



Department
for Environment
Food & Rural Affairs

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‘Designing and Developing a Data Strategy for Resources and Waste’ (scoping project)

**Framework: CCS RM6195 Big Data and Analytics,
Lot 1: Design, Build and Run Professional Services**

Call off ref no: C27831

Date: 27/01/2025

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

Order Form

CALL-OFF REFERENCE: C27831 Designing a Data Strategy for Resources and Waste

THE BUYER: Defra

BUYER ADDRESS Ground Floor Seacole Building,
2 Marsham Street,
London,
SW1P 4DF

THE SUPPLIER: Capgemini UK

SUPPLIER ADDRESS: 40 Holborn Viaduct,
London,
EC1N 2PB

REGISTRATION NUMBER: 943935

DUNS NUMBER: 211980537

SID4GOV ID:

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 05/02/2025.

It's issued under the Framework Contract with the reference number RM6195 for the provision of Big Data & Analytics.

CALL-OFF LOT(S):
Lot 1: Design, Build and Run Professional Services

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 and Interpretation) RM6195
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6195
 - 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)
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) RM6195

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:

- 1) The requirements in Clauses 14.3, 14.6 and 14.7 (Data Protection) of the Core Terms are not applicable to these services.
- 2) The Parties acknowledge and agree that no personal data is envisaged to be processed in connection with this Call-Off Contract. If any personal data will be processed, then the Parties will agree (in good faith) the particulars required by Annex 1 (Processing Personal Data) of Joint Schedule 11 (Processing Data). It is agreed that Annex 2 (Joint Controller Agreement) of Joint Schedule 11 will not apply.

CALL-OFF START DATE: 27/01/2025

CALL-OFF EXPIRY DATE: 31/03/2025

CALL-OFF INITIAL PERIOD: 40 days

CALL-OFF OPTIONAL : 0 n/a
EXTENSION PERIOD

CALL-OFF DELIVERABLES

Aims and Objectives of the project

This project is intended to support Defra to develop a comprehensive and robust Resources & Waste data strategy. The objectives of the project are twofold: to determine the scope and remit of the strategy and, Secondly, to define a process to develop the strategy.

Aims

The overall aim of this project is to identify what should be the vision and objectives of a Data Strategy for Resources and Waste (scope and remit) and how design and development of the Strategy should proceed to ensure its success, including a framework and steps to develop the strategy (process to develop strategy).

End product: The Strategy is evolving and will be refined. What we publish could be fairly light touch, setting out the process and scope and mapping data needs and availability. Key potential 'by products' are a 'Data Strategy' SI, if we need to mandate certain data, and development of our indicators and any further candidates for targets.

Project Process

The project will be 1 work package.

Deliverables:

- Inception meeting.
- Weekly email updates or short 30-minute update meetings.
- Ad hoc responsive meeting(s) if necessary.
- Presentation of findings.
- Word products –

Ref	Deliverable
DS_001	Vision statement and objectives for the CE strategy and principles Set out the scope and remit of the strategy
DS_002	Framework for the process of developing the strategy

DS_003	Templates drafted for each building block Assessment of the current situation Initial scoping and questions for each block to address
DS_004	Skeleton structure for the draft strategy Including building block templates
DS_005	PowerPoint slides providing a summary overview (for presentation within Defra, including boards, senior leaders).

The Contractor should:

- Put forward an experienced project manager to manage the research proposed. This person should be the main point of contact with the Defra project manager.
- Attend an inception meeting in the first week of the project to agree the detail of the project approach, method, and ways of working, and to meet key members of the Contractor's team and Defra steering group (consisting of the Defra project manager, evidence, and policy team members).
- Provide weekly email updates to the Defra project manager on progress.
- Attend ad hoc, responsive meetings as issues arise and need to be dealt with; these may be called by either Defra or the Contractor.
- Provide draft documents at the stages agreed at inception with variance from this agreed in advance by Defra and the Contractor.
- Once the project is complete, it will be taken for peer review by internal (Defra) and external parties. When comments are returned these should be addressed by the project team before payment for final project delivery is made.

Timescale

This project will start 27/01/25 or as close to this date as possible, and end on the 31/03/25.

Required skills / experience

- Considerable experience in advising on or developing Data Strategies, in public or private sectors.
- Some specialist knowledge across the subjects covered by the 'building blocks' above.

Task no.	Task and deliverable	Completion date	Payment schedule
1	Draft report	14/03/2025	75%
2	Final report (within 2 weeks of receiving Defra's comments).	28/03/2025	25 %

Risk

The data sets, (public-facing) model and guidance produced by this project must be suitable to be put in the public domain on publishing, therefore any data collected must be suitable for public presentation.

Associated Documents



Buyer Responsibilities

The Buyer shall:

- (i) comply with all applicable laws and advise the Supplier in advance of any laws specific to the Buyer or its sector that are relevant to the Services including reasonable detail of what is required of the Supplier in order to comply; (ii) act in good faith with the Supplier in connection with all matters to do with the Call-Off Contract; and (iii) provide all necessary IPR, software, tooling and access to systems as required by the Supplier to support the delivery of the Services.

Dependency	Description	Due Date	Impacted Milestones
D_01	Document Access The Buyer shall put the appropriate controls are in place to allow the Supplier to access any documentation deemed necessary to enable the Supplier to perform the Services	06/03/24	
D_02	Stakeholder Availability The success of the project is dependent on a collaborative approach with the Supplier and DEFRA stakeholders including; •Leadership – Define the vision and review content •Data teams – Map existing data landscape, define complexities and the •Operational teams – Define pain points and the To Be user requirements	Ongoing	All
D_03	Provision of the Data Enterprise Data Strategy	31/01/25	DS_001

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

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	To be used to align the R&W Data Strategy Framework with that of the wider organisation		
D_04	As-Is Data Landscape map / list The buyer to supply to be used to identify Data entities and define the As-Is data estate for use during the SWOT analysis.	03/02/25	DS_002, DS_003
D_05	Access and Clearance Access / clearance to be provide to the Zak (Project Lead) to enable the review of documents needed for delivery	31/01/25	All
D_06	Provision of additional relevant content To ensure the recommendations and Framework are relevant, DEFRA should provide any additional relevant documents e.g. Data or technology evaluations, existing data policies and strategies	06/02/25	All
D_07	Conducting timely reviews of any deliverables and providing feedback as appropriate within 3 working days of the suppliers' provision	05/03/2025	All

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £30,000.

CALL-OFF CHARGES

We shall perform the Services for the fixed price of £30,000 excluding VAT.

We shall raise invoices in accordance with the payment plan below;

Task no.	Task and deliverable	Completion date	Payment schedule
1	Draft report	14/03/2025	£22,500
2	Final report (within 2 weeks of receiving Defra's comments).	28/03/2025	£7,500

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Standard 30 day UK government payment terms

BUYER'S INVOICE ADDRESS:

Defra

Framework Ref: RM6195

Project Version: v1.1

Model Version: v3.8

Ground Floor Seacole Building,
2 Marsham Street,
London,
SW1P 4DF

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]
Contract Manager
DEF CONSISTENT WASTE COLLECTION
Email: [REDACTED]
Tel. [REDACTED]

BUYER'S ENVIRONMENTAL POLICY
[Environmental Improvement Plan 2023 - GOV.UK](#)

BUYER'S SECURITY POLICY
[Security policy framework: protecting government assets - GOV.UK](#)

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
Vice President – Group Client Partner
Email: [REDACTED]
Tel: [REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]
Client Manager
Email: [REDACTED]
Mob: [REDACTED]

PROGRESS REPORT FREQUENCY
Please refer to Deliverables

PROGRESS MEETING FREQUENCY
Please refer to Deliverables

KEY STAFF

[REDACTED]
Contract Manager
DEF CONSISTENT WASTE COLLECTION
Email: [REDACTED]
Tel. 0 [REDACTED]

[REDACTED]
Contract Manager

DEF CONSISTENT WASTE COLLECTION

Email. [REDACTED]
[REDACTED]

KEY SUBCONTRACTOR(S)

N/a

COMMERCIALLY SENSITIVE INFORMATION

Details of the Supplier's methodologies, policies and processes.

All information relating to daily fee rates, pricing and charging mechanisms contained in the Call-Off Contract.

The terms of the Supplier's insurance.

All details relating to personnel including but not limited to the numbers of resources with specific skills, numbers of security cleared staff, staff terms and conditions of employment and staff selection methods.

Any information relating to other customers of the Supplier that has been obtained as a result of the Services or as a result of procuring the Services (including pre-contract references).

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

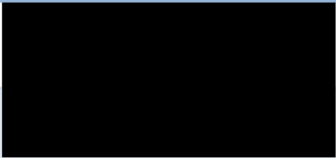
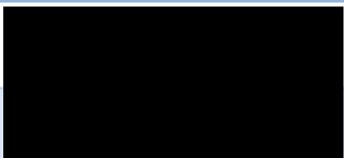
GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

Framework Schedule 6 (Order Form Template and Call-Off Schedules)
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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	