



**Crown
Commercial
Service**

**PROVISION OF COVID-19 CALL TO ARMS HR
AFTER SURGE – WP1214**

To

DEPARTMENT OF HEALTH AND SOCIAL CARE

From

CARNALL FARRAR LTD

Contract Reference: CCCC21A86

Crown Commercial Service

Call Off Order Form for Management Consultancy Services

FRAMEWORK SCHEDULE 4
PART 1 – CALL OFF ORDER FORM

SECTION A

This Call Off Order Form is issued in accordance with the provisions of the Framework Agreement for the provision of Complex & Transformation Consultancy Services dated **04 September 2018**.

The Supplier agrees to supply the Services specified below on and subject to the terms of this Call Off Contract.

For the avoidance of doubt this Call Off Contract consists of the terms set out in this Template Call Off Order Form and the Call Off Terms.

Order Number	To be confirmed, following Contract Award
From	Secretary of State for Health and Social Care acting as part of the Crown through the Department of Health & Social Care of 39 Victoria Street, London, SW1H 0EU ("CUSTOMER") REDACTED (Customer contact name)
To	Carnall Farrar Ltd 91 Wimpole Street London W1G 0EF England ("SUPPLIER") REDACTED (Supplier contact name)
Date	1 st April 2021 ("DATE")

SECTION B

1. CALL OFF CONTRACT PERIOD

1.1.	Call Off Commencement Date: Thursday 1 st April 2021
1.2.	Call Off Expiry Date: End date of Call Off Initial Period: Thursday 30 th September 2021 No option to extend

2. SERVICES

2.1.	<p>Services required:</p> <ul style="list-style-type: none">• The clinical advisor provides an independent opinion to the laboratory to advise on strategy and to help identify and resolve issues when required. They are not hands-on or responsible for running the laboratory.• This is an advisory role and not an executive clinical lead role.• Desirable background - a consultant medical virologist or consultant medical microbiologist or a consultant clinical scientist in virology. FRCPATH qualified by examination (not by publications) within Microbiology or Virology and experienced in molecular testing of varied patient samples in large volumes within NHS or PHE. Purely research-based virologists or microbiologists are not suitable. Non-UK based virologists or microbiologists are also not suitable. <p>Key accountabilities for the role</p> <ul style="list-style-type: none">• Advising on analytical sensitivity, validation and verification of assays performed within the laboratory• Assisting in setting up laboratory; important to have daily interactions during the first month of 'live' running. Helping laboratories to reach UKAS accreditation, Health and Safety compliance, training and competency training (if needed locally).• Advise on technical, interpretive, and IT-related troubleshooting issues – across a run, a series of runs, or across the entire day, if needed locally• Provide guidance on interpretation specifications including machine learning or artificial intelligence software. This local requirement is coordinated with national requirements• Help with interpretation of testing data from the laboratory centres and the selection of qualified staff for local trouble shooting team, if needed locally• Provide guidance on LIMS issues if needed locally• Provide advice on laboratory documentation to REDACTED@dhsc.gov.uk for issues, if needed locally• Meeting attendance at Weekly Clinical Advisors meetings (led by Test and Trace Laboratory Validation and Assurance lead); fortnightly PM Quality Leads meeting (led by DHSC Laboratory Validation and Assurance Lead); Weekly Site directors meeting (led by Prof Dame REDACTED); and other ad hoc meetings to discuss quality assurance arising.• Supporting public health and clinical oversight group with clinical advice and input on programme issues, as required• Produce reports on providing advice and the performance of the sites, if required• Raise technical validation, verification, new laboratory, operational and public health issues with appropriate senior staff.• Provide advice to DHSC / NHSE&I on pre-analytical and post-analytical issues, if needed
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3. PROJECT PLAN

3.1.	Project Plan: The Individual workplans will be agreed with line managers overseeing each team member Individuals must ensure knowledge transfer and documented handover before exit from role. Individual to work with line manager to capture this.
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4. CONTRACT PERFORMANCE

4.1.	Standards: As defined in the Call Off Terms
4.2	Service Levels/Service Credits: Not applied
4.3	Critical Service Level Failure: Not applied
4.4	Performance Monitoring: The Supplier shall provide weekly timesheet reports in a format to be determined by the Customer showing time spent by each member of Supplier Personnel against agreed budgets
4.5	Period for providing Rectification Plan: The period of ten (10) Working Days in Clause 39.2.1(a) shall be amended to five (5) Working Days

5. PERSONNEL

5.1	Key Personnel: (Supplier) Carnall Farrar Ltd REDACTED REDACTED@carnallfarrar.com (Customer) REDACTED NHS Test and Trace Operations Department of Health & Social Care E: REDACTED @dhsc.gov.uk
5.2	Relevant Convictions (Clause 28.2 of the Call Off Terms): Applied as per clause 28.2. The Supplier shall ensure that the checks specified in HMG Baseline Personnel Security Standard have been carried out in respect of any of Supplier Personnel assigned to access the Customer Premises, Customer Property, Customer Data or any other property or information belonging to the Customer, and that the results of those checks were satisfactory.

	<p>The Supplier shall document full and accurate records of HMG Baseline Personnel Security Standard checks.</p> <p>This sub-clause 28.2 shall apply if the Customer has specified Relevant Convictions in the Call Off Order Form.</p> <p>The Supplier shall ensure that no person who discloses that he has a Relevant Conviction, or who is found to have any Relevant Convictions (whether as a result of a police check or through the procedure of the Disclosure and Barring Service (DBS) or otherwise), is employed or engaged in any part of the provision of the Services without Approval.</p> <p>Notwithstanding Clause 28.2.2, for each member of Supplier Personnel who, in providing the Services, has, will have or is likely to have access to children, vulnerable persons or other members of the public to whom the Customer owes a special duty of care, the Supplier shall (and shall procure that the relevant Sub-Contractor shall):</p> <ul style="list-style-type: none"> • carry out a check with the records held by the Department for Education (DfE); • conduct thorough questioning regarding any Relevant Convictions; and • ensure a police check is completed and such other checks as may be carried out through the Disclosure and Barring Service (DBS), and the Supplier shall not (and shall ensure that any Sub-Contractor shall not) engage or continue to employ in the provision of the Services any person who has a Relevant Conviction or an inappropriate record.
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6. PAYMENT

6.1

Call Off Contract Charges (including any applicable discount(s), but excluding VAT):

For the avoidance of doubt, the total contract value shall not exceed £206,262.00 and charged in accordance with the table below:

Table of grades & rates:

Role	Rate	Units required	Discount applied
Charged days			
T&T9159 REDACTED Approved RAB: 18/02/21 Start date: 01/04/2021	£REDACTED/day	126	REDACTED

	End date: 30/09/2021			
	Investment Days (not charged)			
	Total excl. VAT		£	206,262.00
	Total incl. VAT		£	247,514.40
6.2	Payment terms/profile BACS Monthly in arrears Submitted invoices must be accompanied by supporting information including: <ul style="list-style-type: none"> completed timesheets for amounts set out in the relevant invoice; and such other information as the Customer (acting reasonably) may require in order to verify the invoiced amounts. The Supplier shall have processes and systems in place to ensure costs and pricing are managed appropriately during the Call Off Contract. The Supplier shall ensure that an effective mix of grades of the project team are assigned and managed during the Call Off Contract to ensure best value for money for the Customer. Invoice payments will be approved upon satisfactory delivery of the agreed Key Performance Indicator targets set out in Annex 1 to this Call Off Order Form and before the end of the Call Off Initial Period (and any Call Off Extension Period, where applicable) a completed knowledge transfer in accordance with section 8.4 of this Call Off Order Form.			
6.3	Reimbursable Expenses: Not permitted			
6.4	Customer billing address (paragraph 7.6 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): <p>REDACTED @dhsc.gov.uk</p> Payment and Invoicing 39 Victoria Street Westminster London SW1H 0EU			
6.5	Call Off Contract Charges fixed for (paragraph 8.2 of Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): <p>The duration of the Call Off Contract</p>			

6.6	Supplier periodic assessment of Call Off Contract Charges (paragraph 9.2 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)) will be carried out on: 1 January and 1 July each year
6.7	Supplier request for increase in the Call Off Contract Charges (paragraph 10 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): Not Permitted

7. LIABILITY AND INSURANCE

7.1	Estimated Year 1 Call Off Contract Charges: The sum of £206,262.00
7.2	Supplier's limitation of Liability (Clause 37.2.1 of the Call Off Terms); As set out in Clause 37.2.1 of the Call Off Terms
7.3	Insurance (Clause 38.3 of the Call Off Terms): Professional Indemnity – £5m per claim and in the aggregate per annum Employers' liability – as required by law Third Party Public and Products Liability Insurance – £5m per occurrence and in the aggregate per annum

8. TERMINATION AND EXIT

8.1	Termination on material Default (Clause 42.2 of the Call Off Terms)): In Clause 42.2.1(c) of the Call Off Terms
8.2	Termination without cause notice period (Clause 42.7 of the Call Off Terms): The period of thirty (30) Working Days in Clause 42.7 shall be amended to five (5) Working Days
8.3	Undisputed Sums Limit: In Clause 43.1.1 of the Call Off Terms
8.4	Exit Management: In Call Off Schedule 9 (Exit Management), which shall be amended as follows: The following new paragraph 13 will be added: 13.1 The Supplier will produce and submit to the Customer a knowledge transfer plan within 20 Working Days of the Call Off Commencement Date (or such other period as may be agreed by the Parties in writing). The draft knowledge transfer plan shall set out as a minimum: <ul style="list-style-type: none"> the Supplier's proposed methodology for achieving the transfer of all relevant knowledge to the Customer and/or Replacement Supplier which might be necessary to ensure a rapid, orderly, non- disruptive transition of the Services from the Supplier

	<p>to the Customer and/or its Replacement Supplier on the expiry or termination of this Call Off Contract;</p> <ul style="list-style-type: none"> • a project plan for effective knowledge transfer, including Milestones and Deliverables; • identification of all critical processes and information that will be documented and provided to the Customer and/or Replacement Supplier and the timescales for documentation and provision; • the proposed format of documentation and/ or training that will be provided by the Supplier as part of knowledge transfer and the proposed dates for provision; and • definitions of an agreed acceptable standard and sign-off process (including roles and responsibilities from Supplier and Customer teams) <p>13.2 The Parties shall use reasonable endeavours to agree the contents of the knowledge transfer plan. If the Parties are unable to agree the contents of the Exit Plan within ten (10) Working Days of its submission, then such Dispute shall be resolved in accordance with the Dispute Resolution Procedure.</p> <p>13.3 Upon termination or expiry (as the case may be) or at the end of the Termination Assistance Period (or earlier if this does not adversely affect the Supplier's performance of the Services and the Termination Assistance and its compliance with the other provisions of this Call Off Schedule 9), the Supplier shall, at its own cost and expense:</p> <p>13.3.1 comply with all of its obligations contained in the knowledge transfer plan and shall make the Supplier Personnel and the information available for the purposes of knowledge transfer to the Customer and/or the Replacement Supplier.</p> <p>13.3.2 provide no less than 40 hours of dedicated resource time from Supplier Personnel who were actively engaged in the provision of the Services to carry out the knowledge transfer activities set out in the knowledge transfer plan. This cost will be absorbed by the Supplier at the time of contract expiry.</p>
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9. SUPPLIER INFORMATION

9.1	Supplier's inspection of Sites, Customer Property and Customer Assets: Not applicable
9.2	Commercially Sensitive Information: The proposal submission (if any) and pricing shall be classed as commercially sensitive information, in addition to names, email addresses and contact details otherwise not available in the public domain.

10. OTHER CALL OFF REQUIREMENTS

10.1	Recitals (in preamble to the Call Off Terms): Recital A
10.2	Call Off Guarantee (Clause 4 of the Call Off Terms): Not required

10.3	Security: Select short form security requirements										
10.4	ICT Policy: As per Department for Health and Social Care standard policy										
10.6	Business Continuity & Disaster Recovery: In Call Off Schedule 8 (Business Continuity and Disaster Recovery) Disaster Period: For the purpose of the definition of “Disaster” in Call Off Schedule 1 (Definitions) the “Disaster Period” shall be as defined in the BCDR Plan.										
10.7	NOT USED										
10.8	Protection of Customer Data (Clause 35.2.3 of the Call Off Terms): Not Applicable										
10.9	Notices (Clause 56.6 of the Call Off Terms): Customer’s postal address and email address: Department of Health and Social Care, 39 Victoria Street, Westminster, London, SW1H 0EU Supplier’s postal address and email address: Carnall Farrar Ltd, 1 Lyric Square, Hammersmith, London, W6 0NB										
10.10	Transparency Reports As set out in the table below (and Call Off Schedule 13 (Transparency Reports)):										
	<table><tr><th>TITLE</th><th>CONTENT</th><th>FORMAT</th><th>FREQUENCY</th></tr><tr><td>Project Progress & Deliverables Report</td><td><ul style="list-style-type: none">A summary of resource utilised: activities completed and cost assigned in the week completed;</td><td>Excel or Word</td><td>Weekly</td></tr></table>	TITLE	CONTENT	FORMAT	FREQUENCY	Project Progress & Deliverables Report	<ul style="list-style-type: none">A summary of resource utilised: activities completed and cost assigned in the week completed;	Excel or Word	Weekly		
TITLE	CONTENT	FORMAT	FREQUENCY								
Project Progress & Deliverables Report	<ul style="list-style-type: none">A summary of resource utilised: activities completed and cost assigned in the week completed;	Excel or Word	Weekly								

		<ul style="list-style-type: none"> • A rolling two (2) week forecast of resource required • Overview of all open and closed actions • Overview of open and closed risks and issues • Deliverables provided and Milestones completed/achieved in the relevant week • Anticipated delays to delivery of Milestones and Deliverables 			
	KPI Performance Report	<ul style="list-style-type: none"> • Outlining the Supplier's performance against the key performance indicators referred to in section 2.1 above 		Weekly	
10.11	Alternative and/or Additional Clauses from Call Off Schedule 14 and if required, any Customer alternative pricing mechanism: Not applicable				
10.12	Call Off Tender: In Schedule 16 (Call Off Tender)				
10.13	Publicity and Branding (Clause 36.3.2 of the Call Off Terms) Not applicable				
10.14	Staff Transfer Annex to Schedule 10, List of Notified Sub-Contractors (Call Off Tender).				
10.15	Processing Data Call Off Schedule 17 Name: REDACTED Email: REDACTED @DHSC.gov.uk Name: REDACTED Email: REDACTED @carnallfarrar.com				
Contract Reference:		CCCC21A86			
Date:		1 st April 2021			

Description Of Authorised Processing	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation the Customer is the Data Controller and the Supplier is the Data Processor of Personal Data under this Call Off Contract Agreement.
Use of Personal Data	Managing the obligations under the Call Off Contract Agreement, including delivery of the Services.
Duration of the processing	For the duration of the Call Off Contract Agreement.
Nature and purposes of the processing	As necessary for the Supplier to deliver the Services, in particular by using the Personal Data specified below to contact and discuss relevant matters with employees and contractors of the Customer.
Type of Personal Data	<p>Full name</p> <p>Workplace address</p> <p>Workplace Phone Number</p> <p>Workplace email address</p> <p>Job title or role</p> <p>[Compensation</p> <p>Tenure Information</p> <p>Qualifications or Certifications</p> <p>Nationality</p> <p>Education & training history</p> <p>Previous work history</p> <p>References and referee details</p> <p>Driving license details</p> <p>National insurance number</p> <p>Bank statements</p> <p>Utility bills</p>

	<p>Job title or role</p> <p>Job application details</p> <p>Start date</p> <p>End date & reason for termination</p> <p>Contract type</p> <p>Compensation data</p> <p>Photographic Facial Image</p> <p>Biometric data</p> <p>Birth certificates]</p>
Categories of Data Subject	Employees and contractors of the Customer.
10.16	<p>MOD DEFCONs and DEFFORM</p> <p>Call Off Schedule 15</p> <p>Not applicable</p>

FORMATION OF CALL OFF CONTRACT

BY SIGNING AND RETURNING THIS CALL OFF ORDER FORM (which may be done by electronic means) the Supplier agrees to enter a Call Off Contract with the Customer to provide the Services in accordance with the terms Call Off Order Form and the Call Off Terms.

The Parties hereby acknowledge and agree that they have read the Call Off Order Form and the Call Off Terms and by signing below agree to be bound by this Call Off Contract.

In accordance with paragraph 7 of Framework Schedule 5 (Call Off Procedure), the Parties hereby acknowledge and agree that this Call Off Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of the Call Off Order Form from the Supplier within two (2) Working Days from such receipt.

For and on behalf of the Supplier:

Name and Title	
Signature	
Date	

For and on behalf of the Customer:

Name and Title	
Signature	
Date	

Annex 1 – Details of key performance indicators which are required to be delivered by Supplier as part of the Services listed in Section 2.1 of this Call Off Order Form

Key performance indicators

1. From the Commencement Date and during the Call Off Contract Term, the Supplier shall meet or exceed the following key performance indicators:

No.	Subsidiary Performance Indicator Title	Definition	Formula	A	B
1	On Time Timesheet Submission	99% of all timesheets detailing all billable work completed in the relevant KPI Measurement Period are completed and issued to the Customer On Time Where " On Time " means within five (5) Working Days of the end of the relevant KPI Measurement Period	$(A/B) \times 100$	Number of completed timesheets submitted On Time in the relevant KPI Measurement Period	Total number of completed timesheets submitted in the relevant KPI Measurement Period
2	Invoice Accuracy	99% of all invoices submitted to the Customer for payment in the relevant KPI Measurement Period are Accurate Where " Accurate " means that the amount specified in an invoice fully aligns to the supporting timesheets provided with such invoice(s).	$(A/B) \times 100$	Number of Accurate invoices submitted in the relevant KPI Measurement Period	Total number of invoices submitted in the relevant KPI Measurement Period

2. The Supplier shall measure performance against the key performance indicators on a **monthly** basis ("**KPI Measurement Period**"). Within 2 Working Days of the end of each **month**, the Supplier shall provide a report to the Customer which summarises the performance by the Supplier against each of the key performance indicators ("**KPI Performance Report**").
3. On a weekly basis the Supplier shall, at no additional cost to the Customer, provide a project report to the Customer setting out:
- a summary of resources utilised: activities completed and cost assigned in the relevant week;
 - a rolling forecast of resources required forthcoming 14 day period to enable the Customer to approve the anticipated costs;
 - all open and closed Actions;
 - all open and closed Risks and Issues;
 - Deliverables provided in the relevant week and any Deliverables scheduled to be delivered in that week which have not been delivered and the anticipated date for delivery;
 - Milestones achieved in the relevant week and any Milestones scheduled to be achieved in that week which have not been achieved and the anticipated date for achievement;
 - any proposed changes to the Project Plan;

Any errors or omissions in the report submissions identified in a report must be corrected by the Supplier within five (5) Working Days of the error/omission being identified.

4. The Supplier shall have processes and systems in place to ensure costs and pricing are managed appropriately during the Call Off Contract Term and will ensure that an effective mix of the grades are assigned to a project team and managed during the Call Off Contract Term to deliver best value for money for the Customer.