:

Name and Title	
Signature	

Date	
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