



Crown
Commercial
Service

Digital Outcomes and Specialists 5 (RM1043.7)

Framework Schedule 6 (Order Form)

Data Engineer - STA 0276

Con_10615

Version 2

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Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)

Order Form

Call-Off Reference: Con_10615, DOS – 14495

Call-Off Title: Data Engineer - STA 0276

Call-Off Contract Description

Summary of Work:

- Scope the requirements of current and future systems, as well as working with colleagues within the department to understand and align with the department's data strategy,
- Develop data validation processes throughout data flow, working with colleagues to ensure their data needs are met, and deliver testing and assurance of data systems,
- Implement data storage solutions (e.g. data warehousing) for existing digital platforms and any future developments, ensuring solutions are in line with departmental data strategy
- Upskill existing team members in order to grow capability and resilience in this area.

The Buyer:

Buyer Address	Department for Education Sanctuary Buildings Great Smith Street Westminster SW1P 3BT
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The Supplier:

Supplier Address	Smartlytics Consultancy Limited The Techno Centre, Coventry University Technology Park, Puma Way, Coventry, England, CV1 2TT
Registration Number	10509103

Applicable Framework Contract

This Order Form is for the provision of the Call-Off Deliverables and dated **[Insert date of issue]**.

It's issued under the Framework Contract with the reference number RM1043.7 for the provision of Digital Outcomes and Specialists Deliverables.

The Parties intend that this Call-Off Contract will not, except for the first Statement of Work which shall be executed at the same time that the Call-Off Contract is executed, oblige the Buyer to buy or the Supplier to supply Deliverables.

The Parties agree that when a Buyer seeks further Deliverables from the Supplier under the Call-Off Contract, the Buyer and Supplier will agree and execute a further Statement of Work (in the form of the template set out in Annex 1 to this Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)).

Upon the execution of each Statement of Work it shall become incorporated into the Buyer and Supplier's Call-Off Contract.

Call-Off Lot

- Lot 2: Digital Specialists

Call-Off Incorporated Terms

The following documents are incorporated into this Call-Off Contract. Where numbers are missing, we are not using those schedules. If the documents conflict, the following order of precedence applies:

- 1 This Order Form including the Call-Off Special Terms and Call-Off Special Schedules.
- 2 Joint Schedule 1 (Definitions) RM1043.7
- 3 Framework Special Terms
- 4 The following Schedules in equal order of precedence:
 - Joint Schedules for RM1043.7
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data) RM1043.7

- Call-Off Schedules for RM1043.7
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 5 (Pricing Details and Expenses Policy)
 - Call-Off Schedule 6 (Intellectual Property Rights and Additional Terms on Digital Deliverables)
 - Call-Off Schedule 7 (Key Supplier Staff)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 10 (Exit Management)

5 CCS Core Terms (version 3.0.9)

6 Joint Schedule 5 (Corporate Social Responsibility) RM1043.7

7 Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

Call-Off Special Terms

The following Special Terms are incorporated into this Call-Off Contract:

None

Call-Off Start Date: Friday 3rd September 2021

Call-Off Expiry Date: Friday 14th January 2022

Call-Off Initial Period: 4 months

Call-Off Optional Extension Period: 1 month

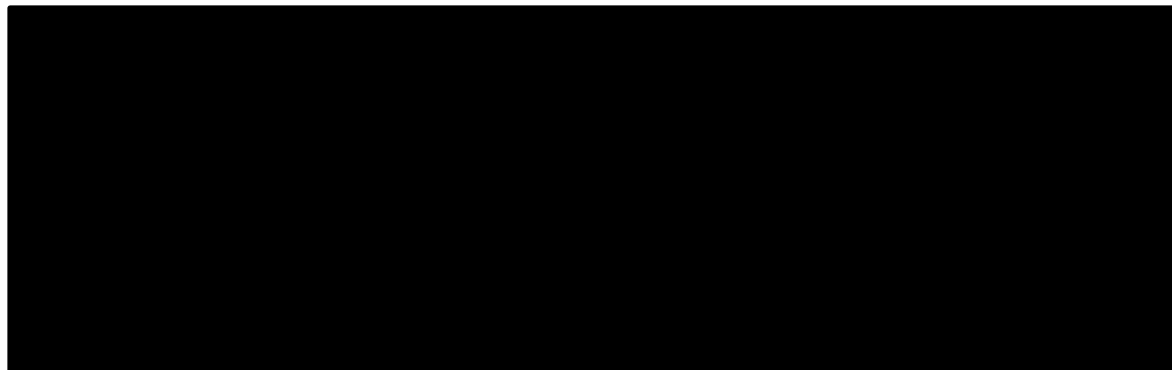
Minimum Notice Period for Extensions: 1 month

Call-Off Contract Value: £70,380 (T&M based)

Call-Off Deliverables

<https://www.digitalmarketplace.service.gov.uk/digital-outcomes-and-specialists/opportunities/14495>

Costings Breakdown



Buyer's Standards

From the Start Date of this Call-Off Contract, the Supplier shall comply with the relevant (and current as of the Call-Off Start Date) Standards referred to in Framework Schedule 1 (Specification).

- The provided service must comply with: -Digital Service Standard-Technology Code of Practice
- DBS clearance is required

Cyber Essentials Scheme

The Buyer requires the Supplier, in accordance with Call-Off Schedule 26 (Cyber Essentials Scheme) to provide a Cyber Essentials Certificate prior to commencing the provision of any Deliverables under this Call-Off Contract.

Maximum Liability

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms as amended by the Framework Award Form Special Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £70,380

Call-Off Charges

- Time and Materials (T&M)

Where non-UK Supplier Staff (including Subcontractors) are used to provide any element of the Deliverables under this Call-Off Contract, the applicable rate card(s) shall be incorporated into Call-Off Schedule 5 (Pricing Details and Expenses Policy) and the Supplier shall, under each SOW, charge the Buyer a rate no greater than those set out in the applicable rate card for the Supplier Staff undertaking that element of work on the Deliverables.

Reimbursable Expenses

Not applicable

Payment Method

The method of payment for the Call-Off Contract Charges (GPC or BACS)	The payment method for this Call-Off Contract is BACS
Invoice (including Electronic Invoice) details	The supplier will issue electronic invoices monthly in arrears. The Buyer will pay the Supplier within 30 calendar days of receipt of a valid invoice.
Who and where to send invoices to:	<p>Named individual from Buyer to review invoices and receipt goods: [REDACTED]</p> <p>Once the Buyer has confirmed back to the Supplier the receipt of goods, electronic invoices must be sent as PDFs by the Supplier [REDACTED] [REDACTED] copying in [REDACTED] [REDACTED] ensuring cross reference of PO number to ensure prompt payment in accordance with terms.</p>
Invoice information required –eg PO, project ref, etc	<p>All invoices must include reference to the PO (to be added)</p> <ul style="list-style-type: none"> • The correct sum in £ sterling • The correct terms of services/goods supplied • A unique invoice number • A valid purchase order number including the pre-fix: <i>STA-PO</i> • Correct supplier details, date, and contact details
Invoice frequency	The supplier will send electronic invoices monthly in arrears.

Buyer's Authorised Representative

Name: [REDACTED]

Role: Head of Assessment
Research, Data and
Psychometrics

Phone: [REDACTED]

Email: [REDACTED]

Address Standards and Testing
Agency, Cheylesmore House,
South Building, 5 Quinton
Road, Coventry CV1 2WT

Buyer's Security Policy



Supplier's Authorised Representative

Name: [REDACTED]

Role: Director

Phone: [REDACTED]

Email: [REDACTED]

Address: The Techno Centre,
Coventry University
Technology Park,
Puma Way,
Coventry, England, CV1
2TT

Supplier's Contract Manager

Name: [REDACTED]

Role: Director

Phone: [REDACTED]

Email: [REDACTED]

Progress Report Frequency

Fortnightly (day of week to be discussed at start up)

Progress Meeting Frequency

Weekly (day of week to be discussed at start up)

Key Staff

[REDACTED]

Data Engineer

[REDACTED]

Worker engaged as contractor outside of IR35

Key Subcontractor(s)

Not applicable

Commercially Sensitive Information

Not applicable

Acceptance Criteria and Outcomes

Refer to Appendix 1 - Statement of Work

Additional Insurances

Not applicable

Guarantee

Not applicable

Social Value Commitment

Not applicable

Statement of Works

During the Call-Off Contract Period, the Buyer and Supplier may agree and execute completed Statement of Works. Upon execution of a Statement of Work the provisions detailed therein shall be incorporated into the Call-Off Contract to which this Order Form relates.

For and on behalf of the Supplier:

Signature:

Name:

Role:

Date:

For and on behalf of the Buyer:

Signature:

Name:

Role:

Date:

Appendix 1

Statement of Work (SoW)

The first Statement(s) of Works shall be inserted into this Appendix 1 as part of the executed Order Form. Thereafter, the Buyer and Supplier shall complete and execute Statement of Works (in the form of the template Statement of Work in Annex 1 to the template Order Form in Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)).

Each executed Statement of Work shall be inserted into this Appendix 1 in chronology.

Statement of Work

Estimated Duration of SOW:	September 2021 to January 2022
Work Package Objectives and Success Criteria:	<p>The Standards and Testing Agency develops and delivers assessments across the primary school age range. Whilst the majority of these assessments are currently paper-based they rely on digital systems for their administration. In addition, the agency has begun to develop new digital assessments and explore the potential for transitioning existing assessments to a digital format.</p> <p>These developments have led to two key emerging needs that form the basis of this SoW for the data engineer:</p> <ol style="list-style-type: none">1. Data infrastructure and operations: the STA needs to harmonise the storage, representation and processing of disparate data sources.2. Skill development and recruitment: as we transition to new ways of working we need to understand the skills that are needed and how we can either develop or recruit them. <p>These needs feed directly into four key objectives for the engineer:</p> <p>1a) Infrastructure & resource map: a report summarising existing data landscape for the STA. At a minimum the report should cover, where and how data is currently being stored. Who processes it and what are their current skills.</p> <p>1b) Data strategy & future solution options: how could we develop our data infrastructure so that we can harmonise storage, representation and processing? What are the operational considerations that we'd need to evaluate at different organisational levels (i.e. ARPD team, STA, DfE)?</p> <p>2a) Training & developing: deliver a short series of training opportunities in key areas of development identified in 1a.</p> <p>2b) Resource plan: in collaboration with area leads to develop training plans that align with the skills requirements of future ways of working and digital infrastructure. How can we develop the skills that we need? Which roles do we need to recruit to? Where</p>

	are our skills gaps?
	<p>Success Criteria:</p> <p>1a) Infrastructure & resource map</p> <ul style="list-style-type: none"> i) Coverage of all aspects of the STA data landscape ii) Review and summary of digital services that support current paper-pencil delivery (e.g. Primary Assessment Gateway, Mark Manager, Item Bank) iii) Review and summary of STAs new digital services (MTC, RBA, Assessment Platform) iv) Evidence of engagement with key stakeholders and delivery partners (e.g. Hippo, Olive Jar, Capita) v) Needs to be completed at a level appropriate to informing the next steps in the development of digital infrastructure. It is not, for example, expected that there would be a detailed review of the code underpinning any particular service or system. It is expected that a summary view of the various entities, streams and representations be included. <p>1b) Data strategy & future solution options:</p> <ul style="list-style-type: none"> i) Outlines the areas where the agency needs to strategically develop – how and why? ii) Presents more than one storage solution option along with a high-level cost-benefit analysis. iii) Presents representation solution option(s) – how might the data we hold best be represented in a single, unified structure? This would include the data model most suited and high-level schema that has been collaboratively produced. iv) Data governance, validation and quality assurance: how can we develop efficient and effective processes in these areas? <p>2a) Training & developing:</p> <ul style="list-style-type: none"> i) Capitalising on their areas of expertise the data engineer will deliver a series of training opportunities targeting key areas for development. These will primarily be for the ARPD team. ii) The interactions during these sessions should be used formatively to help develop 2(b) helping the engineer to evaluate and establish currently held skillsets and capability. iii) The engineer may choose to target particular people within ARPD to work with more closely to develop or demonstrate particular skills (e.g. co-developing a short SQL script to show how it might be used for a particular data processing activity) iv) Throughout their contract the engineer may use regular ‘show and tells’ to outline key findings or to share draft outputs for the other objectives. The presentation, explanation and interaction around these outputs would constitute part of their training obligation. <p>2b) Resource plan:</p>

	<p>i) Skills scope: what are the key skills needed as the agency progresses?</p> <p>ii) Skills audit: what are the skills and capabilities of current team members?</p> <p>iii) Training plan: how can we develop our current team? What resources could we utilise?</p> <p>iv) What additional posts might we need and what would their focus be?</p> <p>vi) What would be the consequence of not recruiting any proposed additional posts?</p>
Work Package Approach:	Preferred approach to be agreed with contractor during the initial induction period.

Work Package Deliverables and Outputs		
Deliverable Date	Outcome/Deliverable	Acceptance Criteria
By end of Sept 21	<p>Work in this month is focused on objective 1a with significant progress expected in the first month.</p> <p>Alongside 1a we expect 2a to begin, but initial sessions are likely to be more generic introductory sessions.</p>	<p>The initial review and understanding of the 'as-is data/digital landscape evidenced during 1-2 review sessions (e.g. 'show and tell' and/or 'playback' sessions). Any initial drafts or outline for 1a may be shared in draft form to evidence acceptable progress towards understanding current landscape.</p> <p>Evidence of beginning to engage with key stakeholders and partners.</p> <p>At least 2 introductory training sessions delivered. Interactive engagement can form part of the gathering of information on team skill level. Slidedecks, resources and recordings shared. Feedback form for session evidencing high quality training delivered.</p>
By end of Oct 21	<p>Objective 1a to be complete by the end of the month.</p> <p>Work on objective 1b may begin as possible solutions become apparent.</p> <p>Continuing work on 2a through sessions and engagements.</p> <p>Initial work on 2b as required skills become apparent (skill scoping).</p>	<p>Draft for 1a shared early with key stakeholders with collaborative engagement.</p> <p>Infrastructure & resource map complete by month end - fulfilling the success criteria.</p> <p>A review session with the team to outline key aspects of deliverable alongside the testing of any initial ideas for 1b.</p> <p>At least 2 training sessions targeted</p>

		at areas of specific development need. Slidedecks, resources and recordings shared. Feedback form for session evidencing high quality training delivered.
By end Nov 21	<p>Work on objective 1b nearing completion by month end. This is expected to form the primary focus of work in this month.</p> <p>Continuing work on 2a through sessions and engagements.</p> <p>Data gathering for a skills audit</p>	<p>1-2 review session(s) with the team to outline key options for future data infrastructure solutions</p> <p>Drafts / outline for 1b shared early with key stakeholders with collaborative engagement.</p> <p>At least 2 training sessions targeted at areas of specific development need. Slidedecks, resources and recordings shared. Feedback form for session evidencing high quality training delivered.</p> <p>2b evidence of beginning to gather a more comprehensive understanding of current skills, knowledge and understanding within the team. Progress should be communicated to Head of ARPD and/or area leads.</p>
By contract end Dec 21 / Jan 22	<p>1b Data strategy & future solution options report finalised by Dec 21.</p> <p>Drawing work on 2a to a close outlining possible directions for learning and development when the contract ends.</p> <p>2b resource plan drafted by end Dec 21, complete by contract end.</p>	<p>1b completed report fulfilling the success criteria.</p> <p>Draft for 2b shared early with key stakeholders with collaborative engagement (by Dec 21). Completed report for contract end - fulfilling the success criteria.</p> <p>2 final training sessions. These final sessions should support development in future directions, outline perceived areas of future need and signpost resources to support self-initiated learning. Slidedecks, resources and recordings shared. Feedback form for session evidencing high quality training delivered.</p>

Annex 1 (Template Statement of Work)

1 Statement of Works (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:

SOW Title:

SOW Reference:

Call-Off Contract Reference:

Buyer:

Supplier:

SOW Start Date:

SOW End Date:

Duration of SOW:

Key Personnel (Buyer):

Key Personnel (Supplier):

Subcontractors:

2 Charges

Call Off Contract Charges:

The applicable charging method(s) for this SOW is:

- Time and Materials (T&M)

The estimated maximum value of this SOW (irrespective of the selected charging method) is £70,380.

Rate Cards Applicable:

Agreed day rate: £[REDACTED] max excluding VAT including T&S

Reimbursable Expenses:

Not applicable

3 Signatures and Approvals

Agreement of this SOW

BY SIGNING this Statement of Work, the Parties agree that it shall be incorporated into Appendix 1 of the Order Form and incorporated into the Call-Off Contract and be legally binding on the Parties:

For and on behalf of the Supplier

Name: [REDACTED]

Title: [REDACTED]

Date: 2nd September 2021

Signature: [REDACTED]

For and on behalf of the Buyer

Name: [REDACTED]

Title: [REDACTED]

Date: 3rd September 2021

Signature: [REDACTED]

Annex 1

Data Processing

Description	Details
Identity of Controller for each Category of Personal Data	<p>The Relevant Authority is Controller, and the Supplier is Processor</p> <p>The Parties acknowledge that in accordance with paragraph 2 to paragraph 15 and for the purposes of the Data Protection Legislation, the Relevant Authority is the Controller, and the Supplier is the Processor of the following Personal Data:</p> <ul style="list-style-type: none"> • Pupil level data managed by STA • Organisation data imported by STA internal staff • Test content uploaded and managed by internal STA staff • Item and test evidence and statistics • DfE Sign-in token processed by supplier <p>Email address</p> <p>Username</p> <p>Occupation</p>
Duration of the Processing	<i>Throughout the duration of the contract, the supplier will be given controlled access to STA's data systems in order to propose a work and resource plan for the management of those systems</i>
Nature and purposes of the Processing	<ul style="list-style-type: none"> • Primary Assessment Gateway • Digital Assessment Platform • MTC Assessment System • STA Flat Files <p>○</p>
Type of Personal Data	<ul style="list-style-type: none"> • School name • School URN • School DfE • School LA Number • Pupil name • Pupil DOB • Pupil Gender • Pupil UPN • Pupil alias (optional)

	<ul style="list-style-type: none"> • Pupil specific access arrangement requirements • Teacher username • Teacher user email address • Item and test level information
Categories of Data Subject	<ul style="list-style-type: none"> • STA service manager • Internal STA Helpdesk • External helpdesk (Capita) • Teachers • Headteachers • Pupils • Technical architect (pupil details masked) • Lead developer (pupil details masked) • QA tester (pupil details masked)
<p>Plan for return and destruction of the data once the Processing is complete</p> <p>UNLESS requirement under Union or Member State law to preserve that type of data</p>	<ul style="list-style-type: none"> • Data is processed in line with STA retention policies. Data will be stored on STA systems only and not held by the processor.

Appendix 2 – DOS5 - Joint Schedules (embedded document)



Data Engineer -
DOS5-joint-schedules

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Data Engineer -
DOS5-call-off-schedu

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