

## DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

### Part 1: Letter of Appointment

Dear Sirs

#### Letter of Appointment

This letter of Appointment is issued in accordance with the provisions of the DPS Agreement (RM6018) between CCS and the Supplier dated 16<sup>th</sup> January 2019.

Capitalised terms and expressions used in this letter have the same meanings as in the Contract Terms unless the context otherwise requires.

Order Number:	TBC Post Award
From:	Cabinet Office ("Customer")
To:	Public Group International Limited ("Supplier")

Effective Date:	16 <sup>th</sup> January 2019
Expiry Date:	End date of Initial Period 15 <sup>th</sup> April 2019 End date of extended period: 15 <sup>th</sup> May 2019

Services required:	Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by:  The Customer's Project Specification attached at Annex A, the Supplier's Proposal attached at Annex B and Annex C Pricing Schedule.
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Key Individuals:	For the Customer: (REDACTED)  For the Supplier: (REDACTED)
Guarantor(s)	N/A

Contract Charges (including any applicable discount(s), but excluding VAT):	<p>The total estimated contract value (ex VAT) is £95,075.00. Payment will be made in line with Annex C- Contract Pricing.</p> <p>Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.</p> <p>Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.</p>
Insurance Requirements	In line with Appendix C Terms and Conditions
Customer billing address for invoicing:	After completion of work, the Supplier should submit invoices to (REDACTED)
Alternative and/or additional provisions (including Schedule 8(Additional clauses)):	Please note additional clauses around GDPR are stated in Schedule 8 of the terms and conditions.

#### **FORMATION OF CONTRACT**

**BY SIGNING AND RETURNING THIS LETTER OF APPOINTMENT (which may be done by electronic means) the Supplier agrees to enter a Contract with the Customer to provide the Services in accordance with the terms of this letter and the Contract Terms.**

**The Parties hereby acknowledge and agree that they have read this letter and the Contract Terms.**

**The Parties hereby acknowledge and agree that this Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of this letter from the Supplier within two (2) Working Days from such receipt**

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

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

Name and Title: (REDACTED)

Name and Title: (REDACTED)

Signature: (REDACTED)

Signature: (REDACTED)

Date: 04/02/19

Date: 04/02/19

## ANNEX A

### Customer Project Specification

#### 1. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 1.1 By using location data, geospatial technology is transforming services across the private and public sectors. From emergency services, transport planning, and 5G networks, to housing, smarter cities and drones - the UK's geospatial infrastructure has the potential to revolutionise the UK's economy.
- 1.2 In addition to the creation of the Geospatial Commission's call for evidence, HM Treasury's August paper, "The Economic Value of Data" also identifies that: "The UK's strengths in cutting-edge research and the intangible economy make it well placed to be a world leader, and estimates suggest that data-driven technologies will contribute over £60 billion per year to the UK economy by 2020."
- 1.3 The Government is already taking steps to harness these opportunities. In June 2018, it was announced that the Prime Minister asked the Department for Digital, Culture, Media & Sport to produce a National Data Strategy to unlock the power of data in the UK economy and Government.
- 1.4 In August 2018 the Customer published its Call for Evidence which focuses on three areas;
  - 1.4.1 Supporting innovation in the geospatial sector: exploring how to secure cutting-edge skills, the right access to data, and opportunities from emerging technologies for the geospatial sector itself.
  - 1.4.2 Enhancing the UK's geospatial assets: looking at how best to align interests, avoid duplication, and instil best practice across the whole public sector.
  - 1.4.3 Driving investment and productivity in geospatial applications: asking in which wider sectors the most value lies from better exploitation and use of geospatial data, in the UK and internationally.
- 1.5 The Call for Evidence discusses future geospatial technology needs and opportunities which is the basis of this requirement which supports the development of geospatial technology needs and opportunities to maximise unlocking the estimated £11 billion of value linked to geospatial data.
- 1.6 "In an age of rapid technological change our data requirements will evolve and new opportunities for releasing value will be created. There are a range of new technologies and innovations including AI and machine learning that could enhance our ability to process and make sense of the data available. The government, through the Industrial Strategy, has already allocated £113 million from the industrial strategy Challenge Fund to support new research programmes that use AI, data and digital technology. The Customer wants world-class location data to underpin how geospatial data supports emerging technologies like drones, future 5G mobile networks and connected autonomous vehicles. And the Customer wants to understand from the market how to support development in the UK of geospatial innovations that allow for better collection of and access to geospatial data." Call For Evidence, page 15.
- 1.7 The Call for Evidence will help inform the development of the UK's first Geospatial Strategy, which will be published at the end of 2019.
- 1.8 To support the Customer's evidence gathering to help inform the strategy, the Customer requires a Supplier that specialises in understanding the application and value of emerging technologies as applied to data. The Customer seeks to increase

its evidence base for both how emerging digital and geospatial technologies impact the collection, storage and dissemination of geospatial data, and also the geospatial data use requirements of emerging technologies.

## 2. DEFINITIONS

Expression or Acronym	Definition
Geospatial data	means any data that identifies a particular location.
Geospatial Commission	<p>the Commission is an enduring, impartial entity that is responsible for setting the UK's geospatial strategy and promote the best use of geospatial data to drive productivity, promote economic growth and improve the delivery of public services, while safeguarding considerations such as national security and intellectual property rights.</p> <p>Please refer to page 28 for our Charter and Framework in the <a href="#">call for evidence document</a>.</p>
Geospatial Technology	<p>means technologies that could include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>- Live imagery from orbit</li> <li>- Enhanced visual data resolution</li> <li>- Crowd sourced data</li> <li>- The Internet of Things</li> <li>- Data analytics</li> <li>- Virtual and augmented reality</li> <li>- Autonomous vehicles</li> <li>- Drones</li> <li>- Robots</li> <li>- Artificial intelligence</li> <li>- 3D modelling</li> <li>- Blockchain</li> </ul>

## 3. SCOPE OF REQUIREMENT

3.1 In overview, the Supplier shall undertake the following:

- 3.1.1 Conduct research.
- 3.1.2 Attend and lead stakeholder engagement meetings.
- 3.1.3 Creation of a c.40 page report.
- 3.1.4 Conduct presentations and training

3.2 The Supplier shall not be required to:

- 3.2.1 Include an international aspect to the research.
- 3.2.2 Attend conferences.

3.3 The Supplier shall present a c.40 page report covering the aims and structured in line with the following:

- 3.3.1 Foreword
- 3.3.2 Executive Summary

### 3.3.3 Answer the following research questions:

A: What are the key emerging digital technologies

B: Of these emerging technologies, which offer the highest value opportunities for the geospatial sector both in terms of enhancing the data assets as well as in the application of geospatial data

C: In which sectors/business is there already relevant emerging technology innovations around geospatial data collection and usage

D: What action might the Geospatial Commission take to maximise the value of geospatial data in relation to existing, emerging and future technologies

### 3.3.4 Conclusions and Recommendations

- 3.4 The audience of the report created by the Supplier shall be UK government departments (Ministers and civil servants), industry leaders (of both geospatial and technology sectors), academia, charity and local authority leaders and policy officers, investors and international governments. The Supplier shall ensure the use of appropriate language in relation to the audience.

## 4. THE REQUIREMENT

- 4.1 The Supplier shall conduct a review of government and key private sector body action/policy in emerging technologies by end of December 2018 (eg by BEIS; DCMS; GDS, Government Office for Science; UKRI; InnovateUK; Catapults etc). This will be included in the final report and will act as a background/context for the final report to demonstrate all the action taking place across government in one joined up place.
- 4.2 This shall assist the Customer with its call for evidence technology responses.
- 4.3 Geospatial market analysis that demonstrates where the majority of geospatial investments are being made.
- 4.4 The Supplier's literature review of existing reports and scientific journals should include as a minimum: Open Data Report, Oxera Geospatial Economic Impact, OS General Review, McKinsey Geospatial in Open Data, Geospatial Readiness Index, London Economics EO review, HMG Technology Innovation Survey, UK Digital Strategy methodology, Katalysis report on Addressing, Shakespeare Review, AGI Foresight Report, Alphabet economic impact of geospatial services, Assessment of the Economic Value of the Geospatial Information Industry in Ireland, A 10 Year Vision: Future Trends in Geospatial Information Management. The Supplier shall identify within the literature review if the estimates contained in those reports have been realised or what else needs to happen (by Her Majesty Government and others) to realise the opportunities estimated. This list is not exhaustive and the Customer welcomes the Supplier to identify more than listed here. The Supplier shall provide the literature review to the Customer.
- 4.5 The Supplier shall conduct assessment of key companies across the UK using emerging technologies to support geospatial data collection and usage by mid-January 2019. This is to inform the Geospatial Commission's call for evidence

analysis, with a view to be included in its annual plan (which is aiming to be published in March 2019).

- 4.6 The Supplier shall conduct a minimum of 5 interviews with internationally recognised technology leaders in both data creation and management, as well as application. This is to deliver thought-leadership insight to the Customer, for use by the Customer's Communications Team. Each interview with the technology leaders shall last for a minimum of 1 hour and cover key opportunities and barriers for geospatial sector. The purpose of the interviews is for the Geospatial Commission to use in its communications, therefore the Supplier shall ensure the interviews are capture via video and written.
- 4.7 The Supplier shall conduct two (2) facilitated roundtables with senior leaders.
- 4.8 The Supplier shall provide to the Customer a draft report that summarises:
  - 4.8.1 Evidence to date for how specific emerging technologies can enhance geospatial data collection, management, production and usage
  - 4.8.2 Identification of the highest value technologies to support geospatial data collection, management, production and usage.
  - 4.8.3 Identification of the geospatial data requirements of emerging technologies
  - 4.8.4 Assessment of the key technologies that have the potential to both support enhancements of the the UK's geospatial assets, whilst also being consumers of geospatial data.
  - 4.8.5 Relevant business activity broken down into sectors/markets and possibly UK regions. This is from big business to SMEs.
  - 4.8.6 Initial areas for further work the Customer can progress on situating the use/value of geospatial data within the context of likely, prevalent future technologies (eg drones; autonomous vehicles; 5G networks).
- 4.9 The Supplier shall provide a final report including all the above deliverables. This is after the Customer has conducted its own quality assurance process.
- 4.10 The Supplier shall provide half a day training provided to the Customer on geospatial technologies. This will take place at the Customer premises, 100 Parliament Street. The Customer will provide the room for the training. The learning outcomes should capture the review of the Supplier's work and key learnings.

## 5. KEY MILESTONES

- 5.1 The Supplier should note the following project milestones that the Customer will measure the delivery against:

TIMEFRAME	Milestone	Owner
February 4 <sup>th</sup>	Project kick off meeting.	The Customer and Supplier
By mid-February	Weekly project meeting and supplier project plan agreed.	The Customer and Supplier
February	Weekly project meeting.	The Customer and Supplier
End of February	Literature review submitted. Market analysis complete.	Supplier

	Including Review of government and key private sector body action / policy in emerging technologies.	
By mid-March	Assessment of key companies across the UK using emerging technologies to support geospatial data collection and usage.	Supplier
By end of March	Interviews with internationally recognised technology leaders in both data creation and management, as well as application. This is to produce a thought-leadership piece for use by the Geospatial Commission's Communications Team.	Supplier
By end of March	Interviews with internationally recognised technology leaders in both data creation and management, as well as application. This is to produce a thought leadership piece for use by the Geospatial Commission's Communications Team.	Supplier
By end of March	Senior leaders' roundtables delivered with minimum 10 attendees at each.	The Customer and Supplier
By end of March	Draft final report to Geospatial Commission.	Supplier
Early April	Comments from Geospatial Commission to Supplier.	The Customer
Mid-April	Revised report finalised.	Supplier
Mid-April	Cross-government review complete (e.g. GDS, BEIS, HMT, DCMS).	Cabinet Office Analysis and Insight Team
End of April	Training completed. Final report of above work produced and submitted to Geospatial Commission.	Supplier

## 6. CUSTOMER'S RESPONSIBILITIES

- 6.1 The Customer will act as a final approver for all reports, and ensure that any sign-offs and/or approvals will be timely.
- 6.2 The Supplier will attend an inception meeting in person and weekly update calls as needed to ensure effective delivery.

## 7. REPORTING

- 7.1 The Supplier shall give regular updates on progress through weekly progress review meetings by teleconference. The Supplier shall provide more detailed updates at key points in the Contract as outlined in the milestones.
- 7.2 The final report should adhere to the Government Digital Service's report writing guidelines, which can be found here <https://www.gov.uk/guidance/content-design/writing-for-gov-uk>.

## 8. CONTINUOUS IMPROVEMENT

- 8.1 The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.
- 8.2 The Supplier should present new ways of working to the Customer during weekly Contract review meetings.

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

## **9. QUALITY**

- 9.1 The Supplier shall adhere Market Research and Data Protection standards.
- 9.2 The Supplier shall have sound processes for quality assurance in place.

## **10. STAFF AND CUSTOMER SERVICE**

- 10.1 The Customer requires the Potential Provider to provide a sufficient level of resource throughout the duration of the Geospatial Commission: Future geospatial technologies review Contract in order to consistently deliver a quality service to all Parties.
- 10.2 Potential Provider's staff assigned to the Geospatial Commission: Future geospatial technologies review Contract shall have the relevant qualifications and experience to deliver the Contract.
- 10.3 The Potential Provider shall ensure that staff understand the Customer's vision and objectives and will provide excellent customer service to the Customer throughout the duration of the Contract.

## **11. SERVICE LEVELS AND PERFORMANCE**

- 11.1 The Customer will measure the quality of the Supplier's delivery by:

SLA	Service Area	SLA description
1	Delivery of project outputs	Project outputs delivered on time and in line with publication guidance.
2	Quality Assurance	Project outputs to be peer reviewed and follow an approval process before submission to assure suitability for publication and for informing policy decisions
3	Response time	Responding to the Customer's questions within 48 hours (Monday – Friday).
4	Project Management	Weekly project updates

- 11.2 Any mechanisms for remedies used to manage poor supplier performance will be in alignment with the Terms and Conditions. Poor Performance will be defined as failure to meet the service levels outlined above.
- 11.3 Any exit strategy to be applied where poor Supplier performance requires early termination of the Contract will be in alignment with the Terms and Conditions.

## **12. SECURITY REQUIREMENTS**

- 12.1 All data security processes must be compliant with the General Data Protection Regulation (GDPR).

## **13. INTELLECTUAL PROPERTY RIGHTS (IPR)**

- 13.1 The resulting outputs shall be the intellectual property of the Customer. The analysis, and the interim and final reports, shall be the property of the Customer. The Supplier shall not disclose the report (either in part or in full) to any third parties prior to



publication by the Customer, unless the Customer gives expressed written consent to do so.

#### **14. LOCATION**

- 14.1 The majority of services shall be carried out at the Supplier's premises.
- 14.2 Occasional travel to the Customer's offices will be required. The location of the Customer's offices is Cabinet Office, 100 Parliament Street.

## ANNEX B – SUPPLIER SUBMISSION

### **Supplier Proposal of Geospatial Commission: Future Geospatial Technologies Review. An extract of which can be found below:**

#### **Project team organisational chart**

(REDACTED)

#### **Annex C Pricing Schedule**

The following pricing schedule details all charges for providing the Service that was outlined in the Appendix B, Statement of Requirement at the time of tender. All charges exclude VAT and include all expenses. All charges shall remain firm for the duration of the Contract

(REDACTED)