

Order Form

Framework agreement reference: SBS/17/SG/ZMC/9266

Date of order	16/9/19	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: [REDACTED] Address: 15 Canada Square, Canary Wharf, London E14 5GL Phone: [REDACTED] e-mail: [REDACTED]

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	<input type="checkbox"/>] " Guarantor "
Parent Company address	<input type="checkbox"/>]
Account Manager	Name: <input type="checkbox"/>] Address: <input type="checkbox"/>] Phone: <input type="checkbox"/>] e-mail: <input type="checkbox"/>] Fax: <input type="checkbox"/>]

1. TERM	
(1.1) Commencement Date	16/09/19
(1.2) Expiry Date	31/11/19

2. GOODS AND SERVICES REQUIREMENTS	
(2.1) Services	
<p>Provide support to Management to develop the SCAH OBC document in advance of expected approvals submission in mid-October 2019. The document is considered to be at a mature stage, but there is further work needed to ensure:</p> <ul style="list-style-type: none"> • Clarity of message (a clear “golden thread” throughout) • Consistency in drafting, writing style, tone and a consistent level of detail throughout • All content is referenced and appropriately sign-posted • To support management to further develop and refine the existing, mature OBC document, rather than re-write the document with new content. <p>In addition support Management in their development of a short slide summary of the proposals to sit alongside the OBC that can be used as an executive summary / short-form version of this document. This is likely to entail c.25 slides covering the key content of the OBC in a summarised form and is not expected to require the development of new scenarios, but to leverage existing content with the OBC and its supporting analysis.</p> <p>These documents will be created using DEFRA branded templates, working with the programme team in Weybridge to liaise and build on existing work to date. Also meet with key members of the RED team review to align deliverables with stakeholder requirements.</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) n/a</p>
<p>(2.7) Environmental Plan No</p>

<p>3. SUPPLIER SOLUTION</p> <p>(3.1) Supplier Solution</p> <p>[]</p> <p><i>[Guidance: If there are particular aspects of the Goods and/or Services that have been offered by the Supplier that you wish to record in the contract then these should be set out here.]</i></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>[]</p> <p><i>[Guidance: Insert details of any Sub-contractors being used by the Supplier]</i></p>
<p>(3.4) Outline Security Management Plan</p> <p>As set out below:</p> <p>[]</p> <p><i>[Guidance: As part of the ordering process, Customers should require the Supplier to provide an outline plan and policy and include this in the Order Form in this paragraph 3.4.]</i></p>

(3.5) Relevant Convictions

A Relevant Conviction is a Conviction that is relevant to the nature of the Services to be provided
 [Guidance: You may wish to specify a particular conviction(s) e.g. involving dishonesty, violence, sexual offence]

(3.6) Implementation Plan

[Implementation phase and associated implementation plan]

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)

£175,000.00

(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

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[Guidance: Include any additional requirements required by the Customer above. Examples could include:

- Any reference to the Participating Authority's requirements set out in any documents relating to a mini-competition and the Supplier's proposal
- Further provisions relating to financial distress of a supplier such as enhanced reporting / meetings, payment of charges into escrow to ensure payments are made to sub contractors and creation of a financial distress plan
- Details of any particular obligations that the Customer has agreed to and provisions dealing with the control the consequences of any failure to meet such obligations such as, for example, payment deductions for failure to meet an agreed service level

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	[Redacted]
Signature	[Redacted]
Date	20 September 2019

For and on behalf of the Customer:

Name and Title	
Signature	
Date	