



Crown
Commercial
Service

Digital Outcomes and Specialists 5 (RM1043.7)

Framework Schedule 6 (Order Form)

Version 2

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

Order Form

Buyer guidance: This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

If an electronic purchasing system is used instead of signing as a hard-copy, text below must be copied into the electronic order form starting from 'APPLICABLE FRAMEWORK CONTRACT' and up to, but not including, the Signature block.

It is important that if you, as the Buyer, add to or amend any aspect of any Call-Off Schedule, then **you must send the updated Schedule** with the Order Form to the Supplier.

Call-Off Reference: K280021932

Call-Off Title: Test Route Transformation Discovery

Call-Off Contract Description:

Test routes are the basis of practical driving tests and allow examiners to give candidates directions or ask them to follow Satnav directions. DVSA wants to discover the problems it faces designing and delivering test routes and gain confidence that technology could transform this in the future.

The Buyer: Driver and Vehicle Standards Agency

Buyer Address: Berkeley House, Croydon Street, Bristol, BS5 ODA

The Supplier: Kainos Software Ltd

Supplier Address: 4-6, Upper Crescent, Belfast, BT7 1NT

Registration Number: NI019370

DUNS Number: 23-278-7408

SID4GOV ID: N/A

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

Applicable Framework Contract

This Order Form is for the provision of the Call-Off Deliverables and dated 10th February 2023.

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 1 Digital Outcomes DOS5

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 4 (Commercially Sensitive Information)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data) RM1043.7

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

- 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)
 - Call-Off Schedule 13 (Implementation Plan and Testing)
 - Call-Off Schedule 14 (Service Levels and Balanced Scorecard)
 - Call-Off Schedule 20 (Call-Off Specification)
- 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.

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

Call-Off Start Date: 10th February 2023

Call-Off Expiry Date: 5th May 2023

Call-Off Initial Period: 12 weeks

Call-Off Optional Extension Period: 2 weeks (time only)

Minimum Notice Period for Extensions: 1 month

Call-Off Contract Value: £115,000 excluding VAT

Call-Off Deliverables

See details in Call-Off Schedule 20 (Call-Off Specification)

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).

Cyber Essentials Scheme

N/A

Maximum Liability

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £115,000

Call-Off Charges

1 Fixed Price, please see call-off schedule 5 for breakdown

Reimbursable Expenses

N/A

Payment Method

Payment will be made by BACS. You must be in possession of a written purchase order (PO), before commencing any work, or supplying any goods, under this contract. The Purchase Order Number for this contract will follow shortly.

Invoices submitted to the Department **must also quote the PO number** and must be submitted in accordance with DVSA's Invoicing Procedures.

Invoices received without the correct Purchase Order Number will be returned to you and will delay receipt of payment.

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

Buyer’s Invoice Address

DVSA Accounts payable
DfT Shared Service Centre
5 Sandringham Park
Swansea Vale
Swansea
SA7 0EA

Alternatively electronic invoices can be issued to: ssa.invoice@sharedservicesarvato.co.uk

Invoices received without the correct Purchase Order Number will be returned to you and will delay receipt of payment.

Buyer’s Authorised Representative

Redacted under FOIA Section 40, Personal Information

Buyer’s Environmental Policy



DVSA Sustainable Development Strategy

Buyer’s Security Policy

- Acceptable%20Use%20Policy.docx
- DVSA-IAP101%20-%20Tier%201%20Incide
- DVSA-IAP303%20-%20Tier%203%20Acces
- DVSA-IAP309%20-%20Tier%203%20Decor
- DVSA-IAP309%20-%20Tier%203%20Decor
- DVSA-IAP310%20-%20Tier%203%20Encry
- DVSA-IAP311%20-%20Tier%203%20Foren
- DVSA-IAP314%20-%20Tier%203%20Inform
- DVSA-IAP317%20-%20Tier%203%20Conte
- DVSA-IAP318%20-%20Tier%203%20Netwr
- DVSA-IAP319%20-%20Tier%203%20Patch
- DVSA-IAP323%20-%20Tier%203%20Protec
- DVSA-IAP323%20-%20Tier%203%20Protec
- DVSA-IAP331%20-%20Tier%203%20Vulne
- DVSA-IAP332%20-%20Tier%203%20Admir
- DVSA-IAP334%20-%20Tier%203%20Test
- DVSA-IAP335%20-%20Tier%203%20Wi-Fi

Supplier’s Authorised Representative

Redacted under FOIA Section 40, Personal Information

Supplier’s Contract Manager

Redacted under FOIA Section 40, Personal Information

Progress Report Frequency

On the 10th of each calendar month

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

Progress Meeting Frequency

On the 10th of each calendar month

Key Staff

Redacted under FOIA Section 40, Personal Information

This is a Fixed Price Outcomes based project. Kainos are responsible for allocating people to complete the agreed deliverables and therefore deem this outside the rules concerning IR35.

Key Subcontractor(s)

Not applicable

Commercially Sensitive Information

Supplier's pricing breakdown and tender submission

Balanced Scorecard

See Call-Off Schedule 14 (Service Levels and Balanced Scorecard)

Material KPIs

KPIs have been detailed in Appendix 1 Statement of Work. They will apply to this Call-Off Contract in accordance with Call-Off Schedule 14 (Service Levels and Balanced Scorecard)

Additional Insurances

Not applicable

Guarantee

Not applicable

Social Value Commitment

The Supplier submitted the following social value commitments as part of the procurement:

Redacted under FOIA Section 43, Commercially Sensitive Information

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.

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

For and on behalf of the Supplier:

Signature:

Name: **Redacted under FOIA Section 40, Personal Information**

Role: **Redacted under FOIA Section 40, Personal Information**

Date:

For and on behalf of the Buyer:

Signature:

Name: **Redacted under FOIA Section 40, Personal Information**

Role: **Redacted under FOIA Section 40, Personal Information**

Date:

Signatures will be via DocuSign, on the last page of this document

Appendix 1

The Statement of Works shall be inserted into this Appendix 1 as part of the executed Order Form.

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: 13th February 2023

SOW Title: Automatic Route Generation Discovery

SOW Reference: SOW#1

Call-Off Contract Reference: K280021932

Buyer: DVSA

Supplier: Kainos Software Ltd

SOW Start Date: 13th February 2023

SOW End Date: 5th May 2023

Duration of SOW: 12 weeks

Key Personnel (Buyer):

Key Personnel (Supplier):

Redacted under FOIA Section 40, Personal Information

Subcontractors: N/A

2 Call-Off Contract Specification – Deliverables Context

SOW Deliverables Background: Please see Call-off Schedule 20 Specification

Delivery phase(s): Discovery

Definitions:

Proof of concept - the proof of concept is about understanding the technical challenges in using data science technologies like algorithms to show it is feasible to build a working prototype in Alpha. To be clear, we are not concerned with the usability of the solution at this stage. This is why our minimum requirement for the proof of concept is to generate a simple output of a route that can be separately loaded into the SatNavs that are currently used.

Data Science – in the context of the proof of concept, this is about algorithms that demonstrate it is feasible to build a working prototype. It is not about any broader data science technology choices that will be progressed during Alpha, if justified.

Overview of Requirement:

DVSA has an ambition to use technology to improve the design and delivery of driving test routes.

The test route starts and finishes at the local driving test centre and is the basis of the main parts of the driving test. The candidate is assessed on their:

- general driving ability where the examiner gives the candidate directions
- independent driving where the candidate follows directions on SatNav

Test routes are designed and developed manually by the Local Driving Test Manager. It's time consuming to make sure each route meets all the legal requirements and flows consistently throughout the day, regardless of traffic conditions, so they can be completed reliably within test slot times.

A typical test centre will have a dozen test routes. These are reviewed and changed regularly to allow for developing road networks. Reviews and changes include routinely rotating out routes and introducing new ones to prevent driving instructors from just teaching their pupils the local test routes.

New examiners must learn routes before delivering tests using them. This means each route typically needs to be driven 3 or 4 times before an examiner knows it well enough to give timely instructions to candidates to safely control the test and be certain that they can locate and include all the legal requirements that must be carried out in the driving test.

Our vision is to develop a solution that will automatically design suitable test routes that include sufficient opportunities to complete all the necessary legal requirements, and incorporate a variety of road conditions, speed limits and hazards for the examiner to assess the candidate's ability to drive unaccompanied.

Scope

The work in scope is limited to:

1. Discovery work to make sure DVSA understands the problem
2. Proof of concept work that gives DVSA confidence that data science can be used to build a working prototype in Alpha
3. Generating the inputs to justify and frame Alpha

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

The project is limited to the use of test route technology by DVSA staff (examiners and local driving test managers) when designing routes and delivering tests. Any user needs for test candidates and instructors are out of scope. The current working assumption is that test candidates will not experience changes in the way directions are provided and SatNavs are used.

Similarly, the Discovery scope is limited to the car practical driving test. Subsequent work may expand to consider other test categories, for example motorcycle, lorry, bus.

DVSA delivers driving tests in England, Scotland and Wales. Northern Ireland is out of scope.

The supplier will not be building the service during discovery but doing proof of concept work that gives DVSA confidence that data science can be used to build a working prototype. This does not necessarily mean a solution deployed in a live test environment. At a minimum, the proof of concept needs to be an output that we manually load into our Satnav to allow local managers to validate an automatically generated route.

The focus will be algorithm-based work rather than a working prototype on a mobile device. Suppliers will not have access to or use DVSA live data, systems and devices.

The next stage of the project (Alpha) would be the subject of a competitive procurement process and is out of scope for this contract.

3 Buyer Requirements – SOW Deliverables

Outcome Description:

This contract will achieve the following outcomes:

1. DVSA will have a clear understanding of the problem it is trying to solve including user needs
2. DVSA will understand if the development of a proof of concept that solves the problem using data science is feasible using technology
3. DVSA will have the information it needs to justify the move to alpha and frame alpha work

The first outcome means learning about³:

- Our users (primarily Local Driving Test Managers, and secondarily Driving Examiners) and what they're trying to achieve
- Any constraints we face making changes to how the service is run - because of legislation, for example
- The underlying policy intent we're trying to address - this is the thing that government wants to change or make happen
- Opportunities to improve things - by using technology, for example
- How this relates to other work being done to transform the driving test delivery model

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

The second outcome will include the generation of a proof of concept, which:

- Considers the test routes at 3 geographically different test locations (2 traditional test centres and an alternative test location)
- Considers the user needs of examiners and local driving test managers and their feedback
- Considers historic traffic congestion data to inform test route length, in line with test slot times

This proof of concept work will give DVSA confidence that the following future requirements / scenarios can be incorporated / overcome using data science in a working prototype in Alpha:

- Traffic congestion data to ensure test routes reliably deliver test slot times
- feedback loops could be incorporated in an Alpha prototype, which deliver a continually learning solution that accommodates examiner feedback and live traffic/road scenarios
- automated routines to enable location data extraction, transformation and loading at scale
- a future technical solution could meet the needs of Local Driving Test Managers (and secondarily Driving Examiners) – aligned into their day-to-day roles and responsibilities

The solution definition (including architectural decisions, technology choices and data sources) is out of scope and will be explored and defined through the subsequent Alpha – which would be subject to a further competitive procurement process - and Alpha prototype.

For the third outcome, we will be provided with a report outlining:

- Inputs that DVSA can include in a business case framing Alpha and beyond including but not limited to options analysis, risks, indicative costings for Alpha and estimates for Beta and beyond, benefits analysis including potential efficiency savings
- A defined Alpha input including epics, user stories, minimum viable product, prioritised backlog for Alpha stage, roadmap for alpha delivery, proposed team structure for Alpha

It is also expected that all findings will be handed over at the end of the contract period.

Delivery Plan:

The Delivery Plan below represents indicative activities and phases throughout the 12 week project. The Supplier will use a timeboxed delivery approach, limited to 12 weeks, where the Buyer will prioritise the project backlog on a fortnightly basis, working with the Supplier representative to change / adapt the below Delivery Plan as more is learnt through Discovery.

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Dependencies:

The Buyer will be responsible for supporting successful delivery, including:

- Providing access to stakeholders and information needed to undertake the work,

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

- Arranging user research (Driving Examiner) participants and sessions as appropriate, including finding participants with accessibility needs;
- Providing all licenses and software tools for the Discovery PoC;
- Providing access to DVSA systems and tools where appropriate, such as confluence, jira, Microsoft Teams Microsoft SharePoint and LucidChart.
- Providing desks and/or office facilities as required, where the buyer requests the supplier to attend a DVSA site.
- Making key DVSA personnel available when required, with reasonable notice from the Supplier.
- Managing relationships with external stakeholders, including but not limited to DfT, CDDO, DVLA, & trade bodies.
- Managing other suppliers, as appropriate;
- Provide access to the necessary Customer approval and governance processes, and providing active and proportionate governance.
- Making timely decisions necessary for the progress of the Discovery
- Defining security policies and clearly identifying where security requirements should be considered, including defining data policies and any associated Data Privacy Impact Assessments.
- Making product/service decision and prioritising the content of each Discovery sprint, with the Supplier using a timeboxed approach to delivery, contained within the 12 week project period.
- Providing DVSA staff with an appropriate skillset and availability
- Providing access to the previous PoC's outputs, where the Customer are able to respecting previous contractual arrangements
- Creating the Alpha business case (if applicable), with support from the Supplier through the Discovery outputs described above.

Where a Dependency cannot be met in a timely manner, the Supplier and Buyer representatives will meet to discuss the impact on (as appropriate) project scope, priorities and timelines.

Supplier Resource Plan:

The resource plan below provides indicative resource throughout the 12 week project. The Supplier will adapt the team profile as required through delivery to achieve the Buyer's outcomes, discussing changes via fortnightly team profile meetings.

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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 Paragraph 6 (Security of Supplier Staff) of Part B – Annex 1 (Baseline Security Requirements) of Call-Off Schedule 9 (Security).

Cyber Essentials Scheme:

Not applicable

Performance Management:

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

The table below indicates key KPIs through Discovery. The Supplier and Buyer representatives will meet to discuss each area (in conjunction with monthly contract reviews) to assess ongoing progress against each KPI:

Material KPIs	Target	Measured through	Performance Target
<p>Planning and Progress: Timely planning and progress by the supplier</p>	<p>Supplier delivering on time progress against their delivery plan</p>	<p>Monthly contract review Fortnightly roadmap and backlog review Fortnightly sprint review</p>	<p>On time progress at all times</p>
<p>Management Documentation: Risks, Assumptions, Issues and Dependencies (RAID) Document</p>	<p>Supplier to keep and maintain RAID Document and complete any updates prior to fortnightly RAID review</p>	<p>Fortnightly RAID review (confirm no updates or complete updates)</p>	<p>Confirmation at every fortnightly meeting</p>
<p>Team Performance: Consistency of team performance and action where necessary</p>	<p>Supplier to ensure consistent team performance in order to deliver the outcome Supplier to take action where concerns are raised by Buyer and report what action has been taken within 2 weeks, in line with fortnightly meetings</p>	<p>No issues confirmed or actions confirmed at every Fortnightly Buyer/Supplier leadership meeting</p>	<p>Confirmation at every fortnightly meeting</p>
<p>Finance: Timely monthly invoicing</p>	<p>Invoicing in line with dates and charges listed in Section 4 of this SOW</p>	<p>Monthly invoices accurate and on time</p>	<p>On time and accurate every month</p>

Overarching Contract KPIs as per Call-off Schedule 14

A. KPI: Performance to pay process

In accordance with an agreed performance to pay process, suppliers submit the following 'inputs':

- accurate and complete timesheets in a timely manner
- accurate and complete acceptance certificates in a timely manner
- accurate and complete supplier reports in a timely manner
- accurate and complete invoices in a timely manner

Measurement

Met	Partially met	Not met
All of the inputs are submitted in accordance with the performance to pay process timescales and contain accurate and complete information	Inputs are later than prescribed in the performance to pay process but within 5 working days of the prescribed dates • Inputs are incomplete or inaccurate	Inputs are later than 5 working days in the prescribed performance to pay process Inputs contain significant errors

Source: Supplier Reports/Invoices

Owner: To be agreed

B. KPI: People (resourcing)

Successful recruitment and placement of key resources or provision of facilities meets the planned deliverables and contractual obligations. The supplier pro-actively manages their resource skills or state of facilities by identifying issues early, and in a timely fashion, addressing any deficits.

Measurement

Met	Partially met	Not met
Targets met for all resources or facilities	Targets met for most (50%+) resources or facilities through no fault of the Buyer	Targets missed for most resources or facilities requested through no fault of the Buyer

Source: Project Managers and wider Buyer Team's verification

Owner: To be agreed

C. KPI: Partnering behaviours and added value

Supplier promotes positive collaborative working relationships, within and across team, by acting in a transparent manner. Supplier shows commitment to Buyer goals through adding value over and above the provision of compensated skilled personnel or facilities.

Measurement

Met	Partially met	Not met
<ul style="list-style-type: none"> • No behavioural problems identified • Buyer workshops attended and positive contributions made • Added value recognised by the programme above provision of compensated skilled resource/facilities 	<ul style="list-style-type: none"> • Some minor behavioural problems • Supplier only attends some workshops or provides minor contributions • Supplier adds some value above provision of compensated resource and facilities, but this is not regarded as significant 	<ul style="list-style-type: none"> • Significant behavioural problems • Supplier contributions are rare or insignificant and shows little interest in working with other suppliers • No added value contributions recognised by the Programme

Source: Collective feedback on suppliers from both Buyer and other supplier staff

Owner: To be agreed

D. KPI: People in place (Delivery)

All Supplier resources delivering services for the contracts are performing to the expected standard for the skill-set supplied and all facilities are to the expected standard.

Measurement

Met	Partially met	Not met
<ul style="list-style-type: none"> • No resources are swapped out due to deficiency in skill-set and/or no change of facilities is required • No problems identified with quality of work or state of facility • Supplier is making positive team contributions • Supplier skills or facilities meet the standards expected 	<ul style="list-style-type: none"> • Minor issues noted with quality of work or standard of facilities • Few contributions made within team 	<ul style="list-style-type: none"> • Resource is swapped out from project due to deficiency in skill-set or change of facility is required • Persistent issues with quality of work or facilities noted (may be minor ones which have persisted from one month to another) • Significant issue with quality of work or facility noted in a month

Source: Project manager and wider buyer team

Owner: To be agreed

Additional Requirements:

Annex 1 – 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 Statement of Work, the Parties shall comply with the revised Annex 1 attached to this Statement of Work.

Key Supplier Staff:

Redacted under FOIA Section 40, Personal Information

4 Charges

Call Off Contract Charges:

The applicable charging method for this SOW is:

- Fixed Price

The estimated maximum value of this SOW (irrespective of the selected charging method) is £115,000 exc VAT.

The following payment schedule will apply:

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If the option to extend (time-only) is agreed, the 3rd payment will be split equally over the final weeks and extension weeks.

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

Rate Cards Applicable:

This is a fixed priced contract. The below rate card is provided to describe how the fixed price charges were calculated.

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Reimbursable Expenses:

See Expenses Policy in Annex 1 to Call-Off Schedule 5 (Pricing Details and Expenses Policy)

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 under FOIA Section 43, Personal Information**

Title: Head of Public Sector

Date:

Signature: Signed via DocuSign on the last page of this document

For and on behalf of the Buyer

Name: **Redacted under FOIA Section 43, Personal Information**

Title:

Date:

Signature: Signed via DocuSign on the last page of this document

Annex 1 Data Processing

Prior to the execution of this Statement of Work, the Parties shall review Annex 1 of Joint Schedule 11 (Processing Data) and if the contents of Annex 1 does not adequately cover the Processor / Controller arrangements covered by this Statement of Work, Annex 1 shall be amended as set out below and the following table shall apply to the Processing activities undertaken under this Statement of Work only:

This Schedule shall be completed by the Controller. The Controller may take account of the view of the Processor(s), however the final decision as to the content of this Schedule shall be with the Controller at its absolute discretion.

1. The contact details of the Controller's Data Protection Officer are:

DFT: Redacted under FOIA Section 43, Personal Information, D/04 AHH, Ashdown House, Sedlescombe Road North, St Leonards on Sea, TN37 7GA

DVSA: Redacted under FOIA Section 43, Personal Information, The Axis Building, 112 Upper Parliament Street, Nottingham, NG1 6LP

2. The contact details of the Processor's Data Protection Officer are:

Redacted under FOIA Section 43, Personal Information

3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation, the Authority is the Controller and the Contractor is the Processor in accordance with Clause
Subject matter of the processing	It is not expected that any personal data will be processed throughout this contract term.
Duration of the processing	Contract duration is 12 weeks
Nature and purposes of the processing	It is not expected that any personal data will be processed throughout this contract term.

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

<p>Type of Personal Data being Processed</p>	<p>It is not expected that any personal data will be processed throughout this contract term.</p>
<p>Categories of Data Subject</p>	<p>It is not expected that any personal data will be processed throughout this contract term.</p>
<p>Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data</p>	<p>It is not expected that any personal data will be processed throughout this contract term.</p>