



**RM6100 Technology Services 3
Framework Schedule 4 Annex 1
Lot 1 Order Form**

Order Form

This Order Form is issued in accordance with the provisions of the Technology Services 3 Framework Agreement RM6100 dated 15/06/2021 between the Supplier (as defined below) and the Minister for the Cabinet Office (the "**Framework Agreement**") and should be used by Buyers after making a direct award or conducting a further competition under the Framework Agreement.

The Contract, referred to throughout this Order Form, means the contract between the Supplier and the Buyer (as defined below) (entered into pursuant to the terms of the Framework Agreement) consisting of this Order Form and the Call-Off Terms. The Call-Off Terms are substantially the terms set out in Annex 2 to Schedule 4 to the Framework Agreement and copies of which are available from the Crown Commercial Service website <https://www.crowncommercial.gov.uk/agreements/RM6100>. The agreed Call-Off Terms for the Contract being set out as the Annex 1 to this Order Form.

The Supplier shall provide the Services and Deliverables specified in this Order Form (including any attachments to this Order Form) to the Buyer on and subject to the terms of the Contract for the duration of the Contract Period.

In this Order Form, capitalised expressions shall have the meanings set out in Schedule (Definitions) of the Call-Off Terms.

This Order Form shall comprise:

1. This document headed "Order Form";
2. Attachment 1 – Services Specification;
3. Attachment 2 – Schedule of Processing, Personal Data and Data Subjects;
4. Attachment 3 – Transparency Reports; and
5. Annex 1 – Call-Off Terms.

The Order of Precedence shall be as set out in Clause 2.2 of the Call-Off Terms being:

- a) the Framework, except Framework Schedule 18 (Tender);
- b) the Order Form and its Attachments; and
- c) the Call-Off Terms.



Crown
Commercial
Service

Section A General information

Contract Details	
Contract Reference:	C25827
Contract Title:	Data and Performance Excellence (DPEX) – IM System Performance Tool & System Thinking Accelerator
Contract Description:	Developing and Embedding Illegal Migration System Performance Tooling (IMSPT) Tooling and Systems thinking accelerator
Commencement Date: this should be the date of the last signature on Section D of this Order Form	
27 October 2023	

Buyer details
Buyer organisation name The Secretary of State for the Home Department
Billing address [Redacted]
Buyer representative name The name of your point of contact for this Order [Redacted]
Buyer representative contact details Email and telephone contact details for the Buyer's representative. This must include an email for the purpose of Clause 34.2 of the Contract. [Redacted]
Buyer Project Reference Please provide the customer project reference number. C25827

Supplier details
Supplier name The supplier organisation name, as it appears in the Framework Agreement Newton Europe Limited



Crown
Commercial
Service

Supplier address

Supplier's registered address

2 Kingston Business Park, Kingston Bagpuize, Abingdon OX13 5FE

Supplier representative name

The name of the Supplier point of contact for this Order

[REDACTED]

Supplier representative contact details

Email and telephone contact details of the supplier's representative

[REDACTED]

Order reference number or the Supplier's Catalogue Service Offer Reference Number

A unique number provided by the supplier at the time of the Further Competition Procedure. Please provide the order reference number, this will be used in management information provided by suppliers to assist CCS with framework management. If a Direct Award, please refer to the Supplier's Catalogue Service Offer Reference Number.

RM6100_Newton001_System Performance Visibility, Health Monitoring and Data-led Decision-Making Products



Section B

Part 1 – The Services Requirement

Commencement Date

See above in Section A (although please note that work began on 23rd October 2023, before signature of this Order Form.

Contract Period

Guidance Note – this should be a period in months from the Commencement Date, up to the maximum permitted Contract Period of 24 months (2 years)

Four Months and two weeks. The Contract is anticipated to end on 8th March 2024.

Services

The Supplier shall provide the following Services to the Buyer:

The Services are more particularly described in Attachment 1 (Services Specification).

Deliverables

The Supplier shall provide the following Deliverables to the Buyer as part of the Services:

The Deliverables are more particularly described in Attachment 1 (Services Specification)

Sites for the provision of the Services

Guidance Note – Insert details of the sites at which the Supplier will provide the Services and/or Deliverables, which shall include details of the Buyer Premises, Supplier premises and any third party premises.

The Supplier shall provide the Services and/or Deliverables from the following Sites:

Buyer Premises:

Services will be delivered at 2 Marsham St, London SW1P 4DF

Supplier Premises:

Services may be delivered by Supplier staff remotely from their home address.

Third Party Premises:

[Redacted]

Additional Standards



Crown Commercial Service

Guidance Note: see Clause 7 (Standards) and the definition of Standards in Schedule 1 of the Call-Off Terms. Specify any particular standards that should apply to this Contract over and above the Standards.

Not applicable

Key Supplier Personnel

Guidance Note: see Clauses 6.4 – 6.8 of the Call-Off Terms. Include any Key Supplier Personnel (and their Key Roles).

Not Applicable

Buyer Property

Guidance Note: see definition of Buyer Property in Schedule (Definitions) of the Call-Off Terms. Include details of any property other than real property or IPR below.

The Supplier will require 14 Buyer laptops (POISE access) and access to software used by the Buyer, such as SQL and PowerBI.

Buyer Security Policy

Guidance Note: where the Supplier is required to comply with the Buyer's Security Policy then append to this Order Form below.

[insert Buyer Security Policy]

Buyer Enhanced Security Requirements

Guidance Note: if the Supplier has access to the Buyer System then the Buyer should consider including additional enhanced security requirements here to govern the Supplier's use of such system – this might include incorporating an ICT policy. These requirements are in addition to those set out in the Security Policy (if any) above.

Not applicable

Insurance

Guidance Note: if the Call Off Contract requires a higher level of insurance cover than the £1m default in Framework Agreement or the Buyer requires any additional insurances please specify the details below.

Third Party Public Liability Insurance (£) – [REDACTED]

Professional Indemnity Insurance (£) – [REDACTED]

Key Sub-Contractors

Guidance Note: see Framework Schedule 7 (Key Sub-Contractors) for detail and include here details of any Key Sub-Contractors which are applicable to this Contract.

Not applicable

Part 2 – Charges, Payment and Invoicing

Contract Charges (excluding VAT)

Guidance Note – insert the applicable Charges having regard to Framework Schedule 3 (Framework Prices and Charging Structure) and include details of time and materials and any fixed price. Also include details of any agreed expenses and terms relating to such expenses.



The Charges for 4 months and 2 weeks of support are [REDACTED] including expenses but excluding VAT.

All Charges shall be payable by the Buyer in accordance with the Payment Profile set out below.

Payment Profile

Guidance Note – insert details of payment profile which may be monthly or quarterly in arrears or the parties may agree to include payments associated with the achievement of milestones, in which case details of milestones payments should be included here.

Month(s) worked	Invoice date	Charges (before VAT & including expenses)
October and November 2023	30 th November 2023	[REDACTED]
December 2023	31 st December 2023	[REDACTED]
January 2024	31 st January 2024	[REDACTED]
February and March 2024	8 th March 2024	[REDACTED]

The Buyer shall pay all sums properly due and payable to the Supplier within thirty (30) days of receipt of a valid invoice using the payment method specified in the Order Form

Invoice Details

The Supplier will issue Electronic Invoices in accordance with the agreed Payment Profile.

All invoices must be sent to:

[REDACTED]

All invoices must include:

Alignment to a valid Home Office purchase order. The Buyer will be responsible for ensuring this is issued to the Supplier in time to be included on the first invoice.

Method of Payment

The payment method for this Contract is BACS

Contract Anticipated Potential Value:



£3,950,000 plus VAT

Part 3 – Additional and Alternative Buyer Terms

Additional Schedules and Alternative Clauses *(see Annex 3 of Framework Schedule 4)*

This Annex can be found on the RM6100 CCS webpage. The document is titled RM6100 Additional and Alternative Terms and Conditions Lot 1.

Additional Schedules

Guidance Note: Tick any applicable boxes below

Additional Schedules	Tick as applicable
S1: Business Continuity and Disaster Recovery	<input type="checkbox"/>
S2: Continuous Improvement	<input type="checkbox"/>
S3: Supply Chain Visibility	<input type="checkbox"/>

Where selected above the Additional Schedules set out in document RM6100 Additional Terms and Conditions Lot 1 shall be incorporated into this Contract.

Alternative Clauses

Guidance Note: Tick any applicable boxes below

The following Alternative Clauses will apply:

Alternative Clauses	Tick as applicable
Scots Law	<input type="checkbox"/>
Northern Ireland Law	<input type="checkbox"/>

Where selected above the Alternative Clauses set out in document RM6100 Additional and Alternative Terms and Conditions Lot 1 shall be incorporated into this Contract.

Liability

The limitation of liability set out in Clause 12.1 of the Call-Off Terms

Termination for Convenience

In addition to the termination right set out in Clause 19.1 of the Call-Off Terms, the Buyer or the Supplier may terminate this Contract with immediate effect if:

- the Buyer and Supplier fail to enter into a Statement of Work in relation to the Services as described in Attachment 1 by 30th November 2023, unless the parties agree in writing to extend this deadline; or
- the Statement of Work in relation to the Services as described in Attachment 1 is terminated for any reason.



Section C Supplier response

Commercially Sensitive information

Any confidential information that the Supplier considers sensitive for the duration of an awarded Contract should be included here. Please refer to definition of Commercially Sensitive Information in the Contract – *use specific references to sections rather than copying the relevant information here.*

The Supplier's pricing for the Services and in particular the Supplier's day rates. The obligation of confidentiality should apply from March 2023 to March 2027.

Section D Contract award

This Contract is awarded in accordance with the provisions of the Technology Services 3 Framework Agreement RM6100.

SIGNATURES

For and on behalf of the Supplier

Name		
Job role/title		
Signature		
Date		

For and on behalf of the Buyer

Name		
Job role/title		
Signature		
Date		



Attachment 1 – Services Specification

System Performance Visibility, Health Monitoring and Data-led Decision-Making Products

Undertaking discovery, design, develop, deployment and sustainment phases; with the purpose of creating system wide performance frameworks, digital products, and governance in order to provide visibility of system performance and health and support improved decision making and system outcomes.

Alongside technical development and deployment, establishing system-level governance and operational ownership through business and behaviour change interventions. Support command level decision making to drive system thinking and in turn improved system performance and health, as well as improving data and MI quality and access in key areas, with the goals of driving policy and leading the system through integrated, transparent, and responsive insights.

Building general digital capability in key operational and quality assurance teams, to develop sustainability of products and lay the foundations for systems thinking within leadership and analytics teams.

Alongside the system level tooling, development of key “accelerator” products / work packages, in operational commands, to support delivery of accelerated improvement in areas of poor performance. Accelerators include the development of connected tooling and governance in an area of high value / criticality for operations and capabilities. The accelerator will involve the development of digital tooling, supported by associated capability build and governance and processes changes; with the objective of impacting operational decision making using flexible, intelligent and responsive in employing data and information and lay the foundations of System thinking in the operational command.

The Supplier and Buyer intend to enter into a Statement of Work in relation to these Services, which will set out the specification and scope of work in greater detail.



Attachment 2 – Schedule of Processing, Personal Data and Data Subjects

This Attachment 2 shall be completed by the Buyer, who may take account of the view of the Supplier, however the final decision as to the content of this Attachment 2 shall be with the Buyer at its absolute discretion.

1. The contact details of the Buyer's Data Protection Officer are: [REDACTED]
2. The contact details of the Supplier's Data Protection Officer are:
[REDACTED]
3. The Supplier shall comply with any further written instructions with respect to processing by the Buyer.
4. Any such further instructions shall be incorporated into this Attachment 2.

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation, the Buyer is the Controller and the Supplier is the Processor in accordance with Clause 18 of the Contract.
Subject matter of the processing	We will be utilising the datasets for Illegal Migration System Performance Tool that are stored in the Management Information System (Vantage) and the datasets that we will be using external to that system is the Processing of data collected by the Accommodation Data Hub team on service users of the asylum accommodation estate.
Duration of the processing	Approximately five months (the Services outlined in Attachment 1 commenced on 23 rd October 2023 and it is anticipated that they will be completed by 8 th March 2024).
Nature and purposes of the processing	<p>We will be utilising the datasets captured in the Home Office Management Information System (Vantage) related to Illegal Migration and we will be transforming the dataset to highlight the performance on the key metrics that the stakeholders want to monitor the performance of the system.</p> <p>[REDACTED]</p> <p>Processing of personal data will occur on Home Office laptops, and within Home Office systems only.</p>



Type of Personal Data being Processed	<ul style="list-style-type: none">• Name• Date of birth• Gender• Vulnerability flag• Post code/current borough or locality of residence• Family group size• Cohort• Asylum status• Special category data in the form of nationality and racial or ethnic origin
Categories of Data Subject	Service users of asylum support



Attachment 3 – Transparency Reports

Not used

Title	Content	Format	Frequency
[Performance]	[]	[]	[]
[Charges]	[]	[]	[]
[Key Sub Contractors]	[]	[]	[]
[Technical]	[]	[]	[]
[Performance management]	[]	[]	[]



Crown
Commercial
Service

Annex 1 – Call-Off Terms and Additional Schedules and Alternative Clauses

RM6100 Technology Services 3, Lot 1 Call-Off Terms apply.