

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

Order Form

CALL-OFF REFERENCE: DWP ECM 10392

CALL-OFF TITLE: Insight and Performance Programme -
Performance Framework Resource

CALL-OFF CONTRACT
DESCRIPTION:

Performance Analysts will work with 15 business lines over 6 months to create strategically aligned performance frameworks using a hypothesis model. The Analysts will be required to work with stakeholders across DWP to identify and draw out strategic outcomes, programme level outcomes, relevant activities, successes, failures. From this the analysts will work with the business line to outline a suite of theoretical measures, the department can work towards collecting in order to manage activity and drive improved performance. The resulting performance frameworks will be passed to a KPI definition and data sourcing team for further refinement and scoping. The department has an established approach to performance frameworks developed specifically for this work which the analysts will be expected to use and iterate as the work progresses.

A good understanding of performance frameworks and KPI setting, experience of leading workshops and successfully engaging stakeholders including senior leaders will be essential skills.

THE BUYER: Department of Work and Pensions

BUYER ADDRESS
Caxton House,
Tothill Street
London
Greater London
SW1H 9NA
England

THE SUPPLIER: Cognizant Worldwide Limited

SUPPLIER ADDRESS: 1 Kingdom Street, London, W2 6DB

REGISTRATION NUMBER: 07195160

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DUNS NUMBER: 216654505

SID4GOV ID: N/A

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 01/09/2022

It's issued under the Framework Contract with the reference number RM6263 for the provision of Digital Specialists and Programmes 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, SOW 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(S):

Lot 2 – Digital Specialist

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) RM6263
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6263
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information) as set out in this order form

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- ~~Joint Schedule 6 (Key Subcontractors)~~ N/A
- Joint Schedule 7 (Financial Difficulties)
- ~~Joint Schedule 8 (Guarantee)~~ N/A

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- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data) as set out in this order form
- ~~Joint Schedule 12 (Supply Chain Visibility) N/A~~
- Joint Schedule 13 (Cyber Essentials)
- Call-Off Schedules for RM6263
 - Call-Off Schedule 1 (Transparency Reports)
 - ~~[Call-Off Schedule 2 (Staff Transfer) N/A]~~
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 5 (Pricing Details and Expenses Policy) as set out in this order form
 - Call-Off Schedule 6 (Intellectual Property Rights and Additional Terms on Digital Deliveries)
 - 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 12 (Clustering) N/A~~
 - Call-Off Schedule 13 (Implementation Plan and Testing)
 - ~~Call-Off Schedule 14A (Service Levels) N/A~~
 - Section 1 of Call-Off Schedule 14B (Service Levels and Balanced Scorecard)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - ~~Call-Off Schedule 16 (Benchmarking)~~
 - ~~Call-Off Schedule 17 (MOD Terms) N/A~~
 - Call-Off Schedule 18 (Background Checks)
 - ~~Call-Off Schedule 19 (Scottish Law) N/A~~
 - Call-Off Schedule 20 (Call-Off Specification)
 - ~~Call-Off Schedule 21 (Northern Ireland Law) N/A~~
 - ~~Call-Off Schedule 23 (HMRC Terms) N/A~~
 - ~~Call-Off Schedule 25 (Ethical Walls Agreement) N/A~~
 - ~~Call-Off Schedule 26 (Secondment Agreement Template)~~

5. CCS Core Terms (version 3.0.11)

6. Joint Schedule 5 (Corporate Social Responsibility) RM6263

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:

For this Call-Off Contract, as stated in Clause 10.2.2 of the CoreTerms:

10.2.2 Buyer has the right to terminate their Call-Off Contract at any time without reason by giving the Supplier not less than 30 days' written notice.

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CALL-OFF START DATE:	21/09/22
CALL-OFF EXPIRY DATE:	20/03/23
CALL-OFF INITIAL PERIOD:	6 Months
CALL-OFF OPTIONAL EXTENSION PERIOD:	1 period of up to 6 weeks, up to a maximum value of (£118,125 ex VAT) if utilised.
MINIMUM NOTICE PERIOD FOR EXTENSION(S):	1 Month
CALL-OFF CONTRACT VALUE:	Up to a maximum of £472,500 (ex VAT) as more specifically described in Schedule 1 – subject to individually Buyer governed Statement of Works.
KEY SUB-CONTRACT PRICE:	N/A

CALL-OFF DELIVERABLES

Role Family:	Performance Analyst
Service Capability	Performance frameworks
DDAT Role	Senior Performance Analyst - SFIA Level 5
Staff Security Clearance	Baseline Personnel Security Standard (BPSS)
Location:	Remote
Number of each role	(Redacted)
Sub-contractor preference	Supplier with no Sub-contractors

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 set out in FrameworkSchedule 1 (Specification). The Buyer requires the Supplier to comply with the following additional Standards for this Call-Off Contract:

The Security Policies are published on:

DWP procurement: security policies and standards - GOV.UK (www.gov.uk)

Acceptable Use Policy.

Information Security Policy

Physical Security Policy.

Framework Ref: RM6263

Project Version: v1.0

Model Version: v3.7

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Information Management Policy.

Email Policy.

Remote Working Policy.

Social Media Policy.

Security Classification Policy.

HMG Personnel Security Controls – May 2018

CYBER ESSENTIALS SCHEME

The Buyer requires the Supplier, in accordance with Joint Schedule 13 (Cyber Essentials Scheme) to provide a Cyber Essentials Plus 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 CoreTerms, as amended by the Framework Award Form Special Terms.

The Estimated 6 month Charges used to calculate liability in the first Contract 6 months is £472,500 Ex VAT

CALL-OFF CHARGES

See details in Call-Off Schedule 5 – Annex 2 (Pricing Details)

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 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.

REIMBURSABLE EXPENSES

DWP Travel Policy 2 is attached.



Attachment 3 -
Annex 2 - DWP Travel

PAYMENT METHOD

BACS - The supplier will issue electronic invoices monthly in arrears. The buyer will make payment of the invoice within 30 days of receipt of a valid invoice. Invoicing will be in line with actual efforts spent by supplier resources.

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A copy of the invoice must also be sent to the work requestor specified within the SOW/PurchaseOrder.

BUYER'S INVOICE ADDRESS:

Invoices should be submitted monthly in arrears to:

(Redacted)

When requested, paper invoices should be sent to:

(Redacted)

BUYER'S AUTHORISED REPRESENTATIVE -

(Redacted) – Senior Performance Analyst

(Redacted)

BUYER'S ENVIRONMENTAL POLICY

The Contracting Authority is committed to a 100% reduction of greenhouse gas emissions and requires the successful Supplier under this procurement to demonstrate an organisational commitment to the 'Net Zero' target.

Further information can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1054373/Guidance-on-adopting-and-applying-PPN-06_21--Selection-Criteria-Jan22_1_.pdf

BUYER'S SECURITY POLICY

Security and CONFIDENTIALITY requirements :

BPSS Clearance is required for all roles working under this this requirement.

DSP Call Off Schedule 9 (Security) Part B The Long Form Security Requirements will apply. In addition, the Contracting Authority requires the following clauses to be included in any resultant Contract:

Risk Management:

The Supplier shall and shall procure that any Sub-contractor (as applicable) shall, co-operate with the Contracting Authority in relation to the Contracting Authority's own risk management processes regarding the Services.

For the avoidance of doubt, the Supplier shall pay all costs in relation to undertaking any action required to meet the requirements stipulated in this section. Any failure by the Supplier to comply with any requirement of section (regardless of whether such failure is capable of remedy), shall constitute a Material Breach entitling the Contracting Authority to exercise its rights under clause.

Security Audit and Assurance:

The Supplier shall, and shall procure that any Sub-contractor (as applicable) shall, complete the information security questionnaire in the format stipulated by the Contracting Authority (the "Information Security Questionnaire") at least annually or at the request by the Contracting Authority. The Supplier shall provide the completed Information Security Questionnaire to the Contracting Authority within one calendar month from the date of request.

~~The Contracting Authority, or an agent appointed by it, may undertake Security Tests in respect of the Supplier's Systems Environment after providing advance notice to the Supplier. If any Security Test identifies any non-compliance with the Contracting Authority's Security Requirements, the Supplier shall, at its own expense, undertake those actions required in order to rectify such identified non-compliance in the manner and timeframe as stipulated by the Contracting Authority at its absolute discretion. The Supplier shall provide all such co-operation and assistance in relation to any Security Test conducted by the Contracting Authority as the Contracting Authority may reasonably require.~~

The Contracting Authority shall schedule regular security governance review meetings which the Supplier shall and shall procure that any Sub-contractor (as applicable) shall, attend.

Security Policies and Standards

The Supplier shall, and shall procure that any Sub-contractor (as applicable) shall, comply with the Security Policies and Standards set out in section below.

Notwithstanding the foregoing, the Contracting Authority's Security Requirements applicable to the Services may be subject to change following certain events including, but not limited to, any relevant change in the delivery of the Services. Where any such change constitutes a Contract Change, any change in the Contracting Authority's Security Requirements resulting from such Contract Change (if any) shall be agreed by the Parties in accordance with the Contract Change Procedure. Where any such change constitutes an Operational Change, any change in the Contracting Authority's Security Requirements resulting from such Operational Change (if any) shall be agreed by the Parties and documented in the relevant Operational Change Confirmation.

The Supplier shall and shall procure that any Sub-contractor (as applicable) shall, maintain appropriate records and is otherwise able to demonstrate compliance with the Security Policies and Standards.

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Security Policies and Standards

The Security Policies are published on:

[DWP procurement: security policies and standards - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/policies/dwp-procurement-security-policies-and-standards)

The supplier will be required to comply with;

Acceptable Use Policy

Information Security Policy

Physical Security Policy

Information Management Policy

Email Policy

Remote Working Policy

Social Media Policy

Security Classification Policy

HMG Personnel Security Controls – May 2018

(published on [HMG personnel security controls - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/policies/hmg-personnel-security-controls))

SUPPLIER'S AUTHORISED REPRESENTATIVE

(Redacted)

SUPPLIER'S CONTRACT MANAGER

(Redacted)

PROGRESS REPORT FREQUENCY

Monthly on the first week of each month

PROGRESS MEETING FREQUENCY

Monthly on the first week of each month

KEY STAFF

(Redacted)

KEY SUBCONTRACTOR(S)

N/A

COMMERCIALLY SENSITIVE INFORMATION

Supplier's Commercially Sensitive Information as per joint schedule 4

MATERIAL KPIs – targets measures for supplier

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

KPI	Service Area	KPI description	Target
1	Performance	Supplier Staff provided have the necessary knowledge, skills, experience, and qualifications and are able to deliver to the required standard (Performance Analyst – SFIA Level 5)	98%
2	Lead Times	Where Contracting Authority request CVs from the supplier, the supplier shall provide suitable CVs within 3 working days. If requested by the Contracting Authority the Supplier shall arrange interviews within 2 working days of the Contracting Authority confirming which CV's are of interest.	95%
3	Reporting	Quality and accuracy of Management Information Reports received within agreed reporting timescales	95%

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the Government social value goals as detailed in the Social Value Model:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/94

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[0826/Social-Value-Model-Edn-1.1-3-Dec-20.pdf](#)

In support of this, the Contracting Authority requires the successful Supplier under this procurement to demonstrate and report on their commitment to the Social Value Themes and Policy Outcomes:

Themes		Policy Outcomes
Theme 1	COVID 19 Recovery	Help local communities to manage and recover from the impact of COVID-19
Theme 2	Tackling economic inequality	Create new businesses, new jobs, and new skills
		Increase supply chain resilience and capacity
Theme 3	Fighting climate change	Effective stewardship of the environment
Theme 4	Equal Opportunity	Reduce the disability employment gap
		Tackle workforce inequality
Theme 5	Wellbeing	Improve health and wellbeing
		Improve community cohesion

In view of the Contracting Authority's objective of encouraging people to work and making work pay and its aim to provide assistance and guidance into employment, the Contracting Authority is particularly interested in Supplier commitments that support these goals, and which align more directly with themes 1, 2 and 4 of the Social Value Model.

There are many ways Suppliers may be able to demonstrate their support, including but not limited to:

Kickstart Scheme: As part of the Government's response to tackling the impact of COVID on employment, the Department launched the Kickstart Scheme, aimed at helping young people who are at risk of long-term unemployment get the experience to help get them into long-term employment: <https://www.gov.uk/government/collections/kickstart-scheme>

Apprenticeship Schemes: [Apprenticeships](#)

Graduate Schemes: <https://nationalcareers.service.gov.uk/careers-advice/how-to-find-graduate-schemes/>

Returnship Programmes: [Toolkit for returners: helping you back to work \(publishing.service.gov.uk\)](#)

Creating Opportunities for ex-offenders: <https://www.gov.uk/government/publications/unlock-opportunity-employer-information-pack-and-case-studies/employing-prisoners-and-ex-offenders>

Recruiting ex-service personnel: <https://www.gov.uk/guidance/recruitment-for-ex-services-personnel>

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:		For and on behalf of the Buyer:	
Signature:	(Redacted)	Signature:	(Redacted)

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Name:	(Redacted)	Name:	(Redacted)
Role:	(Redacted)	Role:	(Redacted)
Date:	21/09/2022	Date:	21/09/2022

Appendix 1

Statement of Work

1. STATEMENT OF WORK ("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.

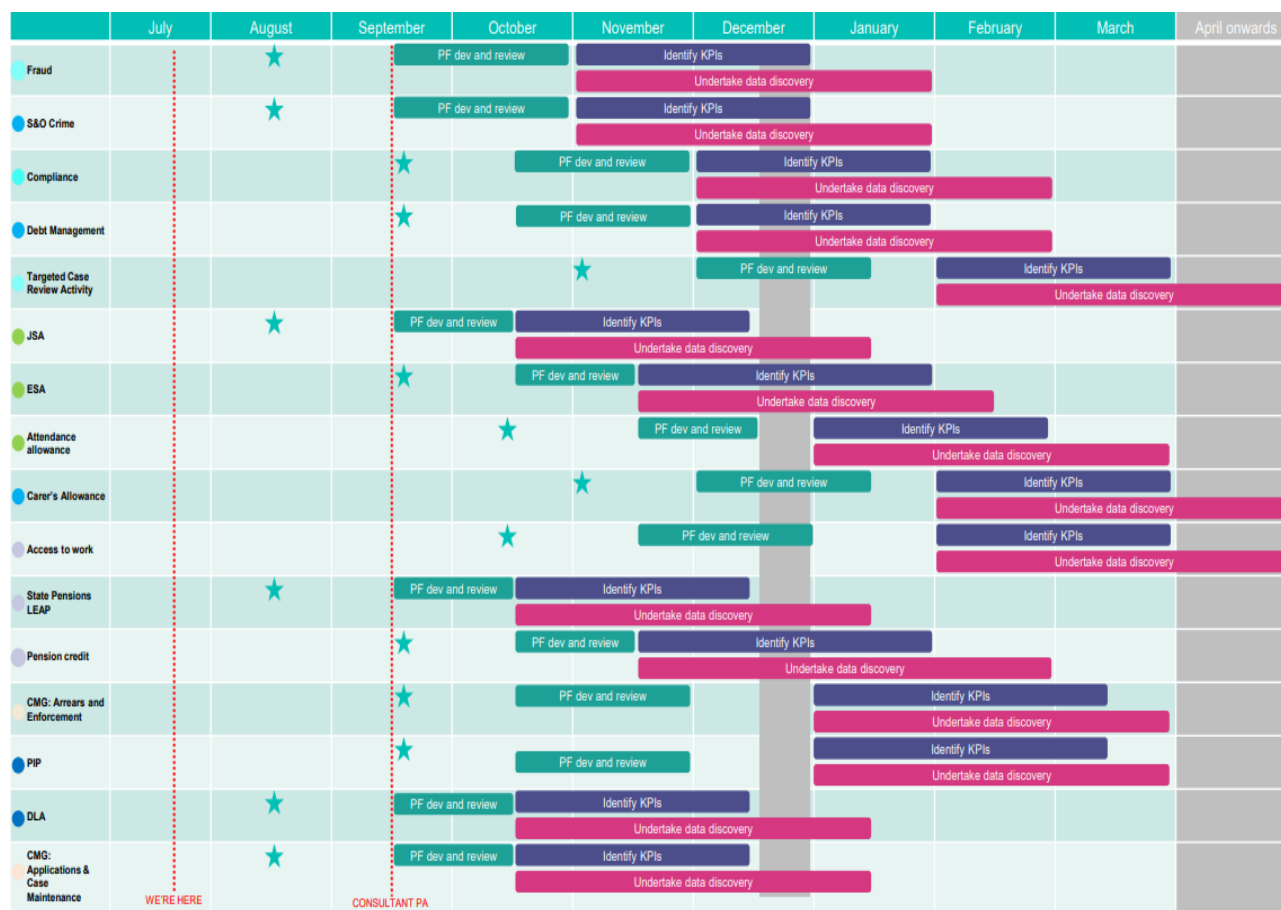
Date of SOW:	20/9/22
SOW Title:	IPP - Performance Framework Resource
SOW Reference:	SOW1 : Insight and Performance Programme - Performance Framework Resource
Call-Off Contract Reference:	ECM_10392
Buyer:	Department of Work and Pensions
Supplier:	Cognizant Worldwide Limited
SOW Start Date:	21/09/2022
SOW End Date:	20/03/2023
Duration of SOW:	6 months

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Key Personnel (Buyer)	N/A
Key Personnel (Supplier)	(Redacted)
Subcontractors	N/A

2. CALL-OFF CONTRACT SPECIFICATION - PROGRAMME CONTEXT

SOW Deliverables Background	Performance analysts will be required to work with stakeholders across DWP to identify and draw out strategic outcomes, programme level outcomes, relevant activities, successes and failures.
Delivery phase(s)	As listed in the below table



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Overview of Requirement	<p>Performance Analysts will work with 15 business lines over 6 months to create strategically aligned performance frameworks using a hypothesis model. The Analysts will be required to work with stakeholders across DWP to identify and draw out strategic outcomes, programme level outcomes, relevant activities, successes, failures. From this the analysts will work with the business line to outline a suite of theoretical measures, the department can work towards collecting in order to manage activity and drive improved performance. The resulting performance frameworks will be passed to a KPI definition and data sourcing team for further refinement and scoping. The department has an established approach to performance frameworks developed specifically for this work which the analysts will be expected to use and iterate as the work progresses.</p> <p>A good understanding of performance frameworks and KPI setting, experience of leading workshops and successfully engaging stakeholders including senior leaders will be essential skills.</p>
Accountability Models	<p>Sole Responsibility: <input type="checkbox"/></p> <p>Self Directed Team: <input type="checkbox"/></p> <p>Rainbow Team: <input checked="" type="checkbox"/></p>

3. BUYER REQUIREMENTS – SOW DELIVERABLES

Outcome Description	The supplier is required to provide the below resources																										
	<table><tr><td>Resource Type</td><td colspan="2">Performance Analyst</td></tr><tr><td>Security Level</td><td colspan="2">BPSS</td></tr><tr><td>Quantity</td><td colspan="2">(Redacted)</td></tr><tr><td>SFIA Level</td><td colspan="2">5</td></tr><tr><td>Start Date</td><td colspan="2">21/09/2022</td></tr><tr><td>End Date</td><td colspan="2">20/03/2023</td></tr><tr><td>Day rate (£)</td><td colspan="2">(Redacted)</td></tr><tr><td>Location</td><td colspan="2">Remote</td></tr></table>			Resource Type	Performance Analyst		Security Level	BPSS		Quantity	(Redacted)		SFIA Level	5		Start Date	21/09/2022		End Date	20/03/2023		Day rate (£)	(Redacted)		Location	Remote	
	Resource Type	Performance Analyst																									
	Security Level	BPSS																									
	Quantity	(Redacted)																									
	SFIA Level	5																									
	Start Date	21/09/2022																									
	End Date	20/03/2023																									
	Day rate (£)	(Redacted)																									
Location	Remote																										
Milestone Ref	Milesto	Acceptance Criteria	Due date																								

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	ne Descrip tion		
MS01	N/A		
MS02	N/A		
Delivery Plan	N/A		
Dependencies	N/A		
Supplier Resource Plan	N/A		
Security Applicable to SOW:	<p>The Supplier confirms that all Supplier Staff working on Buyer Sites and on Buyer Systems and Deliverables have completed Supplier Staff Vetting in accordance with Paragraph 6 (Security of Supplier Staff) of Part B – Annex 1 (Baseline Security Requirements) of Call-Off Schedule 9 (Security).</p> <p>If different security requirements than those set out in Call-Off Schedule 9 (Security) apply under this SOW, these shall be detailed in this SOW:</p> <p>The Supplier agrees to the additional Buyer standard clauses in respect of Security Requirements listed below.</p> <p>1. Risk Management:</p> <ul style="list-style-type: none"> a. The Supplier shall and shall procure that any Sub-contractor (as applicable) shall, co-operate with the Buyer in relation to the Buyer's own risk management processes regarding the Services. b. For the avoidance of doubt, the Supplier shall pay all costs in relation to undertaking any action required to meet the security requirements stipulated in this Statement of Work. Any failure by the Supplier to comply with any security requirements of this Statement of Work, shall constitute a material Default entitling the Contracting Authority to exercise its rights under clause 10.4.1 of the Core Terms. <p>2. Security Audit and Assurance:</p> <ul style="list-style-type: none"> a. The Supplier shall, and shall procure that any Sub-contractor (as applicable) shall, complete the information security questionnaire in the format stipulated by the Buyer (the "Information Security Questionnaire") at least annually or at the request by the Buyer. The Supplier shall provide the completed Information Security Questionnaire to the Buyer within one calendar month from the date of request. b. The Buyer shall schedule regular security governance review meetings which the Supplier shall and shall procure that any Sub-contractor (as applicable) shall, attend. 		

	<p>3. Security Policies and Standards</p> <p>a. The Supplier shall, and shall procure that any Sub-contractor (as applicable) shall, comply with the security policies and standards set out in paragraph 4 below.</p> <p>b. Notwithstanding the foregoing, the Buyer’s security requirements applicable to the SOW Deliverables may be subject to change following certain events including, but not limited to, any relevant change in the delivery of the SOW Deliverables. Where any such change constitutes a Variation, any necessary Variation shall be agreed by the Parties in accordance with clause 24 of the Core Terms.</p> <p>c. The Supplier shall and shall procure that any Sub-contractor (as applicable) shall, maintain appropriate records and is otherwise able to demonstrate compliance with the Security Policies and Standards.</p> <p>4. Security Policies and Standards</p> <p>a. The Buyer’s security policies are published on: DWP procurement: security policies and standards - GOV.UK (www.gov.uk)</p> <p>b. The Supplier will be required to comply with:</p> <ul style="list-style-type: none">• Acceptable Use Policy• Information Security Policy• Physical Security Policy• Information Management Policy• Email Policy• Remote Working Policy• Social Media Policy• Security Classification Policy• HMG Personnel Security Controls – May 2018 <p>(published on HMG personnel security controls - GOV.UK (www.gov.uk))</p>									
Cyber Security Standards	The Buyer requires the Supplier to have and maintain a Cyber Essentials Plus Certificate for the work undertaken under this SOW, in accordance with Joint Schedule 13 (Cyber Essentials Scheme).									
SOW Standards	<p>The Supplier Staff must have the necessary knowledge, skills, experience and qualifications to meet the Digital, Data and Technology Profession Capability Framework standards:</p> <p>https://www.gov.uk/government/collections/digital-data-and-technology-profession-capability-framework</p>									
Performance Management	<table><tr><th>Material KPIs</th><th>Target</th><th>Measured by</th></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table>	Material KPIs	Target	Measured by						
Material KPIs	Target	Measured by								

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	<p>Service Levels and/or KPIs – See Call-Off Schedule 14 (Service Levels and Balanced Scorecard)</p>										
Additional Requirements	<p>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.</p>										
Key Supplier Staff	<p>(Redacted)</p>										
Worker Engagement Status	<p>The Supplier confirms to the Buyer that the Supplier will deliver the Services using resources who are on Supplier payroll and/or through subcontracts via Buyer pre-approved Subcontractors with full PAYE and NI deducted for such resources at source and therefore outside of IR35 so as not to breach the terms of the Framework Agreement.</p> <p>The provisions set out in the embedded document below shall apply to this SOW.</p> <div style="text-align: center;">  Worker Engagement Status </div> <p>In addition, the Supplier shall provide the information set out below to the Buyer and shall comply with the obligations set out below, so that the Buyer can comply with its obligations with regards to the off-payroll working regime.</p> <p>Key Supplier Staff shall mean those individuals identified as Key Supplier Staff in this Statement of Work.</p> <ol style="list-style-type: none"> a. Key Supplier Staff Name(s) b. Start and End date of the Engagement c. The contracted Day Rate of the Key Supplier Staff d. Worker Engagement Status, i.e. are Key Supplier Staff on payroll and are deductions of PAYE and National Insurance made at source? Yes/No e. If “yes”, fee payer details for each of the Key Supplier Staff (e.g. Supplier PAYE, Agent PAYE, Umbrella Company) 										
[SOW Reporting Requirements:]	<p>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:</p> <table border="1"> <thead> <tr> <th>Ref.</th><th>Type of Information</th><th>Which Service does this apply to?</th><th>Required regularity of Submission</th></tr> </thead> <tbody> <tr> <td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>			Ref.	Type of Information	Which Service does this apply to?	Required regularity of Submission				
Ref.	Type of Information	Which Service does this apply to?	Required regularity of Submission								

	1.	{Resource Data for Annual Report & Accounts}		
	1.1	To support the Contracting Authority in reporting an accurate position in respect of external resources in its Annual Report and Accounts, the following information is required: f. Supplier Staff Name(s) g. Start and End date of the Engagement h. The contracted Day Rate of the Supplier Staff i. Is (Are) the Supplier Staff on a payroll and are deductions of PAYE and National Insurance made at source? Yes/No j. If "yes", please provide fee payer details for each of the Supplier Staff (eg, Supplier PAYE, Agent PAYE, Umbrella Company)	all roles	upon reasonable request from the Buyer

4. CHARGES	
Call Off Contract Charges	<p>The applicable charging method(s) for this SOW is:</p> <ul style="list-style-type: none"> • Capped Time and Materials <p>The estimated maximum value of this SOW (irrespective of the selected charging method) is £472,500.</p> <p>The Charges detailed in the financial model shall be invoiced in accordance with Clause 4 of the Call-Off Contract.</p> <p>INVOICING: Electronic Invoices (attached to E-Mails) should be sent to: (Redacted)</p> <p>Paper invoices should be sent to; (Redacted) A copy should also be emailed to</p>
Rate Cards Applicable	(Redacted)
Financial Model	N/A T&M engagement based on rate card above
Reimbursable	As per DWP Expense Policy embedded in the Order Form

Expenses	
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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 and title	
	Date	
	Signature	
For and on behalf of the Buyer	Name and title	
	Date	
	Signature	

Annex 1 (Template Statement of Work)

1. STATEMENT OF WORK ("SOW") DETAILS	
<p>Upon execution, this SOW forms part of the Call-Off Contract (reference below).</p> <p>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.</p> <p>All SOWs must fall within the Specification and provisions of the Call-Off Contract.</p> <p>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.</p>	
Date of SOW:	
SOW Title:	
SOW Reference:	

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

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Call-Off Contract Reference:	ECM 10392
Buyer:	Department of Work and Pensions
Supplier:	Cognizant Worldwide Limited
SOW Start Date:	
SOW End Date:	
Duration of SOW:	
Key Personnel (Buyer)	
Key Personnel (Supplier)	
Subcontractors	N/A

2. CALL-OFF CONTRACT SPECIFICATION - PROGRAMME CONTEXT

SOW Deliverables Background	
Delivery phase(s)	<i>[Insert item and nature of Delivery phase(s), for example, Discovery, Alpha, Beta or Live].</i>
Overview of Requirement	<i>[Insert details including Release Types(s), for example, Adhoc, Inception, Calibration or Delivery].</i>
Accountability Models	<p><i>Please tick the Accountability Model(s) that shall be used under this Statement of Work:</i></p> <p><i>Sole Responsibility:</i> <input type="checkbox"/></p> <p><i>Self Directed Team:</i> <input type="checkbox"/></p> <p><i>Rainbow Team:</i> <input type="checkbox"/></p>

3. BUYER REQUIREMENTS – SOW DELIVERABLES

Outcome Description			
Milestone Ref	Milestone Description	Acceptance Criteria	Due date

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MS01																		
MS02																		
Delivery Plan																		
Dependencies																		
Supplier Resource Plan																		
Security Applicable to SOW:	<p>The Supplier confirms that all Supplier Staff working on Buyer Sites and on Buyer Systems and Deliverables, have completed Supplier Staff Vetting in accordance with Paragraph 6 (Security of Supplier Staff) of Part B – Annex 1 (Baseline Security Requirements) of Call-Off Schedule 9 (Security).</p> <p>[If different security requirements than those set out in Call-Off Schedule 9 (Security) apply under this SOW, these shall be detailed below and apply only to this SOW: <i>insert if necessary</i>]</p>																	
Cyber Essentials Scheme	<p>The Buyer requires the Supplier to have and maintain a Cyber Essentials Plus Certificate for the work undertaken under this SOW, in accordance with Joint Schedule 13 (Cyber Essentials Scheme).</p>																	
SOW Standards	<p>[Insert any specific Standards applicable to this SOW (check Annex 3 of Framework Schedule 6 (Order Form Template, SOW Template and Call-Off Schedules))]</p>																	
Performance Management	<p>[Insert details of Material KPIs that have a material impact on Contract performance]</p> <table border="1"> <thead> <tr> <th>Material KPIs</th> <th>Target</th> <th>Measured by</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>[Insert Service Levels and/or KPIs – See Call-Off Schedule 14 (Service Levels and Balanced Scorecard)]</p>			Material KPIs	Target	Measured by												
Material KPIs	Target	Measured by																
Additional Requirements	<p>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 Annex1 attached to this Statement of Work.</p>																	
Key Supplier Staff	<table border="1"> <thead> <tr> <th>Key Role</th> <th>Key Staff</th> <th>Contract Details</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>[Indicate: whether there is any requirement to issue a Status Determination Statement]</p>			Key Role	Key Staff	Contract Details												
Key Role	Key Staff	Contract Details																

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Worker Engagement Status	[Yes / No] [Insert details]												
[SOW Reporting Requirements:]	<p>[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:</p> <table border="1"> <thead> <tr> <th>Ref.</th> <th>Type of Information</th> <th>Which Services does this requirement apply to?</th> <th>Required regularity of Submission</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>[insert]</td> <td></td> <td></td> </tr> <tr> <td>1.1</td> <td>[insert]</td> <td>[insert]</td> <td>[insert]</td> </tr> </tbody> </table> <p>]</p>	Ref.	Type of Information	Which Services does this requirement apply to?	Required regularity of Submission	1.	[insert]			1.1	[insert]	[insert]	[insert]
Ref.	Type of Information	Which Services does this requirement apply to?	Required regularity of Submission										
1.	[insert]												
1.1	[insert]	[insert]	[insert]										

4. CHARGES	
Call Off Contract Charges	<p>The applicable charging method(s) for this SOW is:</p> <ul style="list-style-type: none"> • [Capped Time and Materials] • [Incremental Fixed Price] • [Time and Materials] • [Fixed Price] • [2 or more of the above charging methods] <p>[Buyer to select as appropriate for this SOW]</p> <p>The estimated maximum value of this SOW (irrespective of the selected charging method) is £[Insert detail].</p> <p>The Charges detailed in the financial model shall be invoiced in accordance with Clause 4 of the Call-Off Contract.</p>
Rate Cards Applicable	[Insert SOW applicable Supplier and Subcontractor rate cards from Call-Off Schedule 5 (Pricing Details and Expenses Policy), including details of any discounts that will be applied to the work undertaken under this SOW.]
Financial Model	[Supplier to insert its financial model applicable to this SOW]
Reimbursable Expenses	<p>[See Expenses Policy in Annex 1 to Call-Off Schedule 5 (Pricing Details and Expenses Policy)]</p> <p>[Reimbursable Expenses are capped at £[Insert] [OR [Insert] percent ([X]%) of the Charges payable under this Statement of Work.]</p> <p>[None]</p> <p>[Buyer to delete as appropriate for this SOW]</p>

5. SIGNATURES AND APPROVALS
<p>Agreement of this SOW</p> <p>BY SIGNING this Statement of Work, the Parties agree that it shall be incorporated into Appendix 1 of the</p>

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Order Form and incorporated into the Call-Off Contract and be legally binding on the Parties:		
For and on behalf of the Supplier	Name and title	
	Date Signature	
For and on behalf of the Buyer	Name and title	
	Date	
	Signature	

ANNEX 2

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	<p>The Relevant Authority is Controller and the Supplier is Processor</p> <p>The Parties acknowledge that in accordance with paragraph 2 to paragraph 15 and for the purposes of the Data Protection Legislation, the Relevant Authority is the Controller and the Supplier is the Processor of the following Personal Data:</p> <ul style="list-style-type: none">• No personal data will be processed as part of this contract , if any personal data is processed, it will be processed on DWP provided Kit only and will be subject to the parties agreeing a change to the contract (including this Annex 1) to reflect the nature of the processing• Every person onboarded will be given DWP kit and integrate, deploy code on DWP approved pipeline tools

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	<p><i>the Supplier has professional or regulatory obligations in respect of Personal Data received, (2) a standardised service is such that the Relevant Authority cannot dictate the way in which Personal Data is processed by the Supplier, or (3) where the Supplier comes to the transaction with Personal Data for which it is already Controller for use by the Relevant Authority]</i></p> <p>[Guidance] where multiple relationships have been identified above, please address the below rows in the table for in respect of each relationship identified]</p>
Duration of the Processing	<i>[Clearly set out the duration of the Processing including dates]</i>
Nature and purposes of the Processing	<p><i>[Please be as specific as possible, but make sure that you cover all intended purposes.</i></p> <p><i>The nature of the Processing means any operation such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (whether or not by automated means) etc.</i></p> <p><i>The purpose might include: employment processing, statutory obligation, recruitment assessment etc.]</i></p>
Type of Personal Data	<i>[Examples here include: name, address, date of birth, NI number, telephone number, pay, images, biometric data etc.]</i>
Categories of Data Subject	<i>[Examples include: Staff (including volunteers, agents, and temporary workers), customers/ clients, suppliers, patients, students / pupils, members of the public, users of a particular website etc.]</i>
Plan for return and destruction of the data once the Processing is complete	<i>[Describe how long the data will be retained for, how it be returned or destroyed]</i>
UNLESS requirement under Union or Member State law to preserve that type of data	