

Work Order

This document is a Work Order according to the definitions contained within the provisions of the Services Delivery Agreement (SDA) dated **1st December 2020**, between **Bloom Procurement Services Ltd** and **Moorhouse Consulting Ltd**.

Except where stated herein, all the clauses and conditions specified in the said supplier terms are included herein by reference and form part of this Work Order.

For the avoidance of doubt, the Bloom Standard Terms & Conditions (only where applicable), the SDA and this Work Order constitute the contract between Bloom and the SPS Provider and are hereinafter referred to collectively as the Supplier Terms.

We are delighted to advise that **Bloom Procurement Services Ltd** have been authorised to obtain the following services on behalf of the Authority.

Description of Specialist Professional Services / deliverables required:

Moorhouse Consulting Ltd (Moorhouse) have been appointed by Bloom Procurement Services Limited on behalf of the Cabinet Office to deliver the key requirements below for Digital and Data Roadmaps for the Grants Functions (Lot 2 Grants). Lots 1 and 2 have been awarded as independent standalone awards.

Moorhouse shall deliver the below –

1. Identifying the 'as is' state for digital and data products and services that support the activities of the grants functions. This encompasses both the services of the central functions and digital and data activity embedded in central government departments, their systems, what data assets exist and where these are held, noting any processes that surround them.

Project Number:	Project_5925 Contract_13412
Project Name:	NEPRO3 - Digital and Data Roadmaps for the Commercial and Grants Functions
SPS Provider:	Moorhouse Consulting Ltd
For the Attention of:	REDACTED TEXT under FOIA Section 40, Personal Information
E-mail:	REDACTED TEXT under FOIA Section 40, Personal Information
Telephone Number:	REDACTED TEXT under FOIA Section 40, Personal Information
Address:	69 Old Broad Street, London, England, EC2M 1QS

2. Identifying digital and data projects that are currently in flight or planned future development.
3. Suggest other digital and data projects that may be required.
4. Present an end state digital and data ecosystem for the grants ecosystem that all can align to and build towards.
5. Create a roadmap to meet the end state. There is an urgency to complete as much as possible by March 2025, Roadmap should note which elements will be delivered by 2025 and those that are beyond 2025, due to other time limiting factors e.g. *Finance Functional Convergence, i.e. new ERP solutions, via the programme clusters outlook of likely implementation by 2026/27*. Roadmap to also include transition states associated with key milestones/ incremental benefits release.
6. Identifying the resources to deliver the roadmap.
7. Describing BAU delivery in parallel to delivering the roadmap.
8. Identifying the resource to deliver BAU.
9. Advice on the approach to overseeing and monitoring delivery.

Moorhouse must build upon existing artefacts, government policy and previously suggested recommendations described in the following: -

1. Government Commercial Function Strategy 2022-2025
2. Commercial System Strategy 30th March 2023
3. GCF Data Strategy phase 2 – September 2023
4. Global Design Artefacts
5. Consider the future impact of the Transforming Public Procurement Programme and ERP systems.
6. Transforming for a Digital Future: 2022-2025 Road Map for Digital and Data (<https://www.gov.uk/government/publications/roadmap-for-digital-and-data-2022-to-2025/transforming-for-a-digital-future-2022-to-2025-roadmap-for-digital-and-data#where-will-we-be-by-2025>) and delivery through Clusters.
7. Recommendations should align to wider government strategies such as the National Data Strategy (<https://www.gov.uk/government/publications/uk-national-data-strategy/national-data-strategy>) and frameworks such as the Data Maturity Assessment for Government (<https://www.gov.uk/government/publications/data-maturity-assessment-for-governmentframework>).

Moorhouse should describe what benefits will be gained from delivering the plan in the below format.

Output/ outcome	What good looks like	What the output/ outcome needs to enable to happen
Drive efficiency, remove duplication of effort and resources in grants.	An agreed and achievable roadmap for continuous improvement of digital and data.	Collective agreement from departments on an agreed roadmap of digital and data delivery.

Encourage collaboration across government depts. How digital and data at the CO and across government can be more automated, integrated and interoperable. This could lead to commercial Shared Services.	Artefacts that clearly define effectiveness and efficiency benefits of shared digital and data products and services.	Collective agreement from departments on an agreed roadmap of digital and data delivery.
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Drive meaningful insights from data, enabling data driven decision making.	Mapping of data flows and processes in relation to grants and commercial activity.	Engagement from across grants and commercial functions
Better align strategy to user needs.	A rich picture of user needs from across government.	Clear and deliverable user stories / personas that articulate how they interact with the commercial or grant functions
Reduce operating costs of digital and data across government.	A defined and costed high level view of the current and future digital and data ecosystem.	Collective agreement from departments on an agreed roadmap of digital and data delivery
Improve supplier trading relationships and processes.	Articulate the change and benefits of products such as Sign-In and Registration and Supplier Information.	Show suppliers how to clearly engage with new products and services.

Each outcome should consider and include advice on data security and data regulations compliance. The roadmap should also surface risk within current and future delivery plans and propose mitigation strategies.

The work should be completed by 23rd April 2024.

To enable completion of the work in a timely manner the Grants and Commercial Function will help enable engagement and workshops with required stakeholders. This will include activities such as workshops with Chief Technology Officers, Chief Commercial Officers and Grants Functional Leads.

Whilst the above is a Digital and Data Strategy the supporting content needs to be presented in a way that a non-digital and data audience can understand and act upon.

The Outputs Will Be Approved by The

- Director Strategy, Assurance and Standards • Director of GGMF.
- Commercial Digital and Data Board

Milestones

Milestones	Description	Completion Trigger	Start Date	End Date
Milestone 1	Discovery phase, Moorhouse to fully establish and the context, policy, and previous recommendations, GCF strategic commitments.	Milestone review - Moorhouse presenting back to the buyer stakeholder panel, their understanding with recommended next steps	Feb 2024	March 2024
Milestone 2	Define future state, including likely benefits.	Moorhouse to present future	March 2024	April 2024

		state to stakeholder panel		
Milestone 3	Create roadmap and required work packages.	Agreed with buyer	April 2024	April 2024

Contract Management (measuring success and review) Contract Management arrangements will be carried out in line with the Services Supply Agreement (SSA) by submitting a Service Delivery Plan (SDP).	
Special Licences, Consents, Conditions Required as Part of the Deliverables?	N/A
Specialist Professional Services Category (Primary)	Finance, Audit and Accounting
Specialist Professional Services Category (Secondary)	Financial Systems and Processes
Commencement Date	28 th February 2024
Completion Date	23 rd April 2024
Total Price Payable All prices to include the 5% Delivery Partner's Managed Services Fee excluding VAT. Expenses are exempt of the 5% Delivery Partner's Managed Services Fee. Payment terms are in accordance with the SPS Contract	Total: £81,075.00



Purchase Order No	37070035657		
Details of Agreed Expenses	N/A		
Agreed Payment Schedule (Milestone schedules to be detailed below)	Payment (Milestones)	X	Detail: Milestones – In Accordance with Payment Schedule
	Payment in full option		
	Other		
Insurance Cover Required (To be amended in accordance with project requirements or if Enhanced or C&E SDA provisions applicable)	Amount (£)		
	Public Liability	£10,000,000.00	
	Employers Liability	£5,000,000.00 Professional	
	Indemnity	£2,000,000.00	
Any Further Specific Requirements	Data Protection The SPS Provider understands that in relation to the Data Protection Legislation it is a Data Sub-Processor on behalf of Bloom and Bloom is a Data Processor on behalf of the Relevant		



	<p>Authority in respect of any Personal Data that is passed from the Relevant Authority to Bloom and from Bloom to the SPS Provider</p> <p>The attached Data Protection Schedule Annex 1 and where appropriate Annex 2 shall be completed in respect of this project.</p> <p>Delivery Partner Responsibilities</p> <p>For the avoidance of doubt the Delivery Partner’s role, duties and responsibilities are expressly set out in the Supplier Terms and no other implied role, duty or responsibility, shall be applied to the Delivery Partner.</p>
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Invoicing procedure

The SPS Provider shall complete and submit a Payment Request/Highlight Report via the Technology Platform. This will initiate the Self-Billing Process once approved by the Authority or requirement owner.

Milestone reporting and Payment (Subject to agreed Payment Request/Highlight Report)

Description		Deliverables	Planned Payment Request Submission Date	Total Price
1.1	Milestone 1 - Project_5925 – PO_37070035657 - Discovery Phase	Discovery Phase, Moorhouse to Fully Establish and The Context, Policy, And Previous Recommendations, GCF Strategic Commitments.	27 th March 2024	£28,600.00
1.2	Milestone 2 - Project_5925 – PO_37070035657 - Define Future State	Define Future State, Including Likely Benefits.	10 th April 2024	£21,175.00
1.3	Milestone 3 - Project_5925 – PO_37070035657 - Create Roadmap and Required Work Packages.	Create Roadmap and Required Work Packages.	23 rd April 2024	£31,300.00
Total:				£81,075.00

Total Price	Commencement Date	Currency
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£81,075.00	28 th February 2024	Pounds Sterling
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Acknowledgment re supervision and control of SPS Provider personnel

By signing this Work Order and agreeing to the Supplier Terms, the SPS Provider confirms for the duration of the Services provided (subject to the contractual terms governing the Services to be provided):

1. The SPS Provider shall procure that its personnel do not act or operate in a manner which could be perceived in such a way as to infer that the SPS Provider's personnel are employees of the Authority;
2. The SPS Provider shall always ensure that the Authority shall not supervise or control the work being carried out by the SPS Provider's personnel;
3. The SPS Provider is free to determine the personnel it uses to provide the services provided that all personnel meet the standards specified by the Authority (including security clearances where applicable);
4. The SPS Provider shall not assume any line management responsibility for any of the Authority's employees;
5. The SPS Provider shall use their own equipment to deliver the Services, except where the provision of equipment by the Authority is necessary for security purposes;
6. The SPS Provider shall determine their own place and hours of work, except where the nature of the project naturally enforces restriction e.g. attending project meetings at client site during business hours;

If at any time, the SPS Provider fails to comply with the above terms, this shall amount to a material breach of the Work Order which is not capable of remedy for the purposes of the termination clause of the SDA and this Work Order will be terminated with immediate effect. If the SPS Provider breaches these provisions it may be liable for the payment of income tax or national insurance contributions.

ANNEX 1 – to record permitted project specific processing of personal data.

1. The Contractor shall comply with any further written instructions with respect to processing by the Data Controller.
2. Any such further instructions shall be incorporated into this Schedule and this Schedule may be amended at any time during the Term by agreement in writing between the Data Controller and the Contractor to ensure that the description and detail set out in this Schedule with regard to the processing of personal data reflects the arrangements between the Parties, is accurate and is compliant against the Data Protection Legislation.

No	Description	Details
1	Subject Matter of the Processing	N/A
2	Duration of the Processing	N/A
3	Nature and Purposes of the Processing	N/A
4	Type of Personal Data	N/A
5	Categories of Data Subject	N/A
6	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	N/A

ANNEX 2

1. This Annex lists the sub-processors that the Data Controller has authorised the Contractor to use in accordance with the Supplier Terms.
2. The Data Controller may, at any time and upon such notice as is reasonable in the circumstances, withdraw its approval in relation to any or all sub-processors listed within this Annex and upon such withdrawal the Contractor must immediately cease using that sub-processor.
3. If the Contractor wishes to propose a new sub-processor for approval, it must provide written notice to the Data Controller detailing the identity of the proposed sub-processor, the nature of the subprocessing and confirmation that a written contract in relation to the sub-processing is in place between the Contractor and the sub-processor. The Data Controller must not unreasonably refuse or delay approval.
4. The Data Controller may at any time and upon reasonable notice request copies of the contracts between the Contractor and its approved sub-processors in relation to the sub-processing.

Sub-contractor details: (name, address and company registration number)	Nature of sub-processing:	Commencement date and term of contract between Contractor and Subprocessor:
N/A	N/A	N/A

Signature Area

Signature Area

Organisation Name:
Bloom

Role/Title:
REDACTED TEXT under FOIA Section 40, Personal Information

Name:
REDACTED TEXT under FOIA Section 40, Personal Information

Signature:
REDACTED TEXT under FOIA Section 40, Personal Information
REDACTED TEXT under FOIA Section 40, Personal Information

Organisation Name:
Moorhouse Consulting Ltd

Role/Title:
REDACTED TEXT under FOIA Section 40, Personal Information

Name:
REDACTED TEXT under FOIA Section 40, Personal Information

Signature: