

Framework Schedule 6 (Order Form Template and Call-Off Schedules)

Order Form

CALL-OFF REFERENCE:	
THE BUYER:	UK Research and Innovation
BUYER ADDRESS	Polaris House, North Star Avenue, Swindon, Wiltshire, SN2 1FL
THE SUPPLIER:	L.A. International Computer Consultants Ltd
SUPPLIER ADDRESS:	International House, Festival Way, Stoke-On-Trent, ST1 5UB
REGISTRATION NUMBER:	01633646

Applicable Framework Contract

This Order Form is for the provision of the Call-Off Deliverables and dated Monday 21st October 2024.

It's issued under the Framework Contract with the reference number for the provision of Business Analyst.

Call - off Lot(s):

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 and Interpretation)

3. The following Schedules in equal order of precedence:

Joint Schedules for

- Joint Schedule 2 (Variation Form)
- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 4 (Commercially Sensitive Information)
- Joint Schedule 10 (Rectification Plan)
- Call-Off Schedules for [REDACTED]
- Call-Off Schedule 5 (Pricing Details)
- Call-Off Schedule 7 (Key Supplier Staff)

4. CCS Core Terms (version 3.0.4)

5. Joint Schedule 5 (Corporate Social Responsibility) [REDACTED]

6. 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

For Time and Material services, approval of work will be indicated by signature or acceptance of time worked or work record by the Buyer. Signature/Acceptance of such time or work records on behalf of the Buyer shall denote acceptance and satisfactory performance of the services performed and of any deliverables and shall be conclusive as to number of days services performed. Performance reviews will take place monthly.

For Fixed Price SOW services, the Buyer will sign off the deliverables/services on achievement of a Milestone. Such signoff shall denote acceptance of the services performed and of any deliverables and shall be conclusive as to the satisfactory performance of the services. The Buyer shall provide its acceptance (signoff) or response of any Milestone within 5 days of submission or request for approval of a Milestone Acceptance Certificate and the services shall be deemed accepted where not received within 10 days of submission.

“**Milestone**” shall mean a part of the service/deliverable and/or a date/month, included in the Statement of Work for completion of that stage of or part of the services.

CALL - OFF START DATE:	Monday 21st October 2024
CALL – OFF EXPIRY DATE:	Thursday 13 th February 2025
CALL – OFF INITIAL PERIOD:	80 days

Call off Deliverables

Statement of Work (requirements):

About Innovate UK:

Innovate UK is a partner organisation within UK Research and Innovation:

UK Research and Innovation (UKRI) is a new entity that brings together nine partners to create an independent organisation with a strong voice for research and innovation, and a vision to ensure the UK maintains its world-leading position in research and innovation.

Innovate UK is the UK's innovation agency:

Innovate UK works with people, companies, and partner organisations to find and drive the science, technology, business models, process and commercial innovations that will grow the UK economy - delivering productivity, higher value jobs and exports. Our aim at Innovate UK is to keep the UK globally competitive in the race for future prosperity.

For further information and to stay updated on our latest news visit www.gov.uk/innovateuk, follow us on Twitter at @innovateuk or subscribe to our YouTube channel at www.youtube.com/InnovateUK.

Business Analyst shall:

- Collaborate with cross-functional teams, including business stakeholders, product owners, change partners, business analysts, developers, and designers, to understand and document business needs.
- Conduct a thorough analysis of business processes, systems, and workflows to ascertain where new/revised business processes are required.
- Map out the new/revised business processes the various user groups support.
- Develop and maintain detailed documentation, such as business requirements, user stories, process flows, and use cases.
- Organise and structure complex technical information into understandable formats for various target audiences.
- Facilitate effective communication and collaboration between technical and non-technical stakeholders.
- Support project team during low-level analysis phases and delivery planning.
- Prioritise/refine product backlog as and when required, ensuring user stories and requirements are adequately prepared and prioritised for development.
- Write thorough UAT scripts to validate the solution against the business outcomes.
- Coordinate and conduct UAT with business users to obtain sign-off on the solution against the business requirements.

The Outputs

- Precise requirements documentation and metrics
- Functional specifications and technical documentation (e.g., API guides, release notes, user docu- mentation, training guides)
- Process flows and definitions, user stories, and use cases.
- High-Level acceptance/evaluation criteria
- User acceptance test cases
- Stakeholder maps/matrices
- Development and maintenance of a library of business analysis documentation, resources, and tem- plates

Maximum Liability

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms
The Supplier shall not be liable for any claims or losses arising from the negligent acts, omissions or wilful default.

Call – off Charges

The maximum value of this contract is £42,352.80 excluding VAT.

	Day Rate	Number of Days	Total Value
Business Analyst			£42,352.80

Reimbursable Expenses

None

Payment Method

All invoices must be sent, quoting a valid Purchase Order Number (PO Number), to:
accounts@iuk.ukri.org

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name, email, and telephone number) of your Buyer contact (i.e. Buyer Authorised Representative). Non-compliant invoices may be sent back to you, which may lead to a delay in payment.

Payment Method is via BACS.

Where a purchase order has not been provided to the Supplier by the Call-off start date, the Buyer shall provide the Supplier with a purchase order in sufficient time to enable the Supplier invoice for the services provided under this Call-off contract.

For the avoidance of doubt, the Buyer shall remain responsible for making payment for services required by the Buyer and provided by the Supplier under the Call-off contract where a purchase order has not been provided.

Buyer's Invoice Address:

UK Research and Innovation – Innovate UK
Polaris House, North star Avenue, Swindon, Wiltshire, SN2 1FL
invoices will be sent to [REDACTED]

Buyer's Authorised Representative

[REDACTED]
Senior Project Manager – Innovate UK

Buyer's Environmental Policy

UKRI Environmental
Sustainability Strate

Supplier's Authorised Representative

[REDACTED]
[REDACTED]

Supplier's Contract Manager

[REDACTED]
[REDACTED]

Progress Report Frequency

Progress Report Meetings will be held weekly

Key Staff

UKRI Key Staff:

[REDACTED]
[REDACTED]

Supplier Key Staff:

[REDACTED]
[REDACTED]

Key subcontractor(s)

Not Applicable

Commercially Sensitive Information

Pricing Information submitted for this requirement

Service Credits

Not applicable

Additional Insurances

Not applicable

Guarantee

Not applicable

Please Sign Below:

