

**Crown Commercial Service**

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**Call Off Order Form for Management Consultancy Services**

**701250379**

**Provision of Professional Services to Naval Command People and Training  
Digital Transformation (RNPTX)**

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**FRAMEWORK SCHEDULE 4**

**CALL OFF ORDER FORM**

## PART 1 – CALL OFF ORDER FORM

### SECTION A

This Call Off Order Form is issued in accordance with the provisions of the Framework Agreement for the provision of Management Consultancy Framework Two (MCF2) dated 04 September 2018.

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

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

Order Number	<b>701250379</b>
From	<b>Ministry of Defence</b>
To	<b>Ernst &amp; Young LLP</b>
Date	<b>13<sup>th</sup> January 2021</b>

### SECTION B

#### 1. CALL OFF CONTRACT PERIOD

<b>1.1.</b>	<b>Commencement Date:</b> 4 January 2021
<b>1.2.</b>	<b>Expiry Date:</b> End date of Initial Period: 13 January 2022 End date of Extension Period: 13 January 2023 Minimum written notice to Supplier in respect of extension: 1 month

#### 2. SERVICES

<b>2.1</b>	<b>Services required:</b> The scope of the requirement is to provide Strategic Consultancy Services for The Customer's People & Training (P&T) function to rapidly enable the transformed P&T organisational design, enable the functions, deliver the underpinning data and digital architecture strategy, and deliver cultural and behavioural change. There is a focus on betterment and results. The Customer intends to deliver change and improvement rapidly through multiple incremental (and often small) changes with the Supplier, where each is focused on the rigorous analysis of need, agile product delivery and subsequent business integration and benefit realisation. This will be through a bounded tasking process. Tasking under this
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contract is defined initially in this document and from hereon via the Order Form and process set out at Annex A.

The focus of this requirement is strategic support to ensure the speed and veracity in the delivery of P&T transformation and the continued application of best practice. This sees the Supplier supporting delivery (not being the deliverer) and enabling the transfer of the skills to the Customer to enable them to execute their roles and deliver the outcome. As such the Supplier will be required to:

- Support the delivery of a transformed P&T organisation through challenge and holding to account at the strategic level of the integrated P&T transformation programme.
- Provide client-side strategic advice and support in taking P&T through the requirement setting and approvals process including the Strategic Outline Case (SOC) and subsequent Outline Business Cases (OBCs) and the delivery of programme artefacts
- Support and guide the development of the P&T 'People Engagement' Centre of Excellence.
- Support the successful creation of a data-led P&T function, through progressing business cases to build the digital and data framework which is the practical foundation to the P&T transformation (digitalisation and automation of processes), and further develop the People Intelligence Insights and Analytics Cell;
- Complete options for and design of the putative P&T Shared Service Centre, including implementation milestones, and outline business case.
- Support the progress of the (Royal Navy) RN Talent Strategy and Divisional and Regimental system Review, developing integrated delivery plan and improvement initiatives to RN promotions and performance policies and processes.

### **AUTHORITY'S RESPONSIBILITIES**

The Lead Customer (Authority) will be DACOS PPLAN on behalf of Director People and Training who is SRO for the Navy People and Training Transformation Programme. They will be assisted in reviewing progress by representatives from Workforce, Capability, Resource Plans, Finance and Commercial areas. The related business areas will be available to work alongside the Supplier to drive forward the transformation, or where teams are yet to be recruited, relevant RN expertise will be available for interview and discussion to enable the activity to progress in line with the above programme. The Authority will make available all data necessary to complete the task, the requisite IT hardware and software, RPA, and all security and data protection accreditation.

Office accommodation and access to the information and systems will be provided as required. There is an assumption through COVID 19 that work will be predominantly remote. The Supplier will be provided with MOD laptops and MODweb accounts to enable execution of the tasking.

The Authority is responsible for providing to the Supplier the relevant data and policy direction to provide guidance and advice on delivering key milestones.

### **REPORTING**

There will be formal 3-weekly progress reviews of the programme to review progress and sign off against milestones, and ad hoc reporting as required. The Supplier will develop a reporting template/agenda, to be agreed with the Authority.

## **CONTINUOUS IMPROVEMENT**

The Supplier will be expected to continually improve the way in which the required services are to be delivered through the contract duration.

The Supplier should present new ways of working where necessary to the Authority following the periodic charter reviews after a clear assessment of deliverables has been conducted.

Changes to the way in which the Services are to be delivered must be brought to the Authority's attention and agreed prior to any changes being implemented.

## **QUALITY**

The Supplier will be subject to periodic Contract management review whereby it will be expected the Supplier to maintain a quality of deliverable to the Authority's satisfaction.

## **STAFF AND CUSTOMER SERVICE**

The Authority requires the Supplier to provide a sufficient level of resource through the duration of the Contract to consistently deliver a quality service to all Parties.

Potential Provider's staff assigned to the Contract shall have the relevant qualification(s) and experience to deliver the Contract.

## **SECURITY REQUIREMENTS AND CONFIDENTIALITY REQUIREMENTS**

The Supplier will comply with relevant Defence policies and procedures, including those relating to security and working within NC Headquarters, as specified in the MOD DEFCONs in the Contract document Terms and Conditions and relevant Defence Policy and Guidance.

All personnel assigned to this Contract must have SC clearance as a minimum at the point of award (or in exceptional cases with the agreement of the Authority have completed a Basic Security Check and have a Security Clearance application in process). This must be retained throughout the Contract duration.

Any data to be processed on behalf of the MOD must be done so within the UK with prior approval from the Authority. Personal data is not to be exported from systems within the MOD data systems boundary under any circumstance.

## **PAYMENT AND INVOICING**

Payment will be made once the Authority has accepted delivery of successfully completed KUR milestone tasks.

Before payment can be considered, each invoice must include a detailed itemised breakdown of work completed and the associated costs.

Agreed and approved payments will be made via the MOD's CP&F online payment system.

### 3. PROJECT PLAN

#### Customer Responsibilities

The Lead Customer will be DACOS PPLAN on behalf of Director People and Training who is Senior Responsible Officer (SRO) for the Navy People and Training Transformation Programme. They will be assisted in reviewing progress by representatives from Workforce, Capability, Resource Plans, Finance and Commercial areas. The related business areas will be available to work alongside the Supplier to drive forward the transformation, or where teams are yet to be recruited, relevant RN expertise will be available for interview and discussion to enable the activity to progress in line with the above programme. The Customer will make available all data necessary to complete the task, the requisite IT hardware and software, access to existing solutions such as Robotic Process Automation (RPA), and all security and data protection accreditation.

Office accommodation and access to the information and systems will be provided as required. There is an assumption through COVID 19 that work will be predominantly remote. The Supplier will be provided with MOD laptops and MODweb accounts to enable execution of the tasking.

The Customer is responsible for providing to the Supplier the relevant data and policy direction to provide guidance and advice on delivering key milestones.

#### Supplier Responsibilities

Key User Requirements (Activities)	Deliverables	Duration/ Due Date
1. Mobilisation of Capability	Initial operating capability in support of defined requirements established; core workstream leads and 80% of full team in place	15/01/2021
2. Agreement of governance arrangements and plan to enable and/or change business processes critical to delivery of the requirement. This includes agreeing (through collaborative working sessions) and documenting: <ul style="list-style-type: none"> <li>design and offer of initial project plan/milestones</li> <li>identification of early governance decisions required</li> <li>establishment of processes for handling arising demands and allied prioritisation</li> <li>formalisation of controls regime</li> <li>a stakeholder management plan</li> <li>setting out a light touch approach project review</li> <li>agreement of plan for project</li> </ul>	Short document(s) (likely PPT/Excel) covering: <ul style="list-style-type: none"> <li>Initial Governance Plan including <ul style="list-style-type: none"> <li>team structure</li> <li>project/ programme review approach (light-touch)</li> <li>escalation/ issue resolution processes</li> <li>early governance decisions required</li> <li>processes for handling, prioritising and staffing arising demands</li> <li>controls and decision tracking regime</li> </ul> </li> <li>Initial Milestone Delivery Plan</li> <li>Initial Stakeholder Management Plan</li> </ul> Tasking Order(s) for additional requirements identified through initial discovery and detailed requirements scoping to be issued as they emerge.	22/01/2021

<p>milestone delivery</p> <p>An initial review of existing controls and governance arrangements will be required to make recommendations and jointly agree ways of working.</p> <p>Plans and working arrangements will be subject to change/ iteration throughout the term of the contract and to be agreed in writing by both parties.</p>	<p>Supplier will facilitate a progress review against milestones to inform future resourcing/ milestone plans at the end of month 1.</p>	
<p>3.1 Client-Side Strategic Partner on the delivery of P&amp;T Transformation - Drive transformational thinking, solutioning and direction across the P&amp;T Programme through challenge and holding to account.</p>	<p>Supplier's deliverables for this requirement are to provide Customer's teams support and Supplier teams leadership as required across overall programme and specific KURs.</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>	<p>Through months 1- 9</p>
<p>3.2 &amp; 3.3</p> <p>3.2 - Support the successful delivery of the P&amp;T SOC and its approval and</p> <p>3.3 - Support the successful delivery of the technical outcome specification and the OBC of the P&amp;T transformation projects.</p> <p>Activities will include:</p> <p>Written advice, on-going support, challenge and comments on the SOC/ OBC(s), associated artefacts (e.g. MDAL, IAAP, Options appraisals, Procurement Strategy, Stakeholder Management Plans, etc.), evidence and approvals process, including support in and preparation for stakeholder / scrutiny meetings.</p>	<p>Supplier's deliverables for this requirement are to provide Customer's teams support as required.</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>	<p>Through months 1- 9</p>
<p>4.1 Support/coach the Programme Management to drive the definition, prioritisation and optimisation of projects and design of effective transformation roadmap/planning.</p>	<p>Supplier's deliverable for this requirement are to provide Customer's teams support as required.</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>	<p>Through months 1- 9</p>
<p>4.2 – Lead definition and tracking of Programme investment and benefits, including:</p> <ul style="list-style-type: none"> <li>o Detailed benefits realisation plans to</li> </ul>	<p>Short document(s) (likely PPT/Excel) outlining:</p> <ul style="list-style-type: none"> <li>• Interim recommendations as they emerge including approaches to adopt in</li> </ul>	<p>Through months 1- 9</p>

<p>be developed in line with programme definition and planning</p> <ul style="list-style-type: none"> <li>o Creation of further investment case content and quantification of measurable and sustainable organisational benefits for detailed delivery phases as required to achieve transformed P&amp;T Function and lived experience.</li> </ul>	<p>regards to benefits tracking/ reporting</p> <ul style="list-style-type: none"> <li>• A defined list of prioritised, SMART programme benefits, aligned to CSFs;</li> <li>• A detailed benefits realisation plan, updated periodically throughout the Programme duration, setting out clearly benefits, measures, owners, etc;</li> <li>• Input, comment and support on other benefits related content for the SOC / OBC's</li> </ul> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>	
<p>4.3 – Provide an implementation challenge function to the P&amp;T Organisational Design lead.</p>	<p>Supplier's deliverable for this requirement are to provide Customer's teams support as required, with focus on alignment to PMO/TMO activities and developments around Talent/ Divisional review.</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>	<p>Through months 1- 9</p>
<p>5.1 – Provide SME on the establishment of the Change Centre of Excellence and People Engagement, including ways of working</p> <p>5.2 – Support the delivery of change management and engagement programme to support the implementation of P&amp;T Transformation within P&amp;T Directorate and organization-wide</p>	<p>Supplier's deliverable for 5.1 &amp; 5.2 are to provide Customer's teams support as required:</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>	<p>Through months 1- 9</p>
<p>5.3 – Define the cultural and behavioural attributes for successful P&amp;T Digital Transformation.</p>	<p>Short document (likely PPT/ Excel) outlining:</p> <ul style="list-style-type: none"> <li>- Alignment of Vision to Purpose</li> <li>- Defined behaviours, values and scenarios (across key population segments) to target as indicative of the change being delivered</li> </ul> <p>[Redacted]</p>	<p>Through months 1- 9</p>

	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
<p>6 Strategic Support for P&amp;T Enabling Digital and Data</p> <p>Support the successful creation of a data-led P&amp;T function</p> <p>6.1 – Definition of the People Data Strategy that will underpin a data-led P&amp;T function, in order to ensure P&amp;T and specifically the PIIAC is established as a successful hub for people data for P&amp;T and the rest of the organisation</p> <p>6.2 – Support the Implementation of People Insights Intelligence Analytics Cell (PIIAC) focusing on quick wins and essential components – including implementation of P&amp;T MI.</p>	<p>Working collaboratively with Customer stakeholders, applying Agile methods where possible the Supplier team will seek to rapidly understand current position, requirements, future states and identify quick wins to pursue. Supplier will design, facilitate and document findings from working sessions focused on current/ future state assessments covering customer requirements, team capability, master data, data management, integration and governance.</p> <p>6.1 Short document(s) (likely PPT) outlining:</p> <ul style="list-style-type: none"> <li>- People Data Strategy and Vision</li> </ul> <p>6.2 Short document(s) (likely PPT) outlining</p> <ul style="list-style-type: none"> <li>- CONOPS/ High-level Target Operating Model for PIIAC</li> <li>- Interim and end of phase Recommendations/ Findings based on initial testing of existing operations and experimental pursuits of insights desired</li> </ul> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>[REDACTED]</p> <p>[REDACTED]</p>
<p>7. Strategic Support for P&amp;T Enabling Digital and Data</p> <p>Develop detailed solution requirements for the enabling technologies that underpin the P&amp;T operating model and redefined business processes and advise on solution architecture and delivery roadmap</p> <p>7.1 – Develop technology and data architecture diagrams to support the P&amp;T target state(s).</p> <p>7.2 – Identification of technical and functional requirements for enabling technologies and key solution parameters</p>	<p>7.1 Short document(s) (likely PPT) outlining:</p> <ul style="list-style-type: none"> <li>• Current state assessment</li> <li>• Gap analysis</li> <li>• Future state technology architecture (Conceptual)</li> <li>• Future state Data architecture (Conceptual)</li> <li>• High level roadmap</li> </ul> <p>7.2 Short document(s) (likely PPT) outlining:</p> <ul style="list-style-type: none"> <li>• High level functional requirement matrix (MoSCoW prioritisation)</li> <li>• High level technical requirement matrix (MoSCoW prioritisation)</li> <li>• Output report following the high-level assessment of each process</li> </ul>	<p>[REDACTED]</p>

<p>– this will cover underpinning process digitalisation and automation</p> <p>7.3 – Development of final business case(s) inputs for enabling technologies, including a value map highlighting the dependencies on technology to realise business benefits.</p>	<p>(mapping processes and additional timing and volume data)</p> <p>7.3 Short document(s) (likely PPT) outlining inputs required and likely to include:</p> <ul style="list-style-type: none"> <li>• Technical options appraisal(s), for inclusion in FBC</li> <li>• Transition Plan to End State</li> <li>• Assumptions and dependencies on technology</li> </ul> <p>Focus of investigation (i.e. whole system or certain essential components) to be reviewed and agreed by both parties following initial discovery.</p> <p>[REDACTED]</p>	
<p><b>8 - Delivery of the putative P&amp;T Shared Service Centre</b></p> <p>Complete the design of the P&amp;T Shared Service Centre and develop a plan to effectively implement the required people, process and technology changes</p> <p>8.1 – Definition of the People requirements for the Shared Service Centre, options for delivery of capability, a benefit realisation plan and business case for delivery (this should include other market alternatives)</p> <p>8.2 – Development of the Transition Plan to implement the end-state shared service centre (or alternative), with assumptions made on the technical and functional capabilities available (subject to technology roadmap).</p>	<p>8.1 Short document(s) (likely PPT) outlining:</p> <ul style="list-style-type: none"> <li>• Definition of the People requirements for the SSC</li> <li>• Delivery options including benefits and disadvantages of each</li> <li>• High-level Benefits Realisation Plan</li> </ul> <p>Support for and inputs associated with business case requirements will be provided through the team allocated to support KURs 3.2/3.3</p> <p>8.2 Short document(s) (likely PPT) outlining:</p> <ul style="list-style-type: none"> <li>• Transition Plan to End State</li> <li>• Assumptions on technical and functional capabilities</li> </ul> <p>[REDACTED]</p>	<p>[REDACTED]</p>
<p><b>9 &amp; 10 Talent, Divisional &amp; Performance Review</b></p> <p>Development of future Career Pathways and Talent Framework required to bring Royal Navy Talent Strategy to life</p> <p>9.1 – Provide strategic HR advice on the Development of Career Pathways for all Professions and entry routes across the organisation, working in collaboration with the Customer’s Branch Review team and key Defence Programmes</p>	<p>Supplier’s deliverables for this requirement are to provide Customer’s teams support as required.</p> <p>[REDACTED]</p>	<p>[REDACTED]</p>

<p>9.2 – Provide SME in support of P&amp;T development of Talent Competency Framework. Definition of critical skills groups, analysis of current skills gaps and definition of Talent programmes required to address these.</p> <p>9.3 – Provide SME in support of the conduct by P&amp;T of a Talent Framework gap analysis outlining the priority areas of focus for the Customer and define Talent Programmes or initiatives required in order to close skills gaps</p> <p>Development of integrated delivery plans for the implementation of Talent programmes, Divisional &amp; Regimental system improvement initiatives and changes to Customer Promotions/ Performance policies and processes.</p> <p>10.1 – In support of P&amp;T provide SME on the Development of Talent Programme Implementation Plan in order to successfully deliver Talent Strategy and monitor successful realisation of benefits.</p> <p>10.2 – Support the development of clearly scoped project initiation documentation and resourcing plan for delivery of Talent Programme and the Divisional and Regimental System Review.</p> <p>10.3 – Support and facilitate the development of supporting detailed business case including benefit analysis and realisation for the implementation phase</p>		
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#### 4. CONTRACT PERFORMANCE

4.1.	<b>Standards:</b> Not applied			
4.2	<b>Service Levels/Service Credits:</b>			
	KPI/SLA	Service Area	KPI/SLA description	Target
	1	Tasking Process	5-day response times after issue of Tasking request by the Authority	90%
	2	Programme/Project Management	Delivery of effective Project and Programme when tasked	100%
	3	Project Review	Delivery of verbal report at quarterly review meetings	100%



<b>6.3</b>	<b>Reimbursable Expenses:</b> The base location of where the Services will be carried out is MOD and Naval establishments in the Portsmouth area. T&S will not be paid for Supplier personnel deployed to the Portsmouth area. If there is a requirement for Supplier personnel to visit other MOD and Naval establishments in the United Kingdom these visits will be authorised and arranged by the Customer as required
<b>6.4</b>	<b>Customer billing address</b> (paragraph 7.6 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): Via Commercial Officer
<b>6.5</b>	<b>Call Off Contract Charges fixed for</b> (paragraph 8.2 of Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): Call Off Contract Years from the Call Off Commencement Date
<b>6.6</b>	<b>Supplier periodic assessment of Call Off Contract Charges</b> (paragraph 9.2 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)) will be carried out on: Beginning of each Call Off Contract Year during the Call off Contract Period
<b>6.7</b>	<b>Supplier request for increase in the Call Off Contract Charges</b> (paragraph 10 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): Additional tasks maybe ordered via the tasking order. Day rates to remain as per the pricing table.

## 7. LIABILITY AND INSURANCE

<b>7.1</b>	<b>Estimated Year 1 Call Off Contract Charges:</b> The sum of [REDACTED] services detailed in the original SOR. Maximum liability £6m to include any additional tasks.
<b>7.2</b>	<b>Supplier's limitation of Liability</b> (Clause 37.2.1 of the Call Off Terms);
<b>7.3</b>	<b>Insurance</b> (Clause 38.3 of the Call Off Terms):

## 8. TERMINATION AND EXIT

<b>8.1</b>	<b>Termination on material Default</b> (Clause 42.2 of the Call Off Terms): In Clause 42.2.1(c) of the Call Off Terms
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<b>8.2</b>	<b>Termination without cause notice period</b> (Clause 42.7 of the Call Off Terms): In Clause 42.7 of the Call Off Terms
<b>8.3</b>	<b>Undisputed Sums Limit:</b> In Clause 43.1.1 of the Call Off Terms
<b>8.4</b>	<b>Exit Management:</b> Not applied

## 9. SUPPLIER INFORMATION

<b>9.1</b>	<b>Supplier's inspection of Sites, Customer Property and Customer Assets:</b>
<b>9.2</b>	<p><b>Commercially Sensitive Information:</b></p> <p>The Supplier may be disclosing commercially sensitive information to the Customer such as copyrights, know-how, methodology or trade secrets contained in Supplier Background IPR. The Supplier is aware of the Customer's responsibilities under the Freedom of Information Act (FOI) which may require it to release information to third parties arising from its involvement with the Supplier. Certain information provided by the Supplier may constitute trade secrets and/or commercially sensitive information and may be subject to exemption from disclosure by virtue of s43 of the FOI. While decisions on deciding whether this statutory exemption applies is a matter for the Customer, the Supplier would ask that it is notified as soon as possible of any FOI request received by the Customer and that the Customer consults with the Supplier over whether the statutory exemption applies to the information requested.</p> <p>The Supplier asks that other Commercially Sensitive Information such as rates and discounts are protected from disclosure.</p>

## 10. OTHER CALL OFF REQUIREMENTS

<b>10.1</b>	<b>Recitals</b> (in preamble to the Call Off Terms): Recital A
<b>10.2</b>	<b>Call Off Guarantee (Clause 4 of the Call Off Terms):</b> Not required
<b>10.3</b>	<b>Security:</b> Select short form security requirements
<b>10.4</b>	<b>ICT Policy:</b> Not applied

<b>10.6</b>	<p><b>Business Continuity &amp; Disaster Recovery:</b></p> <p>Not applied</p> <p><b>Disaster Period:</b> For the purpose of the definition of “Disaster” in Call Off Schedule 1 (Definitions) the “Disaster Period” shall be 4 (four) weeks. This can be reviewed/ amended depending on arising circumstances, to be agreed in writing by both parties</p>
<b>10.7</b>	<b>NOT USED</b>
<b>10.8</b>	<b>Protection of Customer Data</b> (Clause 35.2.3 of the Call Off Terms):
<b>10.9</b>	<p><b>Notices</b> (Clause 56.6 of the Call Off Terms):</p> <p>Customer’s postal address and email address: Navy Commercial, MP 1.1, Leach Building. Whale Island, Portsmouth PO2 8BY.</p> <p>Supplier’s postal address and email address:</p> <p>Ernst &amp; Young LLP 1 More London Place London SE1 2AF</p>
<b>10.10</b>	<p><b>Transparency Reports</b></p> <p>In Call Off Schedule 13 (Transparency Reports)</p>
<b>10.11</b>	<b>Alternative and/or Additional Clauses from Call Off Schedule 14 and if required, any Customer alternative pricing mechanism: Not applicable</b>
<b>10.12</b>	<p><b>Call Off Tender:</b></p> <p>In Schedule 16 (Call Off Tender)</p>
<b>10.13</b>	<b>Publicity and Branding (Clause 36.3.2 of the Call Off Terms)</b>
<b>10.14</b>	<p><b>Staff Transfer</b></p> <p>Annex to Schedule 10, List of Notified Sub-Contractors (Call Off Tender).</p>
<b>10.15</b>	<p><b>Processing Data</b></p> <p>Call Off Schedule 17</p>

	<b>Contract Reference</b>	701250379
	<b>Date</b>	13/01/2020
	<b>Description of authorized processing</b>	N/A
	Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation the Parties are independent controllers of Personal Data under this Framework Agreement.
	Use of Personal Data	Managing the obligations under the Call Off Contract Agreement, including exit management and other associated activities.
	Duration of the processing	For the duration of the Framework Contract plus 7 years.
	Nature and purposes of the processing	As required to allow performance of the services relating to this contract.
<b>10.16</b>	<b>MOD DEFCONs and DEFFORM</b>	
	Call Off Schedule 15	



# NAVY COMMAND PEOPLE AND TRAINING DIGITAL TRANSFORMATION TASKING ORDER

This form is to be used to propose and authorise all activity relating to the Navy Command P&T Transformation Concept Development contract. Its purpose is to specify the products or outcomes required, the resources required to achieve that outcome, agree the cost against the contract for the specified activity, to provide a formal authorisation of the activity and record the contractor's agreement to deliver against the requirement. All tasking against this contract must be agreed through this process.

<b>Part 1: Requirement Outline</b>			
<b>Task Reference No.</b>			
<p><i><b>Guidance:</b> This section is for the proposer to set out the product or outcome required. This requirement must be SMART, i.e. Specific, Measurable, Achievable, Relevant and Timebound. The measures of effectiveness and time requirements will be used to assess contractor's delivery against the tasking.</i></p> <p><i>It may be necessary to add supplementary information outside this form.</i></p>			
<b>Proposed by<sup>1</sup>:</b>	<b>Dated:</b>		
<b>Part 2: Contractor's Proposal</b>			
<p><i><b>Guidance:</b> This section is for the contractor to provide comment on the proposed task, including an assessment on the achievability within the proposed timeframe. This section must include anticipated numbers of people to successfully deliver the task, by grade and number of hours for each. This section must also specify the proposed cost against the contract for this specific tasking.</i></p>			
Labour Grade	No. of Man Days	Man Day Rate	Total
<b>Total Task Limit of Liability</b>			
<b>Issued by<sup>2</sup>:</b>	<b>Dated:</b>		

<sup>1</sup> Proposals will only be issued by NAVY PCAP-PPLAN DACOS or NAVY PEOPLE-TRG-HQ-N5 SO1 (or their subsequent roles if they change).

<sup>2</sup> It is for the contractor to establish those authorised to issue their proposal. Any work carried out before Part 3 is approved will be at the risk of the contractor.

## Part 3: Authorisation of Tasking

**Guidance:** *The authoriser is to consider the requirement and the contractor's proposed resource requirement and cost, and by signing this form agrees to the allocation of resources and authorises the contractor to deliver the product or outcome for the specified cost. Where there is a difference from the Requirement section above based on the contractor's proposal, the final agreed position must be contained in this section.*

Authorised by<sup>3</sup>:

Dated:

## Contractor's Acknowledgment

Acknowledged by<sup>4</sup>:

Dated:

### FORMATION OF CALL OFF CONTRACT

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

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

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

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<sup>3</sup> Those permitted to authorise activity on behalf of Navy Command are: NAVY PCAP-PPLAN DACOS or NAVY PEOPLE-TRG-HQ-N5 SO1

<sup>4</sup> By acknowledging, the contractor agrees to deliver the requirement within the timelines and for the cost specified above.

**For and on behalf of the Supplier:**

Name and Title	
Signature	
Date	

**For and on behalf of the Customer:**

Name and Title	
Signature	
Date	