

**ORDER**

ORDER NO: SER/ 0706

Date of Order: 4 September 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>Customer's representative: Dena Barasi</p> <p>T: +44 (0) 121 644 7626 E: dena.barisi@ofwat.gsi.gov.uk</p>	<p><b>TO (Contractor):</b></p> <p>PA Consulting Services Ltd 123 Buckingham Palace Road London SW1W 9SR United Kingdom</p> <p>Contractor's representative: [REDACTED]</p> <p>[REDACTED]</p>
<p><b>SERVICES TO BE DELIVERED TO:</b></p> <p>Dena Barasi Ofwat London Office, Bloomsbury House, 21 Bloomsbury Street, London, WC1B 3HF.</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 Contract arising from this Order shall be governed by the Call-Off Terms and Conditions as set out in the Ofgem Framework Agreement for Economic, Financial and Related Consultancy Services, and PA Consulting Services Ltd with effect from 1 September 2015; the Customer's Invitation to Tender (ITT) for Interim Support With In-Period Outcome Delivery Incentives (ODI) Determinations ref PROC.04.012 issued on the mytenders website on 10 August 2017, the Contractor's Proposal dated 25 August 2017; and any enhancements thereto and provisions expressly listed herein.</p>	

**Description of Services Requirement:**

Interim Support With In-Period Outcome Delivery Incentives (ODI) Determinations ref PROC.04.0123

**Service Category**

Pan-Regulators' Framework for Economic, Financial & Related Consultancy Services. Sub Lot - 5 - Policy Development & Implementation

**Contract Period**

The Commencement Date shall be 13 September 2017.

The expiry date is 1 November 2017; unless extended or terminated earlier in accordance with the Contract or when the Cap price is reached, whichever is the first to occur.

**Charges**

The Capped Price for the project is **£62,101.00**, being the maximum amount payable to the Contractor for completion of the project, the Capped Price will only be exceeded by agreement between the Customer and the Contractor. Such agreement will only be given by the Customer where cost overruns have arisen as a result of the work involved being over and above that reasonably anticipated prior to the Customer's approval to commence work on the project.

The scope of services is as described in the Invitation to Tender Document and the Tender submission by the Contractor dated 25 August 2017.

Where the resource costs incurred by the Contractor in performing the Services falls below the Capped Price, the Contractor shall invoice the Customer for the actual value of the Services provided according to the charge rates described in the Order Form.

The Services/deliverables which satisfactorily address any points raised by the Customer and their acceptance by the Customer will signify successful completion of this element of project.

The charge rates are all inclusive with the sole exceptions of:

- Disbursement for travel and subsistence
- Value Added Tax.

**The Project Team Daily Charge Rates**

Consultant	Framework Rank	Rate (£)	Consultant Days	Total to capped price (£)

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

### Contractor's Key Personnel

Core Team - Commercial

[REDACTED]

### Variation to Contract

Any amendments to the Contract must be agreed in writing in accordance with the provisions of the Variation Form at Appendix 1 of the Schedule 5 - Call off Terms and Conditions.

### Formation of Contract

BY SIGNING AND RETURNING THIS ORDER FORM THE CONTRACTOR AGREES to enter into a legally binding contract with the Customer to provide to the Customer the Services specified and referred to in this Order Form incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Agreement entered into by the Contractor effective from 1 September 2015.

The Parties hereby acknowledge and agree that they have read the Order Form and Conditions of Contract for Professional Service including Consultancy and by signing below agree to be bound by this Contract.

For and on behalf of the Contractor:

Name	[REDACTED]
Position	MEMBER OF PA'S MANAGEMENT GROUP
Signature	[REDACTED]
Date	15/9/2017

For and on behalf of the Customer:

Name	David Black
Position	Senior Director
Signature	[REDACTED]
Date	29/9/2017

TOTAL

£62,101

The Customer will not pay for:

- Any items which it regards as part of the Contractor's overheads (for example; word-processing, secretarial time, cost of faxes and telephone charges);
- Any expenses not authorized in advance by the Customer's project manager;
- Travelling time unless the Customer's project manager has authorized in advance the payment of travelling time.

Travel expenses will be paid extra with the agreement of the Customer representative and in compliance with Appendix A.

## Key Deliverables

The key Deliverables/outputs required are:

- two spreadsheets assessing the in-period ODI submissions for Severn Trent Water and South West Water against our assessment criteria as set out in Information Notice 17/04a;
- potentially, if one or both of the companies does not make a submission, an assessment of the company's information about why it has not made a submission for an in-period ODI determinations. It is possible we will still open a determination in such a case and the spreadsheet in bullet point 1 will still be necessary;
- Two draft determinations that we will consult on for Severn Trent Water and South West Water for 3 weeks (probably from 31 October 2017) which will form appendices to a main determination document;
- Dealing with issues raised by Ofwat management and Ofwat's legal advisors on the draft determinations for Severn Trent Water and South West Water; and
- Supporting Ofwat's internal team members who will be drafting the main determination document and the appendix for Anglian Water, this will include reviewing the documents. For example, providing any information on Severn Trent Water and South West Water that is needed for the main document or informing the internal staff member working on Anglian Water's draft determination of any information from Severn Trent Water and South West Water that affects that determination.

## Invoicing and Payment

Payment will be due upon Acceptance by the Customer of the Deliverables in accordance Clause 3 of the schedule 5 Call off terms. Invoices to be submitted for work carried out in each month of the Contract.

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.

The Customer shall pay the Contractor within thirty (30) calendar days of receipt of a valid invoice, submitted in accordance with the payment profile set out above and the provisions of this Contract.

## Appendix A - Travel and Subsistence 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.

