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

Order Form

CALL-OFF REFERENCE:	DDaT24428 - Data Visualisation Analyst
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 XX November 2024.

It's issued under the Framework Contract with the reference number DDaT21501 for the provision of Data Visualisation Analyst.

Call - off Lot(S):

██ - Data Visualisation Analyst

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:

- Joint Schedules for DDaT24428
  o Joint Schedule 2 (Variation Form)
  o Joint Schedule 3 (Insurance Requirements)
  o Joint Schedule 4 (Commercially Sensitive Information)
  o Joint Schedule 10 (Rectification Plan)
  o Joint Schedule 11 (Processing Data)

- Call-Off Schedules DDaT24428
  o Call-Off Schedule 5 (Pricing Details
  o Call-Off Schedule 7 (Key Supplier Staff

4. CCS Core Terms (version 3.0.4)

5. Joint Schedule 5 (Corporate Social Responsibility) DDaT24428

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: 07st November 2024

CALL – OFF EXPIRY DATE: 14th March 2025

CALL – OFF INITIAL PERIOD: 4 Months

Call – off Deliverables

Innovate UK is the UK's innovation agency:
Innovate UK works with people, companies and partner organisations to find and drive the science and technology innovations that will grow the UK economy - delivering productivity, new 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.

Job Purpose:
Within Innovate UK's Operations group, the Business Systems & Insights team delivers and manages IT solutions for the organisation.

The Innovate UK Business Change Team provides programme, project and change management together with business and process analysis support, leading the design, implementation and embedding of change across Innovate UK to deliver its vision and realise its strategic objectives. The team works on a range of assignments, but the primary focus of our work is to lead and deliver business change, including the implementation of new corporate systems, operating environment and organisational structures and the development of strategies and processes.

The Dashboards and Data Analyst will provide support for the capacity planning across the organisation, with an initial focus on the Operations team. The Dashboards and Data Analyst will work with the teams to ensure we have cost-effective and efficient processes that satisfy and address the business problems.

Key Responsibilities and Accountabilities:

- Working on a range of work (Enhancement and Small Change through to large scale projects) you will support development and delivery of Large & Medium visualisation and analysis projects, leading small projects.
- You will administrates delivery platforms and manages access as require, Supporting stakeholder and team training as required.
- You will be comfortable assessing requirements provided by Business Analysts, Agile Delivery Managers and team colleagues as input to design.
- You will be essential in designing data solutions to leverage data storage platforms currently available (including MySQL, PostgreSQL, SharePoint and other data sources both internal and AWS hosted).

- You will be responsible for integrating into our AWS platform environment, including configuring data flows and PowerBI gateways as required.
- You will support the identification, developing data solutions to a variety of business needs, including full data integration, prototyping, deployment and testing.
- You will support with the building of a number of tools and platforms, including java web delivery frameworks, other application deliver platforms, and PowerApps.
- You will be comfortable managing CI pipelines in support of applications.
- You will be essential in assisting in review and design of data flows and storage methods.
- You will be responsible for the optimisation of data access and query methods across systems.
- You will be comfortable working across teams to integrate legacy databases, on-prem databases and other application specific data stacks.

This is an outline description of the key responsibilities and accountabilities involved in the job. This is not an exhaustive list and the post-holder might be expected to undertake any other duties across the wider directorate, commensurate with the Band and level of responsibility of this post, for which the post holder has the necessary experience and/or training.

Specification:
Qualifications:
You are skilled in all aspects of Data Analysis; you will develop and construct data products and services and integrate them into systems and business processes including:

- You are someone who has excellent web app development skills.
- You are someone who has excellent SQL experience on various platforms (SQL, PostgresSQL, PL/SQL, Mulesoft etc).
- You are approachable yet able to challenge and drive consensus.
- You're always curious and eager to learn, conscientious, organised and decisive.
- You demand quality from yourself and your team and are able to work independently.
- You thrive in an agile environment yet you're equally at home in large change programmes.
- You are a problem solver and excellent communicator.
- You appreciate autonomy and relish growing yourself and your team.
- You always want to change things for the better.
- You are someone who has excellent analytic skills associated with working on structured and unstructured datasets.
- You are someone who has excellent project management and architecture skills.
- You are a team player with the ability to work independently and under pressure on high profile.

Experience:
Essential –

- Demonstrable experience in designing and deploying data solutions
- Experience in application development and using MI tools delivering data solutions such as Power Platform (Power Apps, Power Automate and Power Bi) and Tableau.
- Track record in developing, delivering and continuously improving processes and systems.
- Demonstrates attention to detail and pride in accuracy.
- Aptitude to understand the context of UK research landscape and impact of team.
- Ability to apply APIs and gateways.
- Strong Sharepoint skills, including building team sites.

- Flexibility to adapt and change.
- Educated to a degree level or equivalent qualification or experience.
- Strong Microsoft Office skills e.g. Microsoft Excel/PowerPoint

Desirable –
- Cloud Experience – AWS, Python skills will be a good plus.

Skills:
- Demonstrable experience in designing and deploying data solutions
- Experience in application development and using MI tools delivering data solutions such as Power Platform (Power Apps, Power Automate and Power Bi) and Tableau.
- Track record in developing, delivering and continuously improving processes and systems.
- Demonstrates attention to detail and pride in accuracy.
- Aptitude to understand the context of UK research landscape and impact of team.
- Ability to apply APIs and gateways.
- Strong SharePoint skills, including building team sites.
- Flexibility to adapt and change.
- Educated to a degree level or equivalent qualification or experience.
- Strong Microsoft Office skills e.g. Microsoft Excel/PowerPoint

Competencies:
As with all roles at Innovate UK applicants will need to demonstrate compatibility with and capability against our Core Competencies:

Thinking and Problem Solving – Stakeholder management – Communication skills – Influencing – Self-awareness/self-management – Strategic awareness – Working with others– Project management

Travel Requirements:
There may be the occasional requirement for national travel.

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 ▮▮▮▮▮▮▮ excluding VAT.

	Day Rate	Number of Days	Total Value
Data Visualisation Analyst	▮▮▮	▮▮	£58,271.41

Reimbursable Expenses
None

Payment Method
All invoices must be sent, quoting a valid Purchase Order Number (PO Number), to:

████████████████████

Buyer's Invoice Address:
UK Research and Innovation – Innovate UK
Polaris House, North star Avenue, Swindon, Wiltshire, SN2 1FL
invoices will be sent to ████████████████

Buyer's Authorised Representative

████████████████████████

████████████████

Buyer's Environmental Policy

**UKRI Environmental
Sustainability Strate**

Supplier's Authorised Representative
David Barnes
bidmanagement@lainternational.com

Supplier's Contract Manager
David Barnes
bidmanagement@lainternational.com

Progress Report Frequency
Progress Report Meetings will be held weekly

Key Staff

████████████████████████

████████████████

Key subcontractor(s)
Not applicable

Commercially Sensitive Information

Supplier's Commercially Sensitive Information.

Service Credits

Not applicable

Guarantee

Not applicable

Social Value Commitment

Not applicable

Commercially Sensitive Information

Supplier's Commercially Sensitive Information.

Please Sign Below: