

Statement of Works (Schedule 1A)
Between: Public Health England and British Society for Antimicrobial Chemotherapy for
E-Bug branding and design work

Schedule 1A - Statement of Work (SOW), including pricing arrangements and Key Staff

Sch 1A SOW Details

Total value of this SOW:	£24,675
Date of SOW:	01/06/2021
SOW Reference:	PHE to complete
Buyer:	Public Health England
Supplier:	British Society for Antimicrobial Chemotherapy
Release Completion Date:	31 April 2022
Duration of SOW	10 months
Charging Method(s) for this Release:	Capped time and materials

1A.1.1 The rights, obligations and details agreed by the Parties and set out in this SOW apply only in relation to the Services that are to be delivered under this SOW and will not apply to any other SOW's executed or to be executed under this agreement otherwise agreed by the Parties.

Sch 1A.2 Key Staff & Project Costs

1A.2.1 The Parties agree that the Key Staff in respect of this Project are detailed in the table below.

1A.2.2 For the Supplier (Day Rates exclude VAT):

British Society for Antimicrobial Chemotherapy

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Name	Role	Day Rates (£)

1A.2.3 For the Buyer:

Public Health England	
Name	Role

Sch 1A.3 Deliverables

- 1A.3.1 The Supplier must provide Services to produce the Deliverables set out in this Schedule or as otherwise mutually agreed in writing between the Buyer and the Supplier during this Statement of Work.
- 1A.3.2 **Website development:** development of a website platform for e-Bug and its partner country micro-sites, branded using the logos and branding schematic that is an output of *SOW ECM_7637 - PHE - Corporate - ICT - e-Bug* and incorporating WCAG2.1 AA standards
- 1A.3.3 **User testing:** this will include survey, feedback, and virtual webinar event.
- 1A.3.4 **Promotion:** Development of two promotional pieces, one animation and one video.

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1A.3.5 Agile ceremonies are to be conducted together at a frequency to be mutually agreed between Buyer and Supplier, these shall include but not be limited to:

- Sprint planning meetings;
- Show and tells for design ideas and user feedback
- Retrospectives including action plans; and
- Meetings with the PHE project team (frequency to be confirmed).

Sch 1A.4 Call-Off Contract Charges

1A.4.1. For each individual Statement of Work (SOW), the applicable Charges will be calculated using all of the following:

- the agreed relevant rates for Supplier staff or facilities, which are inclusive of any applicable expenses and exclusive of VAT were submitted to the Buyer not costed at market value but costed at a flat consultancy rate of [REDACTED]. This represents a reduction of [REDACTED] per day against the Supplier's usual charitable rate.
- the number of days, or pro rata for every part of a day, that Supplier staff or facilities will be actively providing the Services during the term of the SOW are estimates of the time the Supplier consider each would take.
- a contingency of up to 10% of total excl VAT to accommodate any changes to the SOW Deliverables during the term of the SOW. The Supplier must obtain prior written approval from the Buyer before applying any contingency.

1A.4.2 The Supplier will provide a detailed breakdown of rates based on time and materials Charges, inclusive of expenses and exclusive of VAT, with sufficient detail to enable the Buyer to verify the accuracy of the time and material Call-Off Contract Charges incurred.

ACTIVITY	UNITS	COST
Design of front end website templates incorporating WCAG2.1AA standards. Creation of front end templates based on design work into HTML content.	[REDACTED]	[REDACTED]
Branding the developed website and partner micro-sites in accordance with the branding schematic that is an output of SOW ECM_7637 - PHE	[REDACTED]	[REDACTED]

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- Corporate - ICT - e-Bug and incorporating WCAG2.1 AA standards		
Development of 2 promotional pieces to steer website use	██████	██████
User testing of the site [Phase 1] survey, feedback, webinar – UK	██████	██████
Translation of surveys for partner micro-sites	██████	██████
User testing of partner micro-sites [Phase 2] – translated surveys [English – local language – English]	██████	██████
Adjustment of website, microsites, and content	██████	██████
	TOTAL	24,675

The detailed breakdown for the provision of Services during the term of the SOW will include (but will not be limited to):

- a role description per Supplier Staff;
- a facilities description;
- the agreed relevant rate per day;
- any expenses charged per day, which are in line with the Buyer's expenses policy (if applicable);
- the number of days, or pro rata for every part day, they will be actively providing the Services during the term of the SOW; and
- the total cost per role/facility

1A.4.3 If a capped or fixed price has been agreed for a SOW:

- The Supplier will continue at its own cost and expense to provide the Services even where the agreed price has been exceeded; and
- The Buyer will have no obligation or liability to pay for the cost of any Services delivered relating to this order after the agreed price has been exceeded.

1A.4.4 Risks or contingencies will be included in the Charges. The Parties agree that the following assumptions, representations, risks, and contingencies will apply in relation to the Charges:

a. Assumptions:

1. The Supplier will undertake upskilling and knowledge transfer to PHE project team members as and when required during discovery (if applicable).
2. The Supplier must participate in stakeholder meetings. This may include, but is not limited to, regular show and tells and other agile ceremonies.

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3. The deliverables detailed in 1A.3.2 to 1A.3.5 are based on best known information and might change dependent on number of resources etc.
4. Unless mutually agreed otherwise the budget of £27,275 does not include the provision for project expenses. The Supplier does not currently anticipate the need to incur any expenses to deliver this work. Expenses must be in line with the Buyers expense policy and must be agreed upfront.
5. All Intellectual Property Rights in and arising out of or in connection with the Schedule of Work shall be owned by PHE

b. Risks:

1. Failure by either party to respond / meet in timely fashion leading to failure to meet established timelines.
2. Failure to establish a clear project plan that establishes expectations and reduces opportunity for project creep.
3. Failure to define expectations for product at commencement of project. *[Note: This is to reduce opportunity for continuous revisiting and tweaking of designs, requiring buyer to have a named individual with delegated authority to sign off each stage of the project and final outputs and identify a clear route to endpoint]*

c. Representations: None; and

d. Contingencies: None

1A.4.5 Any changes to the Supplier Staff should be agreed with the Buyer and covered by a separate SOW where it cannot be accommodated within an existing SOW.

1A.4.6 Multiple SOWs can operate concurrently.

1A.4.7 The Supplier will keep accurate records of the time spent by the Supplier staff in providing the services and will provide records to the Buyer for inspection on request.

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Sch 1A.5 Agreement

Sch 1A.5.1 Agreement of Statement of Works:

BY SIGNING this SOW, the parties agree to be bound by the terms and conditions set out herein:

For and on behalf of the Supplier:

Name and title	<div style="background-color: black; width: 150px; height: 1.2em; display: inline-block;"></div>
Signature and date	<div style="background-color: black; width: 350px; height: 50px; display: inline-block;"></div>

For and on behalf of the departmental Buyer:

Name and title	<div style="background-color: black; width: 530px; height: 35px; display: inline-block;"></div>
Signature and date	<div style="display: inline-block; vertical-align: middle;"><div style="background-color: black; width: 140px; height: 55px; display: inline-block;"></div><div style="display: inline-block; vertical-align: middle; margin-left: 10px;">27/05/2021</div></div>