

CALL OFF SCHEDULE 12: VARIATION FORM

No of Call Off Order Form being varied:

CPD/004/119/118

Variation Form No: **01**

BETWEEN:

The Ministry of Housing, Communities & Local Government ("**the Customer**")

and

Moorhouse Consulting ("**the Supplier**")

1. This Call Off Contract is varied as follows:
 - a) Extension of the contract from 22 December 2018 to 21 February 2019, with the option to extend for a further two months; and
 - b) Additional project management support to deliver on the Government's commitment to take ownership of the Grenfell Tower site, and to respond to an urgent, emerging issue of testing the soil in response to concerns about contamination. The requirement and deliverables are set out in Annex A at the end of this variation form.
 - c) The value of this contract variation is £66,000
2. Words and expressions in this Variation shall have the meanings given to them in this Call Off Contract.
3. This Call Off Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

Signed by an authorised signatory for and on behalf of the **Customer**

Signature

Date

Name (in
Capitals)

Address

Signed by an authorised signatory to sign for and on behalf of the **Supplier**

Signature

Date

Name (in
Capitals)

Address

ANNEX A: REQUIREMENT AND DELIVERABLES

Project Management Support for Grenfell Tower Site – Products:

1. THE REQUIREMENT

1.1 Project management specialists are required for a two month period with scope to extend for a further two months to establish and embed project management best practice principles and methodology as part of the initiation phase of this work. These specialists will be embedded within the policy team.

1.2 The objectives are to work with the policy team and facilitate discussions with the wider team to:

1.2.1 Develop and agree delivery plans, including mapping key decisions and critical path, and associated resourcing plans.

1.2.2 Identify and agree dependencies (external and internal) for this work.

1.2.3 Identify and agree risks and issues, and associated risk mitigation strategies.

1.2.4 Support stakeholder mapping and the development of the programme engagement approach.

1.2.5 Support development of refreshed governance structures, including appropriate boards, approval and escalation routes.

1.2.6 Develop and embed project management function, tools and methodologies to enable ongoing management of delivery plans and risks, ensuring that these tie in with the already-established programme level functions.

1.2.7 Provide appropriate training or capability development to ensure that a nominated internal resource is able to maintain these functions effectively in the long term.

1.3 The deliverables for this work are:

1.3.1 A project plan setting out how the requirements in this specification will be achieved within the Contract timescale, including when deliverables will be submitted for review and the process for deliverable rejection/acceptance.

1.3.2 A scope work and production of a refreshed Project Initiation Document (PID).

1.3.3 Delivery and resource plans, with clear milestones, key decision points and dependencies.

1.3.4 An appropriate reporting project management tool to regularly monitor and report on progress, escalate issues and decisions.

1.3.5 Refreshing and developing risk registers in line with best practice Project Management principles and methodologies.

1.3.6 A stakeholder map and engagement plan.

1.3.7 Refreshing and developing a governance plan, including relevant boards, escalation and approval routes..

1.4 All deliverables will need to be produced in line with best practice and in line with departmental approach and signed off by the policy team and the Deputy Director responsible for the relevant division.

2. KEY MILESTONES

2.1 The Supplier should note the following project milestones that the Authority will measure the quality of delivery against:

<u>Milestone</u>	<u>Description</u>	<u>Timeframe</u>
1	Review and approval of project plan (including scope, key deliverables, milestones and resource plan) to deliver best practice project management principals and methodology. contract signature	By end of week 2 of project after
2	Review of deliverables in line with agreed project plan. the successful supplier	To be agreed between the Authority and
3	Review meetings to monitor progress (including status of agreed deliverables) the successful supplier	To be agreed between the Authority and
4	Submission of final, agreed deliverables	Final week of contract

Project Management Support for Environmental Testing – Products:

1. THE REQUIREMENT

1.1 Project management specialists are required for a two month period to establish and embed project management best practice principles and methodology as part of the initiation phase of this work. These specialists will be embedded within the policy and community engagement team

1.2 The objectives are to work with the policy and community engagement teams and facilitate discussions with the wider team to:

1.2.1 Develop and agree delivery plans, including high level milestones and critical path

1.2.2 Identify and agree risks, issues, actions and decisions and associated risk mitigation strategies

1.2.3 Develop and embed project management function, tools and methodologies to enable ongoing management of delivery plans and risks, ensuring that these tie in with the already-established programme level functions

1.2.4 Ensure that a nominated internal resource is able to maintain these functions effectively in the long term

1.3 The deliverables for this work are:

1.3.1 A project plan setting out how the requirements in this specification will be achieved within the Contract timescale, including high level milestones

1.3.2 An appropriate reporting project management tool to regularly monitor and report on progress, escalate issues, decisions and track project budget

1.3.3 Support the creation for the draft Environmental Testing business case

1.3.4 Refreshing and developing the RAID log in line with best practice Project Management principles and methodologies

1.3.5 Updating and finalising the project scope and ToR

1.4 All deliverables will need to be produced in line with best practice and in line with departmental approach and signed off by the policy team and the Deputy Director responsible for the relevant division

2. KEY MILESTONES

2.1 The Supplier should note the following project milestones that the Authority will measure the quality of delivery against:

<u>Milestone</u>	<u>Description</u>	<u>Timeframe</u>
1	Review and approval of project plan (including scope, key deliverables and milestones) to deliver best practice project management principals and methodology	
2	Review of deliverables in line with agreed project plan.	To be agreed between the Authority and the successful supplier
3	Review meetings to monitor progress (including status of agreed deliverables).	To be agreed between the Authority and the successful supplier
4	Submission of final, agreed deliverables	in the final week of contract