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Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)

Call-Off Ref: RM1043.8

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Order Form

Call-Off Reference: DDaT24467

Call-Off Title: Software tool for sustainability research methods

Call-Off Contract Description: UKRI seeks a supplier to develop and deploy a Sustainable Research Methods Hub, an open-access web platform that facilitates the implementation, tracking, and reporting of sustainable practices across various research disciplines.

The Buyer: UK Research and Innovation (UKRI) – Medical research Council (MRC)

Buyer Address: Polaris House, North Star Avenue, Swindon, SN2 1FL

The Supplier: 6B Digital Ltd

Supplier Address: 1 The Office Campus, Paragon Business Park, Wakefield, West Yorkshire, England, WF1 2UY

Registration Number: 08780271

DUNS Number: US-DUNS-219751736

SID4GOV ID: N/A

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Applicable Framework Contract

This Order Form is for the provision of the Call-Off Deliverables and dated Thursday 30th January 2025

It's issued under the Framework Contract with the reference number RM1043.8 for the provision of Digital Outcomes Deliverables.

The Parties intend that this Call-Off Contract will not, except for the first Statement of Work which shall be executed at the same time that the Call-Off Contract is executed, oblige the Buyer to buy or the Supplier to supply Deliverables.

The Parties agree that when a Buyer seeks further Deliverables from the Supplier under the Call-Off Contract, the Buyer and Supplier will agree and execute a further Statement of Work (in the form of the template set out in Annex 1 to this Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)).

Upon the execution of each Statement of Work it shall become incorporated into the Buyer and Supplier's Call-Off Contract.

Call-Off Lot

Lot 1: Digital Outcomes

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) RM1043.8
- 3 The following Schedules in equal order of precedence:
 - Joint Schedules for RM1043.8
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data) RM1043.8

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- Call-Off Schedules for RM1043.8
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 5 (Pricing Details and Expenses Policy)
 - Call-Off Schedule 6 (Intellectual Property Rights and Additional Terms on Digital Deliverables)
 - Call-Off Schedule 7 (Key Supplier Staff)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 13 (Implementation Plan and Testing)
 - Call-Off Schedule 14 (Service Levels and Balanced Scorecard)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 20 (Call-Off Specification)
 - Call-Off Schedule 26 (Cyber Essentials Scheme)

4 CCS Core Terms (version 3.0.11)

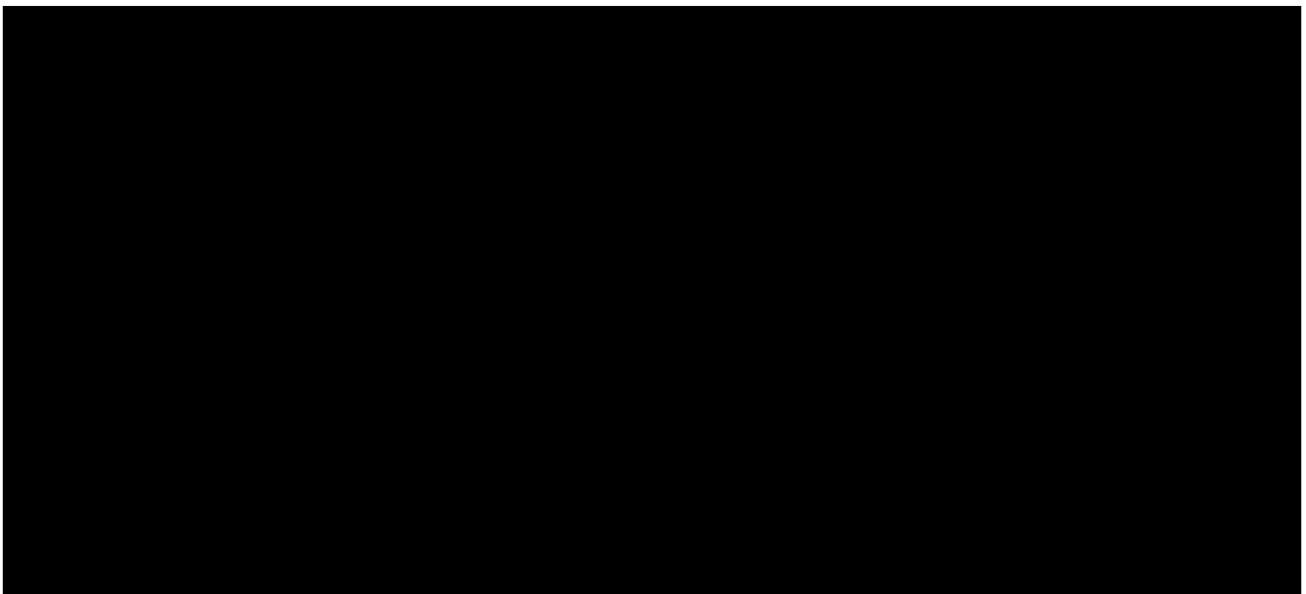
5 Joint Schedule 5 (Corporate Social Responsibility) RM1043.8

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

The following Special Terms are incorporated into this Call-Off Contract:



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Call-Off Start Date: 7th February 2025

Call-Off Expiry Date: 31st March 2026

Call-Off Initial Period: 1 year 2 months

Call-Off Optional Extension Period: 7 months

Minimum Notice Period for Extensions: 30 days

Call-Off Contract Value: £403,520.00 excluding VAT

Call-Off Deliverables

Option B: See details in Call-Off Schedule 20 (Call-Off Specification)

Warranty Period

The Supplier shall provide digital and Software Deliverables with a minimum warranty of at least 90 days against all obvious defects, and in relation to the warranties detailed in Paragraphs 4 (licensed Software warranty) and 9.6.2 (Specially Written Software and New IPRs) of Call-Off Schedule 6 (IPRs and Additional Terms on Digital Deliverables).

Buyer's Standards

From the Start Date of this Call-Off Contract, the Supplier shall comply with the relevant (and current as of the Call-Off Start Date) Standards referred to in Framework Schedule 1 (Specification). The Buyer requires the Supplier to comply with the following additional Standards for this Call-Off Contract:

None

Cyber Essentials Scheme

The Buyer requires the Supplier, in accordance with Call-Off Schedule 26 (Cyber Essentials Scheme) to provide a Cyber Essentials Certificate prior to commencing the provision of any Deliverables under this Call-Off Contract.

Maximum Liability

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms as amended by the Framework Award Form Special Terms.

The Estimated 14th month Charges used to calculate liability in the first Contract Year is £403.520.00 excluding VAT

Call-Off Charges

1 Capped Time and Materials (CTM) with payment aligned with milestone delivery.

Phase	Payment Milestones (upon completion)	Milestones/Deliverables	Completion Date
Phase 1: Initiation and planning	Payment subject to Phase 3 completion	- Kick-off meeting - Project plan submission - Finalise requirements	Feb 2025

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Phase 2: Core development	Payment subject to phase 3 completion	<ul style="list-style-type: none"> - Website skeleton - RBAC - Resource hub, including mechanism to input sustainability actions and sort them. - Peer auditing mechanism - UI/UX design - Initial technical documentation (e.g. user guides) - Security assessments 	March 2025
Phase 3: Beta release	Payment Made	<ul style="list-style-type: none"> - Beta version for user testing and feedback - Initial website hosting cost projections 	End of March 2025
Phase 4: Feedback integration and enhanced development	Payment Made	<ul style="list-style-type: none"> - Collect and analyse user feedback - Incorporate feedback into platform - Peer auditing enhancements - Resource hub enhancements including calculator integration - Accessibility testing - Certification process - Customisable certificate design - User registration and authentication 	End of July 2025
Phase 5: Security, compliance, and dashboards	Payment Made	<ul style="list-style-type: none"> - Finalise security assessments - Compliance verification (GDPR, WCAG 2.1 AA, ISO standards) - Performance optimisation - Dashboard and reporting output development 	End of September 2025
Phase 6: Finalisation and UAT	Payment Made	<ul style="list-style-type: none"> - Develop communication systems - User acceptance testing - Finalise technical documentation for users and code documentation 	End of November 2025
Phase 7: Deployment and Handover	Payment Made	<ul style="list-style-type: none"> - Final deployment - Handover deliverables - Training sessions - Website maintenance plan - Website hosting cost projections update 	End of January 2026
Phase 8: Post deployment support	Payment Made	<ul style="list-style-type: none"> - Initial support period as specified in the contract - Address any defects or issues arising after deployment - Website hosting and maintenance 	End of March 2026

Where non-UK Supplier Staff (including Subcontractors) are used to provide any element of the Deliverables under this Call-Off Contract, the applicable rate card(s) shall be

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incorporated into Call-Off Schedule 5 (Pricing Details and Expenses Policy) and the Supplier shall, under each SOW, charge the Buyer a rate no greater than those set out in the applicable rate card for the Supplier Staff undertaking that element of work on the Deliverables.

All changes to the Charges must use procedures that are equivalent to those in Paragraph 4 in Framework Schedule 3 (Framework Prices).]

Reimbursable Expenses

None

Payment Method

BACS

Buyer's Invoice Address

UKRI, C/O UK Shared Business Services Ltd, Polaris House, North Star Avenue, Swindon, United Kingdom, SN2 1UH

[REDACTED]

Buyer's Authorised Representative

[REDACTED]

Buyer's Environmental Policy

available online at: [Environmental sustainability strategy – UKRI](#)

Buyer's Security Policy

Document name – UKRI Information Security policy framework

Supplier's Authorised Representative

[REDACTED]

Unit One, The Office Campus, Red Hall Court, Wakefield, West Yorkshire, WF1 2UY, England

Supplier's Contract Manager

[REDACTED]

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Unit One, The Office Campus, Red Hall Court, Wakefield, West Yorkshire, WF1 2UY, England

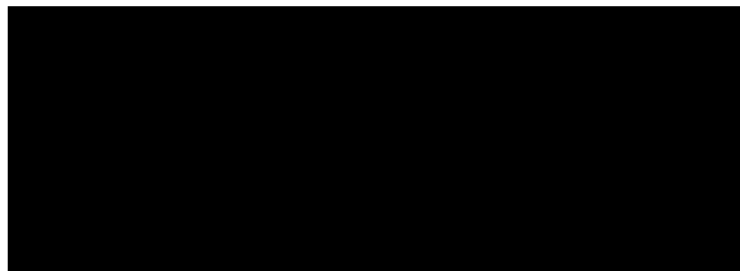
Progress Report Frequency

Insert report frequency: Monthly

Progress Meeting Frequency

Insert meeting frequency: Every 2 weeks.

Key Staff



Key Subcontractor(s)

Not applicable.

Commercially Sensitive Information

Not applicable

Balanced Scorecard

Not applicable

Material KPIs

The following Material KPIs shall apply to this Call-Off Contract in accordance with Call-Off Schedule 14 (Service Levels and Balanced Scorecard):

As detailed in Call-Off schedule 14 Service Levels

Service Credits

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels and Balanced Scorecard)

The Service Credit Cap is: **£40,352.00** or 10% of the overall contract value

The Service Period is for the duration of the contract

A Critical Service Level Failure is:

Complete platform outage: The platform becomes completely inaccessible to users, resulting in a total loss of service.

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Major data breach: Sensitive user data is compromised, leading to potential financial losses, reputational damage, and legal liabilities.

Critical functionality breakdown: Essential features of the platform, such user authentication, stop working, rendering the platform unusable for its intended purpose.

Severe performance issues: The platform becomes extremely slow or unresponsive.

Security vulnerabilities: Weaknesses in the platform's security allowing malicious access to gain access to manipulate the system.

Additional Insurances

Not applicable

Guarantee

Not applicable

Social Value Commitment

Not applicable

Statement of Works

During the Call-Off Contract Period, the Buyer and Supplier may agree and execute completed Statement of Works. Upon execution of a Statement of Work the provisions detailed therein shall be incorporated into the Call-Off Contract to which this Order Form relates.

For and on behalf of the Supplier:

Signature:

Name:

Role:

Date:

07/02/2025

For and on behalf of the Buyer:

Signature:

Name:

Role:

Date:

02/07/2025

Appendix 1

1 Statement of Works (SOW) Details

Upon execution, this SOW forms part of the Call-Off Contract (reference below).

The Parties will execute a SOW for each set of Buyer Deliverables required. Any ad-hoc Deliverables requirements are to be treated as individual requirements in their own right and the Parties should execute a separate SOW in respect of each, or alternatively agree a Variation to an existing SOW.

All SOWs must fall within the Specification and provisions of the Call-Off Contract.

The details set out within this SOW apply only in relation to the Deliverables detailed herein and will not apply to any other SOWs executed or to be executed under this Call-Off Contract, unless otherwise agreed by the Parties in writing.

Date of SOW: Wednesday 5th February 2025

SOW Title: Software tool for sustainable research

SOW Reference: 001

Call-Off Contract Reference: DDaT24467

Buyer: UK Research and Innovation (UKRI) – Medical Research Council (MRC)

Supplier: 6B Digital Ltd

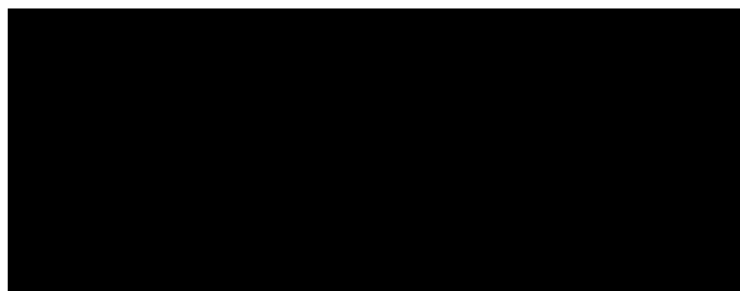
SOW Start Date: Friday 7th February 2025

SOW End Date: Thursday 31st March 2026

Duration of SOW: 1 year 2 months

Key Personnel (Buyer): 

Key Personnel (Supplier):



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Subcontractors: Not applicable

2 Call-Off Contract Specification – Deliverables Context

SOW Deliverables Background:

As per the Call off schedule 20 (Specification)

Delivery phase(s): Beta

Overview of Requirement: Delivery of Beta phase followed by Live Phase, with transition to BAU. Releases will be regular (at least one per delivery cycle)

3 Buyer Requirements – SOW Deliverables

Outcome Description:

Phase	Duration	Milestones/Deliverables	Completion Date
Phase 1: Initiation and planning	Week: 1 – 2 <i>Payment subject to phase 3 completion</i>	<ul style="list-style-type: none">- Kick-off meeting- Project plan submission- Finalise requirements	February 2025
Phase 2: Core development	Weeks: 3 – 12 <i>Payment subject to phase 3 completion</i>	<ul style="list-style-type: none">- Website skeleton- RBAC- Resource hub, including mechanism to input sustainability actions and sort them (open access)- Peer auditing mechanism- UI/UX design- Initial technical documentation- Security assessments	March 2025
Phase 3: Beta release *Note a successful Phase 3 is necessary to proceed to payment for further phases	Week: 12 <i>Payment made</i>	<ul style="list-style-type: none">- Beta version for user testing and feedback- Initial website hosting cost projections	End of March 2025
Phase 4: Feedback integration and enhanced development	Weeks: 13 - 28	<ul style="list-style-type: none">- Collect and analyse user feedback- Incorporate feedback into platform- Peer auditing enhancements- Resource hub enhancements, including integration of calculator- Accessibility testing- Certification process- Customisable certificate design	End of July 2025

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		- User registration and authentication	
Phase 5: Security, compliance, and dashboards	Weeks: 29 - 36	- Finalise security assessments - Compliance verification (GDPR, WCAG 2.2 AA, ISO standards) - Performance optimisation - Dashboard and reporting output development	End of September 2025
Phase 6: Finalisation and UAT	Weeks :37 - 44	- Develop communication systems - User acceptance testing - Finalise technical documentation user guides and code documentation	End of November 2025
Phase 7: Deployment and Handover	Weeks: 45 - 52	- Final deployment - Handover deliverables - Training sessions - Website maintenance plan - Website hosting cost projections update	End of January 2026
Phase 8: Post deployment support and hosting	Weeks: 53 - 60	- Initial support period as specified in the contract - Address any defects or issues arising after deployment - Website hosting and maintenance	End of March 2026

Delivery Plan: As detailed in the supplier's response and in the Call-Off schedule 20 (Specification)

Dependencies: [REDACTED]

Supplier Resource Plan: [REDACTED]

Security Applicable to SOW: Not applicable

Cyber Essentials Scheme:

The Buyer requires the Supplier to have and maintain a **Cyber Essentials Certificate** for the work undertaken under this SOW, in accordance with Call-Off Schedule 26 (Cyber Essentials Scheme).

SOW Standards: WCAG 2.2 AA, ISO standards

Performance Management:

Service Levels and/or KPIs – See Call-Off Schedule 14 (Service Levels and Balanced Scorecard)

Additional Requirements:

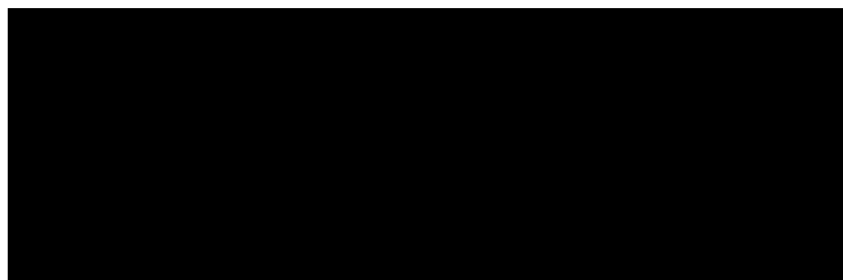
Annex 1 – Where Annex 1 of Joint Schedule 11 (Processing Data) in the Call-Off Contract does not accurately reflect the data Processor / Controller arrangements applicable to this Statement of Work, the Parties shall comply with the revised Annex 1 attached to this Statement of Work.

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Key Supplier Staff:



[**Indicate:** whether there is any requirement to issue a Status Determination Statement]

SOW Reporting Requirements:

Further to the Supplier providing the management information detailed in Call-Off Schedule 15 (Call Off Contract Management), the Supplier shall also provide the following additional management information under and applicable to this SOW only:

Ref.	Type of Information	Which Services does this requirement apply to?	Required regularity of Submission
1.			
1.1			

4 Charges

Call Off Contract Charges:

The applicable charging method(s) for this SOW is:

- Capped Time and Materials

The estimated maximum value of this SOW (irrespective of the selected charging method) is £403.520.00.

Rate Cards Applicable:

Applicable rate cards as per the Call-Off Schedule 5 (Pricing Details and Expenses Policy)

Reimbursable Expenses:

None

5 Signatures and Approvals

Agreement of this SOW

BY SIGNING this Statement of Work, the Parties agree that it shall be incorporated into Appendix 1 of the Order Form and incorporated into the Call-Off Contract and be legally binding on the Parties:

For and on behalf of the Supplier

Name:

Title:

Date:

Signature:

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For and on behalf of the Buyer

Name:

Title:

Date:

Signature:

Annex 1

Data Processing

Prior to the execution of this Statement of Work, the Parties shall review Annex 1 of Joint Schedule 11 (Processing Data) and if the contents of Annex 1 does not adequately cover the Processor / Controller arrangements covered by this Statement of Work, Annex 1 shall be amended as set out below and the following table shall apply to the Processing activities undertaken under this Statement of Work only:

Template Annex 1 of Joint Schedule 11 (Processing Data) Below

Description	Details
Identity of Controller for each Category of Personal Data	
Duration of the Processing	
Nature and purposes of the Processing	
Type of Personal Data	
Categories of Data Subject	
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	