

1. STATEMENT OF WORK (“SOW”) DETAILS

Upon execution, this SOW forms part of the Call-Off Contract (reference below).

The Parties will execute a SOW for each set of Buyer Deliverables required. Any ad-hoc Deliverables requirements are to be treated as individual requirements in their own right and the Parties should execute a separate SOW in respect of each, or alternatively agree a variation to an existing SOW.

All SOWs must fall within the Specification and provisions of the Call-Off Contract.

The details set out within this SOW apply only in relation to the Deliverables detailed herein and will not apply to any other SOWs executed or to be executed under this Call-Off Contract, unless otherwise agreed by the Parties in writing.

Date of SOW:	TBC
SOW Title:	TIM, TEM, IUCDS and UIT SoW
SOW Reference:	SOW001
Call-Off Contract Reference:	C49421
SOW Start Date:	21 December 2021
SOW End Date:	20 May 2022
Duration of SOW:	5 months
Invoice Portfolio Code and Description	TBC
Funding Portfolio Code and Description, if different	TBC

2. SOW CONTRACT SPECIFICATION - PROGRAMME CONTEXT	
SOW Background	<p>This SoW will support the delivery of the following transformation programmes within the Digital Urgent and Emergency Care sub-directorate:</p> <ul style="list-style-type: none"> • Triage Internal Metrics (TIM) • Triage External Metrics (TEM) • Integrated Urgent Care Data Service (IUCDS) • UEC (Urgent and Emergency Care) Interoperability Transformation activities (UIT) <p>Our mission is to make TIM bigger, better, and faster by extending content and coverage (more data sources from the relevant services), improving frequency from bi-monthly to weekly, and enabling delivery of the CDSS (Clinical Decision Support System) interactive front-end to create a 'one-stop shop' supporting clinical decision-making.</p> <p>TEM activities will be focusing on developing dynamic provider/commissioners' dashboards, that will enable provider and commissioner teams to understand the full patient journey and any associated ED outcomes following the interaction with NHS111. This data can then be used to inform operational efficacy, improve patient experience and potentially patient outcomes.</p> <p>In addition, NHS England, and Improvement commissioned NHS Digital to deliver IUCDS reporting and analytical solution to support the work of the Integrated Urgent Care Operational team.</p> <p>The long-term vision is to enable and promote the creation of insights into patient UEC journeys using linked data to increase the evidence base for clinical and operational decision-making.</p> <p>The UEC Interoperability Team (UIT) aims to address interoperability challenges across Urgent and Emergency Care (UEC) in line with the NHSx DUEC Board strategic vision that this should be delivered using open and supported FHIR (Fast Healthcare Interoperability Resources) based standards. UIT operates under the Product Development directorate at NHS Digital whose vision is to be:</p> <p>"A world class service design and product delivery organisation for healthcare, acting as an exemplar for how to deliver truly effective digital services in a truly effective way"</p> <p>To support these challenges, UIT have developed a range product offering including a CDS API Implementation Guide and a conformance approach which includes the development of a conformance tool, working in collaboration with UEC system suppliers and services across health and social care.</p>
Delivery phase(s)	It includes a mixture of Discovery, Alpha, Beta and Live
Overview of Requirement	Through this Statement of Work the supplier will own the milestones described further down in this document. These cover discovery, alpha and public and private beta stages of development.

2. SOW CONTRACT SPECIFICATION - PROGRAMME CONTEXT												
Accountability Models	<p>Please tick the single Accountability Model that shall be used under this Statement of Work:</p> <table border="1"> <tr> <td>Sole Accountability</td> <td><input type="checkbox"/></td> <td>Self Directed Team</td> <td><input checked="" type="checkbox"/></td> <td>Rainbow Team</td> <td><input type="checkbox"/></td> </tr> </table>				Sole Accountability	<input type="checkbox"/>	Self Directed Team	<input checked="" type="checkbox"/>	Rainbow Team	<input type="checkbox"/>		
Sole Accountability	<input type="checkbox"/>	Self Directed Team	<input checked="" type="checkbox"/>	Rainbow Team	<input type="checkbox"/>							
Location/s	<p>The Services outlined within this SOW will be delivered to: Primary Location: As qualified below.</p> <p>If not exclusively at the Primary Location, please provide approximate split across other locations. This will be used as a basis for a blended rate:</p> <table border="1"> <tr> <td>Leeds</td> <td>London</td> <td>Home / Virtual</td> <td>User visits</td> </tr> <tr> <td>10%</td> <td>10%</td> <td>70%</td> <td>10%</td> </tr> </table> <p>NHS Digital is currently implementing a hybrid approach combining office-based and remote working. The two primary office locations are Leeds and London, but occasional travel may be required for ad hoc user/stakeholder meetings.</p>				Leeds	London	Home / Virtual	User visits	10%	10%	70%	10%
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3. HIGH LEVEL INDICATIVE HMRC IR35 DETERMINATION		
No	Statement	Mark
1.	The Buyer is requesting named individuals for the role/s and/or will not accept substitutes for the key individual/s; and/or	Mark
2.	The individual/s and or role/s will not be working to pre-agreed deliverable/increment milestones/service level agreements. e.g. they will be being directed as part of an integrated Buyer or Buyer appointed team (rainbow / blended); and/or	<input type="checkbox"/>
3.	The Buyer requires flexibility to quickly redeploy the individual/s and/or role/s for purposes other than agreed outcomes as priorities change; and/or	<input type="checkbox"/>
4.	The individual/s and/or role/s is/are being paid on a pure time and materials basis and are not carrying any financial risk to rectify/complete any agreed deliverables within the pre-agreed price; and/or	Mark
5.	The individual/s and/or role/s will require to manage resources (governance, financial, systems, or people) within the Buyer's organisation or for organisations other than their own (e.g. an officer of the company); and/or	<input type="checkbox"/>
6.	Other than mandatory training, the individual/s and/or role/s will require training by the Buyer in order to enable them to carry out their role/s.	<input type="checkbox"/>

For the purposes of HMRC IR35, for the individual/s and/or role/s covered by this determination (*strike out A, B, or C as appropriate e.g. struck out leaving one box clear*):

A. The individual/s and/or role/s is/are deemed to be **inside the scope of HMRC IR35** based on the checked criteria identified above (inside if any have been checked). As such it is required that the individuals pay full PAYE/NI for the work undertaken and therefore must not be working for a Personal Services Company (PSC) unless via an approved umbrella organisation. The individual/s must not be a material shareholder (over 5%) within the organisation being contracted with

B. ~~None of the above criteria have been checked and the work consists of clearly defined deliverables which must be completed within the fixed / capped time and material budget agreed for the work ahead of execution and the individual/s and/or role/s are therefore clearly fully outside the scope of HMRC IR35~~

C. ~~None of the criteria has been checked, but there is a degree of uncertainty and therefore a full HMRC CEST determination certificate is attached for each individual.~~

- ~~1. The full HMRC CEST certificate states that the individual/s and/or role/s are unambiguously outside the scope of HMRC IR35.~~
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4. BUYER REQUIREMENTS – SOW DELIVERABLES

[Guidance: An Increment Definition template has been provided as a means of capturing the necessary level of detail for a supplier to start work immediately for all statements of work. The template includes a means of stating acceptance criteria and for signing off delivery.

If the supplier is to be solely accountable and/or the SOW is to be priced on a Fixed Price basis, then the Increment Definition should be included for every milestone listed below.

*If the supplier is to operate under a Self-Directed Team (typically Incremental Fixed Price) model then, **prior** to the milestone being executed an Increment Definition must also be completed in to provide an audit path for IR35 purposes].*

Milestone Ref	Milestone Description	Increment Included	Due date	Key Date
MS01 - TIM	Triage Internal Metrics (TIM) Technical documentation completion <u>Acceptance criteria:</u> <ul style="list-style-type: none">Technical documentation created for linkage and TIM	<input type="checkbox"/>	31/03/2022	<input type="checkbox"/>
MS02 - TIM	Triage Internal Metrics (TIM) Testing completion <u>Acceptance criteria:</u> <ul style="list-style-type: none">Relevant testing documentation created, including testing plans, scripts and reports.Agreed testing cycles for the linkage assets completed	<input type="checkbox"/>	31/03/2022	<input type="checkbox"/>
MS03 - TIM	Triage Internal Metrics (TIM) Development of the process flows and associated collateral for TIM and Queries <u>Acceptance criteria:</u> <ul style="list-style-type: none">Business Analysis documentation completed	<input type="checkbox"/>	31/03/2022	<input type="checkbox"/>

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MS04 - TIM	<p>Triage Internal Metrics (TIM)</p> <p>Completion of data analysis to support development of Linkage, TIM products and Queries Service</p> <p><u>Acceptance criteria:</u></p> <ul style="list-style-type: none">• Required analytical outputs produced for planned and ad hoc queries• Agreed discovery work completed	<input type="checkbox"/>	31/03/2022	<input type="checkbox"/>
MS05 - TEM	<p>Triage External Metrics (TEM)</p> <p>Product Rollout</p> <p><u>Acceptance criteria:</u></p> <ul style="list-style-type: none">• Initial product rollout completed• Agile management of product iterations established	<input type="checkbox"/>	31/03/2022	<input type="checkbox"/>

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MS06 - TEM	<p>Triage External Metrics (TEM)</p> <p>Stakeholder/User engagement to support TEM Interactive dashboard rollout</p> <p><u>Acceptance criteria:</u></p> <ul style="list-style-type: none">• Successfully managed running/facilitation of the engagement sessions as per agreed schedule.• Workshops/engagement session output documented and fed into the design/development of TEM product	<input type="checkbox"/>	31/03/2022	<input type="checkbox"/>
MS07 - TEM	<p>Triage External Metrics (TEM)</p> <p>Testing process and documentation completed.</p> <p><u>Acceptance criteria:</u></p> <ul style="list-style-type: none">• Validated test procedures and created test scripts• Defect tracking process successfully managed• Provided advice on setting up testing process and complete relevant documentation.	<input type="checkbox"/>	31/03/2022	<input type="checkbox"/>

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MS08 - IUCDS	Integrated Urgent Care Data Service (IUCDS) Strategic solution MVP development. <u>Acceptance criteria:</u> <ul style="list-style-type: none">Requirements/ timelines agreed with the Data Management Service team responsible for data onboardingTooling and processes successfully tested	<input type="checkbox"/>	31/03/2022	<input type="checkbox"/>
MS09 - IUCDS	Integrated Urgent Care Data Service (IUCDS) Completion of Business requirements analysis. <u>Acceptance criteria:</u> <ul style="list-style-type: none">Detailed business requirements analysis completed and documented	<input type="checkbox"/>	31/03/2022	<input type="checkbox"/>

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MS10 - IUCDS	Integrated Urgent Care Data Service (IUCDS) Completion of Testing and Quality Assurance. <u>Acceptance criteria:</u> <ul style="list-style-type: none">Existing test procedures and test scripts validated, and additional scripts developed.Testing successfully executed according to the agreed plan.Test results documented and evaluatedQA of all development outputs completed	<input type="checkbox"/>	31/02/2022	<input type="checkbox"/>
MS11 - IUCDS	Integrated Urgent Care Data Service (IUCDS) Strategic solution MVP implemented. <u>Acceptance criteria:</u> <ul style="list-style-type: none">Data migrated to Data Platform Services.Parallel running and testing successfully completedUser access established	<input type="checkbox"/>	31/03/2022	<input type="checkbox"/>

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MS12 - IUCDS	<p>Integrated Urgent Care Data Service (IUCDS)</p> <p>BAU Analysis and reporting.</p> <p><u>Acceptance criteria:</u></p> <ul style="list-style-type: none"> • Provide service using tactical solution until the transition to Strategic solution is completed • Establish BAU process for strategic solution 	<input type="checkbox"/>	31/03/2022	<input type="checkbox"/>
MS13 - UIT	<p>UEC (Urgent and Emergency Care) Interoperability Transformation activities (UIT)</p> <p>Develop 999 to 111 process flows and associated clinical assurance collateral.</p> <p><u>Acceptance criteria:</u></p> <ul style="list-style-type: none"> • Produce a documented evaluation of clinical safety risk management in support of the private and public beta phases of this project • Gain stakeholder acceptance 	<input type="checkbox"/>	31/03/2022	<input type="checkbox"/>

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MS14 - UIT	<p>UEC (Urgent and Emergency Care) Interoperability Transformation activities (UIT)</p> <p>Own specific aspects of the UEC Standards prioritisation framework and governance.</p> <p>Acceptance criteria:</p> <ul style="list-style-type: none"> • Undertake business analysis activities as part of UEC Standards Roadmap to ensure alignment to other transform projects and maintain initiatives linked to Ambulance and to “Rehydration” of triage data • Ensure that there is Clinical Safety oversight across in-flight work and prioritisation decisions 	<input type="checkbox"/>	31/03/2022	<input type="checkbox"/>
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MS15 - UIT	<p>UEC (Urgent and Emergency Care) Interoperability Transformation activities (UIT)</p> <p>Develop rehydration process flows and associated clinical assurance collateral.</p> <p>Acceptance criteria:</p> <ul style="list-style-type: none"> • Undertake business analysis activities as part of Rehydration discovery. • Undertake business analysis activities as part of Rehydration alpha and beta development. • Produce a documented evaluation of clinical safety risk management • Gain stakeholder acceptance 	<input type="checkbox"/>	31/03/2022	<input type="checkbox"/>
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3. BUYER REQUIREMENTS – SOW DELIVERABLES				
Delivery Plan	Delivery plans are being developed for individual projects as part of the sprint planning activities. Tier 1 and 2 project milestones have been agreed for financial years 21/22.			
Dependencies	<ul style="list-style-type: none"> IG dependency - one of the key dependencies for all data – related activities is the Information Governance approvals, e.g., appropriate legal basis (Directions/Data Sharing Agreements and Data Processing agreements) must be in place Availability of external stakeholders Technical Governance approvals 			
Resource Plan	Refer to the indicative resource plan provided by the Buyer within the pricing schedule and the response by the Supplier also in the same			
Security Applicable to SOW	The Supplier confirms that all Supplier Staff working on Buyer Sites and on Buyer Systems and Deliverables, have completed Supplier Staff Vetting in accordance with Call-Off Schedule 9A (Security).			
Standards Applicable to SOW	From the Start Date of this Statement of Work, the Supplier shall comply with the relevant (and current as of the SOW Start Date) Standards set out in Annex 3 of Framework Schedule 1 (Specification). The Buyer requires the Supplier to comply with the following additional Standards requirements for this Statement of Work: N/A			
SOW Reporting Requirements :	Ref.	Type of Information	Which Services does this requirement apply to?	Required regularity of Submission
	1.	Presentation at agile ceremonies and boards as required		
	1.1	Routine presentations at Show and Tell and sprint planning primarily	All products	Routine presentations at Show and Tell and sprint planning primarily

4. CHARGES							
Call Off Contract Charges	<p>The applicable charging method(s) for this SOW is (check one):</p> <table><tr><td>Capped Time and Materials</td><td><input checked="" type="checkbox"/></td><td>Fixed Price</td><td><input type="checkbox"/></td><td>Incremental Fixed Price</td><td><input type="checkbox"/></td></tr></table> <p>[Redacted]</p> <p>The Charges detailed in the financial model shall be invoiced in accordance with Clause 4 of the Call-Off Contract.</p>	Capped Time and Materials	<input checked="" type="checkbox"/>	Fixed Price	<input type="checkbox"/>	Incremental Fixed Price	<input type="checkbox"/>
Capped Time and Materials	<input checked="" type="checkbox"/>	Fixed Price	<input type="checkbox"/>	Incremental Fixed Price	<input type="checkbox"/>		
Financial Model	[Supplier to insert its financial model applicable to this SOW]						
Reimbursable Expenses	Expenses are not applicable to this Call-Off. Expenses should be built into the Call-Off rates provided within the Pricing Schedule.						
Data Protection	Where Annex 1 of Joint Schedule 11 (Processing Data) in the Call-Off Contract does not accurately reflect the Data Processor / Controller arrangements applicable to this SOW, the Parties shall comply with the revised Annex 1 attached to this Statement of Work.						

5. SIGNATURES AND APPROVALS		
Agreement of this SOW BY SIGNING this Statement of Work, the Parties agree that it shall be incorporated into Error! Reference source not found. of the Order Form and incorporated into the Call-Off Contract and be legally binding the Parties:		
For and on behalf of the Supplier	Name and title	
	Date	
	Signature	
For and on behalf of the Buyer	Name and title	
	Date	
	Signature	

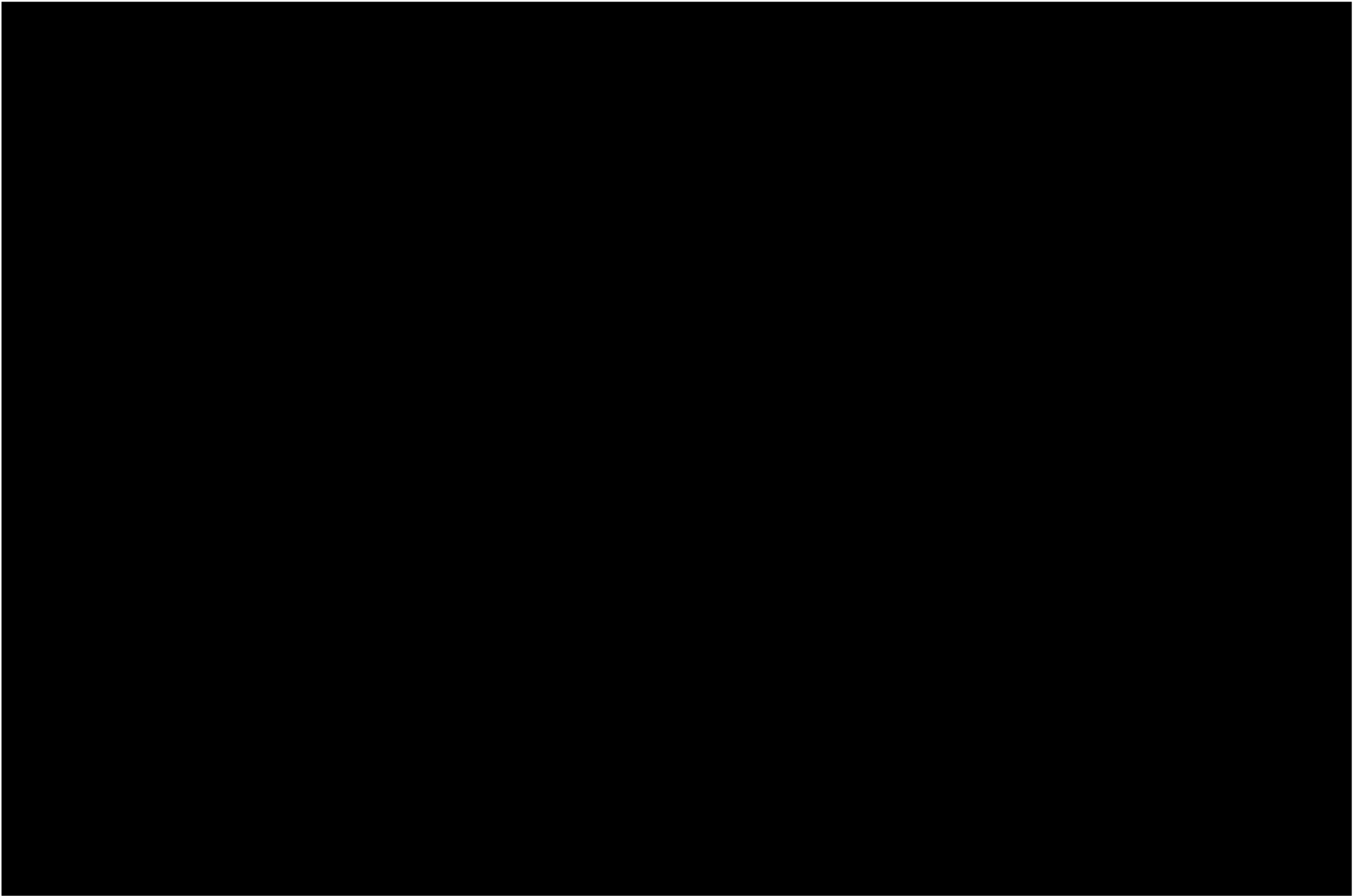
DRAFT

Annex 1 to Statement of Work

Data Processing

Annex 1 of Joint Schedule 11 (Processing Data) details the Data processing requirements for this SOW.

DRAFT





Supplier: **Aire Logic**

BUY8A3 Version: 1.0

£900 **BUY8A4** Dated: 12 Nov 2021

Forecast Start Date	01 Nov 2021
Forecast End Date	22 Mar 2022

Status: **DRAFT**

01 Apr 2022

ACQ1 National	ACQ2 London	ACQ3 Leeds	ACQ4 National Home
20%	10%	30%	40%

FY2022/23

Role No	Aire Logic Response									
ACQ11A DDat Role	ACQ11X Start Week No	ACQ11B Person-Days	ACP11X Offshore Loc.	ACQ11C Name of Proposed Individual	ACQ11D Day Rate (by Supplier)	ACQ11E Technology Premium (if applicable)	ACQ11F Employment Status	Premium	Gross Rate	Cost (Days * Rate)

of which Fixed Price Increments / Milestones		
BUY8M Reference	BUY8N Milestone / Increment Description	ACQ11K Price
		£ -
		£ -
		£ -
		£ -
		£ -
		£ -
		£ -
		£ -
		£ -
		£ -
Total:		£ -

ACQ11G	The Bidder should document Outstanding Risks / Assumptions here. Only list assumptions which potentially affect the cost of the SOW
R1	The names provided assume the contract will be awarded according to published timescales. However, award exceed published timelines, Aire Logic have suitable alternatives that can be deployed
R2	
R3	
R4	
R5	
R6	
R7	
R8	
R9	
R10	

1. STATEMENT OF WORK (“SOW”) DETAILS

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Date of SOW:	TBC
SOW Title:	Patient Encounter History Alpha
SOW Reference:	SOW002
Call-Off Contract Reference:	C49421
SOW Start Date:	1 November 2021
SOW End Date:	1 May 2022
Duration of SOW:	6 months
Invoice Portfolio Code and Description	P0748/05 - Patient Encounter - History
Funding Portfolio Code and Description, if different	As above

2. SOW CONTRACT SPECIFICATION - PROGRAMME CONTEXT											
SOW Background	<p>The Patient Encounter History (PEH) transform project is exploring the development of a product which will replace/upgrade the current Repeat Caller Service¹ (RCS) NHSD product and allow the viewing of patient encounters across Urgent and Emergency Care and from any UEC system and regardless of where the patient journey started.</p> <p>Existing product landscape needs to be considered when targeting the development of a new solution and this involves consideration to the RCS and the Summary Care Record ²(SCR) products. The discovery phase of PEH is also collating information on local solutions aligned to the PEH project objectives.</p> <p>The project is high profile as it will fulfil the requirements of the Regulation 28 / [REDACTED] case.</p>										
Delivery phase(s)	<p>The PEH project discovery phase is underway with a small NHSD team and due to end in September 2021.</p> <p>This SOW will bring additional design, development and data analysis / data engineering capabilities into the team for its Alpha stage of development.</p>										
Overview of Requirement	<p>The requirement is for a staggered approach to the delivery of the standard Alpha phase outputs.</p> <p>We expect an initial focus on design and data engineering with continuous flows of validation against user needs. On this please refer to milestones MS01, MS02 and initial phases of MS04.</p> <p>This will be followed by the development of options to demonstrate the opportunities and to allow for the selection of the optimal solution that will be explored into Beta. This phase will see the completion of all SOW milestones.</p> <p>Do note that service ownership will sit with NHSX while NHSD owns the delivery management, product management and user research aspects for the project.</p>										
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Location/s

The Services outlined within this SOW will be delivered to:
Primary Location: As qualified below.

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Leeds	London	Home / Virtual	User visits
10%	10%	70%	10%

NHS Digital is currently implementing a hybrid approach combining office-based and remote working. The two primary office locations are Leeds and London, but occasional travel may be required for ad hoc user/stakeholder meetings.

¹ <https://digital.nhs.uk/services/repeat-caller-service>

² <https://digital.nhs.uk/services/summary-care-records-scr>

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[Guidance: An Increment Definition template has been provided as a means of capturing the necessary level of detail for a supplier to start work immediately for all statements of work. The template includes a means of stating acceptance criteria and for signing off delivery.

If the supplier is to be solely accountable and/or the SOW is to be priced on a Fixed Price basis, then the Increment Definition should be included for every milestone listed below.

If the supplier is to operate under a Self-Directed Team (typically Incremental Fixed Price) model then, **prior** to the milestone being executed an Increment Definition must also be completed in to provide an audit path for IR35 purposes].

Milestone Ref	Milestone Description	Increment Included	Due date	Key Date
MS01	A first draft of the set of annotated user journeys completed and supported by sufficiently detailed user stories and epics. <u>Acceptance criteria:</u> Validation by key stakeholders against the set of business needs and the product ecosystem.	<input type="checkbox"/>	31/01/2022	<input type="checkbox"/>
MS02	Initial design options for potential architectural solutions. These should be documented along with rationales and considerations to support options appraisal. <u>Acceptance criteria:</u> Validation by technical review boards to advise which solutions are suitable for prototype development.	<input type="checkbox"/>	31/01/2022	<input type="checkbox"/>
MS03	A set of prototypes modelling competing approaches to the problem being explored. <u>Acceptance criteria:</u> Evidence of alignment to business need and of continuous validation and engagement.	<input type="checkbox"/>	31/03/2022	<input checked="" type="checkbox"/>

4. BUYER REQUIREMENTS – SOW DELIVERABLES

[Guidance: An Increment Definition template has been provided as a means of capturing the necessary level of detail for a supplier to start work immediately for all statements of work. The template includes a means of stating acceptance criteria and for signing off delivery.

If the supplier is to be solely accountable and/or the SOW is to be priced on a Fixed Price basis, then the Increment Definition should be included for every milestone listed below.

*If the supplier is to operate under a Self-Directed Team (typically Incremental Fixed Price) model then, **prior** to the milestone being executed an Increment Definition must also be completed in to provide an audit path for IR35 purposes].*

MS04	Production of compelling data to inform decision making. <u>Acceptance criteria:</u> Evidence of QA for each of the data flows produced.	<input type="checkbox"/>	31/03/2022	<input checked="" type="checkbox"/>
MS05	Findings and recommendations. <u>Acceptance criteria:</u> A report that is suitable for presentation at programme level Boards.	<input type="checkbox"/>	31/03/2022	<input checked="" type="checkbox"/>
MS06	Identification and elaboration of the interoperability requirements, up to and including the development and testing of a draft FHIR-based standard. <u>Acceptance criteria:</u> Handover of documented standard for review and acceptance by NHS Digital technical staff / boards.	<input type="checkbox"/>	31/03/2022	<input checked="" type="checkbox"/>

3. BUYER REQUIREMENTS – SOW DELIVERABLES				
Delivery Plan	<p>An initial agile delivery plan to address the documented milestones should be drafted by the Supplier, to be presented within the first sprint of the project. This will need to align to timings of the project milestone dates detailed above.</p> <p>The project will adhere to Agile principles and the delivery plan will be refined by mutual agreement as required.</p>			
Dependencies	<ul style="list-style-type: none"> • Alignment to current RCS product requirements that adhere to Regulation 28/ [REDACTED] case • Consideration to the wider technology landscape • Interaction with other systems that either record, store or display patient information • Involvement of end users and of system suppliers as relevant • Technical Governance approvals • Approvals by the NHSD/X/E/I commissioners 			
Resource Plan	Refer to the indicative resource plan provided by the Buyer within the pricing schedule and the response by the Supplier also in the same			
Security Applicable to SOW	The Supplier confirms that all Supplier Staff working on Buyer Sites and on Buyer Systems and Deliverables, have completed Supplier Staff Vetting in accordance with Call-Off Schedule 9A (Security).			
Standards Applicable to SOW	From the Start Date of this Statement of Work, the Supplier shall comply with the relevant (and current as of the SOW Start Date) Standards set out in Annex 3 of Framework Schedule 1 (Specification). The Buyer requires the Supplier to comply with the following additional Standards requirements for this Statement of Work: N/A			
SOW Reporting Requirements :	Ref.	Type of Information	Which Services does this requirement apply to?	Required regularity of Submission
	1.	Presentation at agile ceremonies and boards as required		
	1.1	Routine presentations at Show and Tell and sprint planning primarily	Alpha phase of delivery	Routine presentations at Show and Tell and sprint planning primarily

4. CHARGES							
Call Off Contract Charges	<p>The applicable charging method(s) for this SOW is (check one):</p> <table border="1"><tr><td>Capped Time and Materials</td><td><input checked="" type="checkbox"/></td><td>Fixed Price</td><td><input type="checkbox"/></td><td>Incremental Fixed Price</td><td><input type="checkbox"/></td></tr></table> <p>[Redacted]</p> <p>The Charges detailed in the financial model shall be invoiced in accordance with Clause 4 of the Call-Off Contract.</p>	Capped Time and Materials	<input checked="" type="checkbox"/>	Fixed Price	<input type="checkbox"/>	Incremental Fixed Price	<input type="checkbox"/>
Capped Time and Materials	<input checked="" type="checkbox"/>	Fixed Price	<input type="checkbox"/>	Incremental Fixed Price	<input type="checkbox"/>		
Financial Model	[Supplier to insert its financial model applicable to this SOW]						
Reimbursable Expenses	Expenses are not applicable to this Call-Off. Expenses should be built into the Call-Off rates provided within the Pricing Schedule.						
Data Protection	Where Annex 1 of Joint Schedule 11 (Processing Data) in the Call-Off Contract does not accurately reflect the Data Processor / Controller arrangements applicable to this SOW, the Parties shall comply with the revised Annex 1 attached to this Statement of Work.						

5. SIGNATURES AND APPROVALS	
Agreement of this SOW BY SIGNING this Statement of Work, the Parties agree that it shall be incorporated into Error! Reference source not found. of the Order Form and incorporated into the Call-Off Contract and be legally binding the Parties:	
For and on behalf of the Supplier	Name and title
	Date
	Signature
For and on behalf of the Buyer	Name and title
	Date
	Signature

DRAFT

Annex 1 to Statement of Work

Data Processing

Annex 1 of Joint Schedule 11 (Processing Data) details the Data processing requirements for this SOW.

DRAFT

Supplier: **Aire Logic**

BUY8A3 Version: 1.0

£900 **BUY8A4** Dated: 12 Nov 2021

Forecast Start Date	01 Nov 2021
Forecast End Date	03 May 2022

Status: **DRAFT**

01 Apr 2022

ACQ1 National	ACQ2 London	ACQ3 Leeds	ACQ4 National Home
20%	0%	0%	80%

FY2022/23

Role No	Aire Logic Response									
ACQ11A DDat Role	ACQ11X Start Week No	ACQ11B Person-Days	ACP11X Offshore Loc.	ACQ11C Name of Proposed Individual	ACQ11D Day Rate (by Supplier)	ACQ11E Technology Premium (if applicable)	ACQ11F Employment Status	Premium	Gross Rate	Cost (Days * Rate)

of which Fixed Price Increments / Milestones		
BUY8M Reference	BUY8N Milestone / Increment Description	ACQ11K Price
		£ -
		£ -
		£ -
		£ -
		£ -
		£ -
		£ -
		£ -
		£ -
		£ -
Total:		£ -

ACQ11G	The Bidder should document Outstanding Risks / Assumptions here. Only list assumptions which potentially affect the cost of the SOW
R1	The names provided assume the contract will be awarded according to published timescales. However, award exceed published timelines, Aire Logic have suitable alternatives that can be deployed
R2	
R3	
R4	
R5	
R6	
R7	
R8	
R9	
R10	

1. STATEMENT OF WORK (“SOW”) DETAILS	
<p>Upon execution, this SOW forms part of the Call-Off Contract (reference below).</p> <p>The Parties will execute a SOW for each set of Buyer Deliverables required. Any ad-hoc Deliverables requirements are to be treated as individual requirements in their own right and the Parties should execute a separate SOW in respect of each, or alternatively agree a variation to an existing SOW.</p> <p>All SOWs must fall within the Specification and provisions of the Call-Off Contract.</p> <p>The details set out within this SOW apply only in relation to the Deliverables detailed herein and will not apply to any other SOWs executed or to be executed under this Call-Off Contract, unless otherwise agreed by the Parties in writing.</p>	
Date of SOW:	TBC
SOW Title:	UEC standards governance and prioritisation framework
SOW Reference:	SOW003
Call-Off Contract Reference:	C49421
SOW Start Date:	TBC
SOW End Date:	TBC
Duration of SOW:	5 months
Invoice Portfolio Code and Description	TBC
Funding Portfolio Code and Description, if different	TBC

2. SOW CONTRACT SPECIFICATION - PROGRAMME CONTEXT	
SOW Background	<p>This SOW will define the products that will need to be delivered by the Buyer's UIT team in relation to interoperability standards. The discovery phase of the project has been completed resulting on a set of principles and as-is artefacts as well as the gaps and draft roadmap of use cases.</p> <p>The Supplier will own the activity of creating a formal prioritisation framework driven by business needs. The Supplier will also be expected to produce a simple means to orchestrate and illustrate the governance.</p> <p>The Supplier will be expected to develop a toolbox consisting of checklists and plan illustrations. This toolbox is required to simplify the application of path-to-live governance currently in place in NHS Digital for interoperability projects. The toolbox will need to comprise technical architecture as well as implementation and business change aspects.</p> <p>The Supplier will be expected to assist in the application of these tools in the initial scoping of work prioritised via the supplier created framework.</p> <p>It will be essential for the supplier to engage effectively with system suppliers and with their end users (clinician, NHS admin staff etc.). This will be key to gather sufficient business intelligence to assist prioritisation of projects via the supplier created framework.</p>
Delivery phase(s)	<p>The work required by this SOW aligns to research / discovery activities; these are aimed at supporting decision making on what uses case the NHSD UEC interoperability team will focus on next.</p>
Overview of Requirement	<p>The Supplier will be expected to bring user research (MS01 and MS03) and analytical (MS02) capabilities in the context given by the background summary provided above.</p> <p>A grounded knowledge of the technical architecture and supplier landscape in the health sector will also be essential.</p> <p>Service ownership will sit with NHSX, while both NHSX and NHSD own aspects of the current standards interoperability governance.</p> <p>The milestones described below will serve as key inputs to NHSx decision making so that decisions can be aligned to business need. They will inform decisions on what UEC interoperability use cases to tackle when. They are also intended to enable the optimisation of the interoperability governance responding to our SRO aspiration to make Digital UEC an exemplar in this field.</p>

2. SOW CONTRACT SPECIFICATION - PROGRAMME CONTEXT												
Accountability Models	<p><i>Please tick the single Accountability Model that shall be used under this Statement of Work:</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Sole Accountability</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">Self Directed Team</td> <td style="text-align: center; padding: 5px;"><input checked="" type="checkbox"/></td> <td style="padding: 5px;">Rainbow Team</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> </table>				Sole Accountability	<input type="checkbox"/>	Self Directed Team	<input checked="" type="checkbox"/>	Rainbow Team	<input type="checkbox"/>		
Sole Accountability	<input type="checkbox"/>	Self Directed Team	<input checked="" type="checkbox"/>	Rainbow Team	<input type="checkbox"/>							
Location/s	<p>The Services outlined within this SOW will be delivered to: Primary Location: As qualified below.</p> <p>If not exclusively at the Primary Location, please provide approximate split across other locations. This will be used as a basis for a blended rate:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <td style="padding: 5px;">Leeds</td> <td style="padding: 5px;">London</td> <td style="padding: 5px;">Home / Virtual</td> <td style="padding: 5px;">User visits</td> </tr> <tr> <td style="text-align: center; padding: 5px;">10%</td> <td style="text-align: center; padding: 5px;">10%</td> <td style="text-align: center; padding: 5px;">70%</td> <td style="text-align: center; padding: 5px;">10%</td> </tr> </table> <p>NHS Digital is currently implementing a hybrid approach combining office-based and remote working. The two primary office locations are Leeds and London, but occasional travel may be required for ad hoc user/stakeholder meetings.</p>				Leeds	London	Home / Virtual	User visits	10%	10%	70%	10%
Leeds	London	Home / Virtual	User visits									
10%	10%	70%	10%									

3. HIGH LEVEL INDICATIVE HMRC IR35 DETERMINATION		
No	Statement	Mark
1.	The Buyer is requesting named individuals for the role/s and/or will not accept substitutes for the key individual/s; and/or	Mark
2.	The individual/s and or role/s will not be working to pre-agreed deliverable/increment milestones/service level agreements. e.g. they will be being directed as part of an integrated Buyer or Buyer appointed team (rainbow / blended); and/or	<input type="checkbox"/>
3.	The Buyer requires flexibility to quickly redeploy the individual/s and/or role/s for purposes other than agreed outcomes as priorities change; and/or	<input type="checkbox"/>
4.	The individual/s and/or role/s is/are being paid on a pure time and materials basis and are not carrying any financial risk to rectify/complete any agreed deliverables within the pre-agreed price; and/or	Mark
5.	The individual/s and/or role/s will require to manage resources (governance, financial, systems, or people) within the Buyer's organisation or for organisations other than their own (e.g. an officer of the company); and/or	<input type="checkbox"/>
6.	Other than mandatory training, the individual/s and/or role/s will require training by the Buyer in order to enable them to carry out their role/s.	<input type="checkbox"/>

For the purposes of HMRC IR35, for the individual/s and/or role/s covered by this determination (*strike out A, B, or C as appropriate e.g. ~~struck out~~ leaving one box clear*):

A. The individual/s and/or role/s is/are deemed to be **inside the scope of HMRC IR35** based on the checked criteria identified above (inside if any have been checked). As such it is required that the individuals pay full PAYE/NI for the work undertaken and therefore must not be working for a Personal Services Company (PSC) unless via an approved umbrella organisation. The individual/s must not be a material shareholder (over 5%) within the organisation being contracted with

B. ~~None of the above criteria have been checked and the work consists of clearly defined deliverables which must be completed within the fixed / capped time and material budget agreed for the work ahead of execution and the individual/s and/or role/s are therefore clearly fully outside the scope of HMRC IR35~~

C. ~~None of the criteria has been checked, but there is a degree of uncertainty and therefore a full HMRC CEST determination certificate is attached for each individual.~~

1. ~~The full HMRC CEST certificate states that the individual/s and/or role/s are **unambiguously outside the scope of HMRC IR35**.~~
2. ~~The full HMRC CEST determination is indeterminate or inside IR35 and the individual/s and/or role/s is/are considered to be **within the scope of HMRC IR35**. Such individual/s are required to pay full PAYE/NI contributions via appropriate employment / umbrella cover. Individuals shall not have a material share holding.~~

4. BUYER REQUIREMENTS – SOW DELIVERABLES

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Milestone Ref	Milestone Description	Increment Included	Due date	Key Date
MS01	<p>Set up a formal prioritisation framework with is grounded by end user validation</p> <p><u>Acceptance criteria:</u></p> <ul style="list-style-type: none"> • Having applied and fully evidenced a variety of user research techniques • Providing outputs that are targeted to facilitating decision-making • Ensuring that the key documents produced by NHSD to set up this project are used and iterated as required 	<input type="checkbox"/>	31/03/2022	<input type="checkbox"/>
MS02	<p>Collate a simple toolbox (incl. plan illustrations and annotated user journeys) to simplify the application of the current NHSD governance in relation to the development and implementation of interoperability standards.</p> <p><u>Acceptance criteria:</u></p> <ul style="list-style-type: none"> • Technical Architecture considerations and dependencies are well documented • The relevant health care ecosystem of technical suppliers is clearly targeted • A fully tested plan to convert current processes into a workable governance 	<input type="checkbox"/>	31/03/2022	<input type="checkbox"/>

4. BUYER REQUIREMENTS – SOW DELIVERABLES

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MS03	Stakeholder engagement; summary of findings and recommendations. <u>Acceptance criteria:</u> Illustration of the barriers experienced by end users when using the current digital solutions.	<input type="checkbox"/>	31/03/2022	<input checked="" type="checkbox"/>
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3. BUYER REQUIREMENTS – SOW DELIVERABLES																				
Delivery Plan	<p>An initial agile delivery plan to address the documented milestones should be drafted by the Supplier, to be presented within the first sprint of the project. This will need to enable the project milestone dates detailed above.</p> <p>The project will adhere to Agile principles and the delivery plan will be refined by mutual agreement as required.</p>																			
Dependencies	<ul style="list-style-type: none">• Collaboration with the Chief Technical Office teams spreading NHSX and NHSD• Involvement of end users and of system suppliers as relevant• Technical Governance approvals• Approvals by the NHSD/X/E/I commissioners																			
Resource Plan	Refer to the indicative resource plan provided by the Buyer within the pricing schedule and the response by the Supplier also in the same																			
Security Applicable to SOW	The Supplier confirms that all Supplier Staff working on Buyer Sites and on Buyer Systems and Deliverables, have completed Supplier Staff Vetting in accordance with Call-Off Schedule 9A (Security).																			
Standards Applicable to SOW	From the Start Date of this Statement of Work, the Supplier shall comply with the relevant (and current as of the SOW Start Date) Standards set out in Annex 3 of Framework Schedule 1 (Specification). The Buyer requires the Supplier to comply with the following additional Standards requirements for this Statement of Work: N/A																			
SOW Reporting Requirements :	<table><tr><th>Ref.</th><th>Type of Information</th><th>Which Services does this requirement apply to?</th><th>Required regularity of Submission</th></tr><tr><td>1.</td><td colspan="3">Presentation at agile ceremonies and boards as required</td></tr><tr><td>1.1</td><td>Routine presentations at Show and Tell and sprint planning primarily</td><td>UEC - Standards Governance and Prioritisation framework</td><td>Routine presentations at Show and Tell and sprint planning primarily</td></tr><tr><td>2.</td><td colspan="3">Final recommendations and findings pack presented to allow approval by SLT / programme board</td></tr></table>				Ref.	Type of Information	Which Services does this requirement apply to?	Required regularity of Submission	1.	Presentation at agile ceremonies and boards as required			1.1	Routine presentations at Show and Tell and sprint planning primarily	UEC - Standards Governance and Prioritisation framework	Routine presentations at Show and Tell and sprint planning primarily	2.	Final recommendations and findings pack presented to allow approval by SLT / programme board		
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4. CHARGES							
Call Off Contract Charges	<p>The applicable charging method(s) for this SOW is (check one):</p> <table border="1"><tr><td>Capped Time and Materials</td><td><input checked="" type="checkbox"/></td><td>Fixed Price</td><td><input type="checkbox"/></td><td>Incremental Fixed Price</td><td><input type="checkbox"/></td></tr></table> <p>[Redacted]</p> <p>The Charges detailed in the financial model shall be invoiced in accordance with Clause 4 of the Call-Off Contract.</p>	Capped Time and Materials	<input checked="" type="checkbox"/>	Fixed Price	<input type="checkbox"/>	Incremental Fixed Price	<input type="checkbox"/>
Capped Time and Materials	<input checked="" type="checkbox"/>	Fixed Price	<input type="checkbox"/>	Incremental Fixed Price	<input type="checkbox"/>		
Financial Model	[Supplier to insert its financial model applicable to this SOW]						
Reimbursable Expenses	Expenses are not applicable to this Call-Off. Expenses should be built into the Call-Off rates provided within the Pricing Schedule.						
Data Protection	Where Annex 1 of Joint Schedule 11 (Processing Data) in the Call-Off Contract does not accurately reflect the Data Processor / Controller arrangements applicable to this SOW, the Parties shall comply with the revised Annex 1 attached to this Statement of Work.						

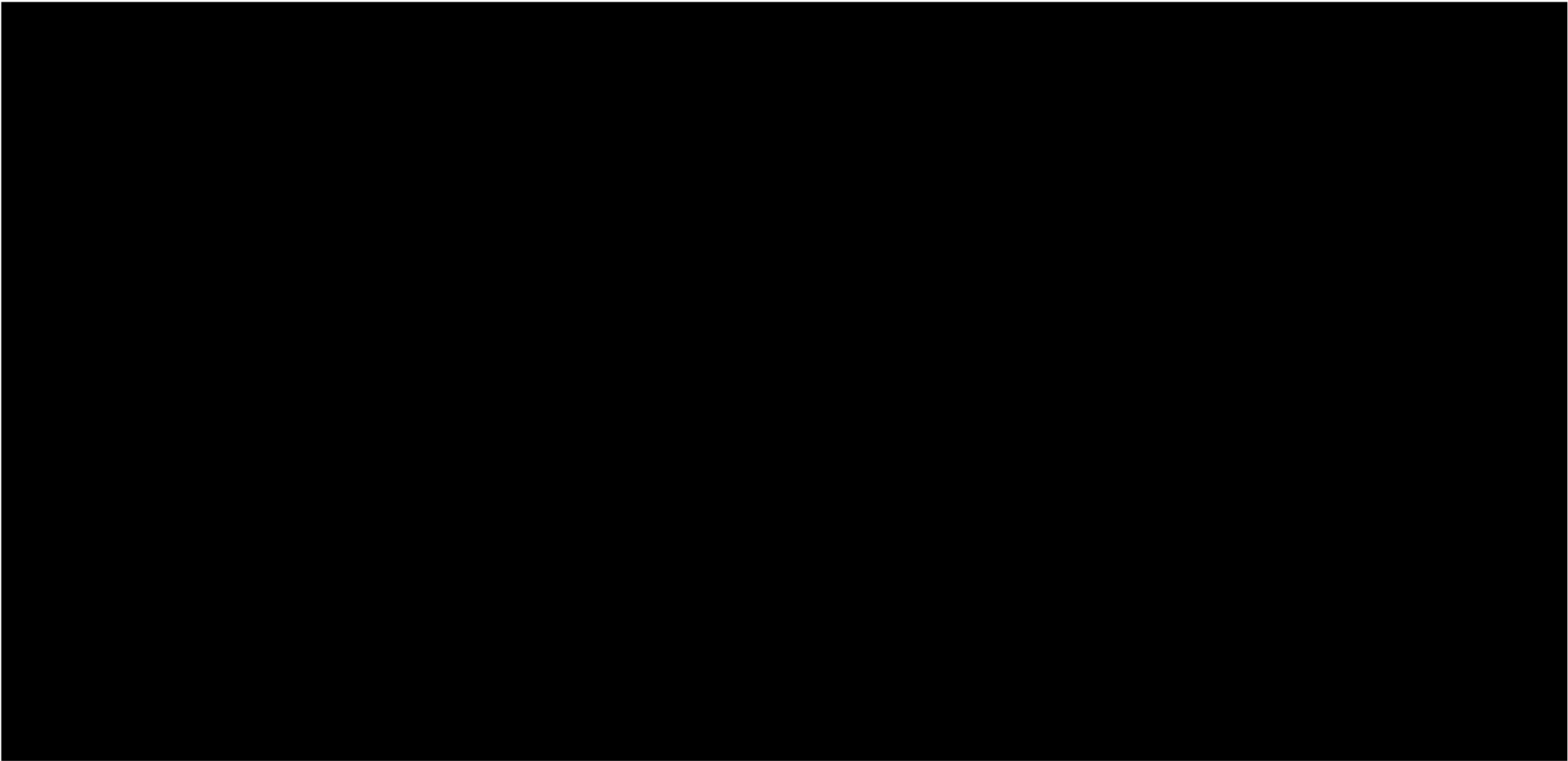
5. SIGNATURES AND APPROVALS							
Agreement of this SOW BY SIGNING this Statement of Work, the Parties agree that it shall be incorporated into Error! Reference source not found. of the Order Form and incorporated into the Call-Off Contract and be legally binding the Parties:							
For and on behalf of the Supplier	<table border="1"><tr><td>Name and title</td><td></td></tr><tr><td>Date</td><td></td></tr><tr><td>Signature</td><td></td></tr></table>	Name and title		Date		Signature	
	Name and title						
	Date						
Signature							
For and on behalf of the Buyer	<table border="1"><tr><td>Name and title</td><td></td></tr><tr><td>Date</td><td></td></tr><tr><td>Signature</td><td></td></tr></table>	Name and title		Date		Signature	
	Name and title						
	Date						
Signature							

Annex 1 to Statement of Work

Data Processing

Annex 1 of Joint Schedule 11 (Processing Data) details the Data processing requirements for this SOW.

DRAFT



Forecast Start Date	01 Nov 2021
Forecast End Date	22 Mar 2022

ACQ1 National	ACQ2 London	ACQ3 Leeds	ACQ4 National Home
20%	0%	0%	80%

Role No	Aire Logic Response										
	ACQ11A DDat Role	ACQ11X Start Week No	ACQ11B Person-Days	ACP11X Offshore Loc.	ACQ11C Name of Proposed Individual	ACQ11D Day Rate (by Supplier)	ACQ11E Technology Premium (if applicable)	ACQ11F Employment Status	Premium	Gross Rate	Cost (Days * Rate)

of which Fixed Price Increments / Milestones		
BUY8M Reference	BUY8N Milestone / Increment Description	ACQ11K Price
		£ -
		£ -
		£ -
		£ -
		£ -
		£ -
		£ -
		£ -
		£ -
		£ -
Total:		£ -

ACQ11G	The Bidder should document Outstaning Risks / Assumptions here. Only list assumptions which potentially affect the cost of the SOW
R1	The names provided assume the contract will be awarded according to publised timescales. However, award exceed published timelines, Aire Logic have suitable alternatives that can be deployed
R2	
R3	
R4	
R5	
R6	
R7	
R8	
R9	
R10	