

## DIPS Order Form / Statement of Requirements Template (Framework Schedule 6)

**[Requirement Holder guidance:** This Order Form, when completed and executed by both the Authority and the Supplier, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

*It is important that if you, as the Requirement Holder, add to or amend any aspect of any Call-Off Schedule, then you must send the updated Schedule with the Order Form to the Supplier after it has been reviewed and approved by Commercial.]*

### DOCUMENT TEXT HIGHLIGHTING INSTRUCTIONS

This table explains who and at which stage each cell which contains highlighted text must be completed. This instructions section and table are to be deleted prior to the document being signed by the Authority and the Supplier.

<b>DOCUMENT TEXT HIGHLIGHTING INSTRUCTIONS</b> (this table must be deleted prior to issuing document for Further Competition)	
<b>YELLOW TEXT</b>	To be completed by Requirement Holder <b><u>before</u></b> Further Competition issued.  Yellow highlighting is also used for any Guidance text which <b><u>must</u></b> be deleted prior to Further Competition being issued.
<b>BLUE TEXT</b>	To be completed by Requirement Holder <b><u>after</u></b> Further Competition completed
<b>GREEN TEXT</b>	To be completed by Commercial Officer / Team <b><u>before</u></b> Further Competition issued
<b>RED TEXT</b>	To be completed by Supplier <b><u>after</u></b> Further Competition

**DIPS Order Form / Statement of Requirements Template  
(Framework Schedule 6)**

**Order Form**

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the DIPS Framework Contract with a unique reference number starting with RM6249. The DIPS Framework and this Call-Off Contract are to be for the delivery of Outcomes only. This Framework is not for the request and delivery of resource. If specific resources are needed alternative sourcing methods must be used.

During the Call-Off Contract Period, the Requirement Holder and the Supplier may agree and execute a Statement of Work (in the form of the template set out in Appendix 4 to this Framework Schedule 6 (Order Form Template, Statement of Requirements Template)). Upon execution of any Statement of Work the provisions detailed therein shall be incorporated into the Call-Off Contract to which this Order Form relates.

The Parties agree that when the Requirement Holder seeks further Deliverables within the initial scope of the original Call-off contract from the Supplier that are not provided for in this Call-Off Contract, the Requirement Holder and Supplier will agree and execute a Call-Off Variation Form.

All capitalised terms in this Order Form shall have the meanings set out in Joint Schedule 1 (Definitions) unless otherwise stated.

<b>1a. Identification</b>	
Call-Off Lot	LOT 2 Choose an item.

## DIPS Order Form / Statement of Requirements Template (Framework Schedule 6)

Call-Off Reference	PS 365 Digital & IT Professional Services (DIPS)	Version Number	1	Date	12/12/23
Business Case Reference	Original FBC Number	<a href="#">20210611-Data Programme Business Case-OSC (003) (10).docx</a>			
	Amendment FBC Number	<a href="#">20230309-ISS Form 130a RFA CDO-P061 Cap-Gemini DMGS FY23-24 Data Cataloguing &amp; Curation CP&amp;F.docx</a>			

Project / equipment for which Services are in support	PS 365 Data Curation and Cataloguing part of the Data Strategy for Defence	Urgent Capability Requirement (UCR)	N/A
Call-Off Contract title:	PS365 - Defence Management Service for Data Mgt and Curation Tool		
Call-Off Contract description:	To provide activities to achieve the objective of providing DMGS with a comprehensive tool-based capability to define and catalogue its data assets in the Defence Data Catalogue (DDC). Key to this is providing information on its quality, ownership and the relevant policies required to access and use it across the MOD.		

1b. Contact details			
Government Directorate / Organisation Title	Data Management, Governance and Skills Development  Chief Data Office Defence Digital Strategic Command	Name of Supplier	Capgemini UK plc

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Name of Requirement Holder's Authorised Representative		Name of Supplier's Authorised Representative	
Post title		Post title	
Requirement Holder's Address		Supplier Address	
Postcode		Postcode	
Telephone		Telephone	
Email		Email	
Unit Identification Number (UIN)		Value Added Tax (VAT) Code	
Resource Accounting Code (RAC)			
Name of Requirement Holder's Project Lead			
Requirement Holder's Secondary Contact Name		Supplier Secondary Contact Name	
Requirement Holder's Secondary Contact Role		Supplier Secondary Contact Role	

## DIPS Order Form / Statement of Requirements Template (Framework Schedule 6)

Requirement Holder's Secondary Contact Email		Supplier Secondary Contact Email	
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Date that the Statement of Requirements was issued	30/11/2023	Deadline for Requirement Holder's receipt of Supplier's Call-Off Tender	12/01/2024
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### 1c. Statement of Requirements (SOR) (This section 1c. to be completed in full OR a complete SOR to be attached in Appendix 7 of this document)

Unique Order Number (defined by delivery team)	CDO-PO075 / CDO-PO061-3		
SOR version issue number	1	SOR dated	22/11/23
SOR title	Data Cataloguing and Curation		

#### Background/justification for Call-Off Contract

*To establish a Defence Management Service to embed adoption of the already purchased Data Catalogue and Curation tool. Thus, enabling optimisation of operational and business outcomes across Defence in line with the strategic objectives' timeline and to ensure the essential continuity of supply for activity key to the Defence Data Strategy.*

*This direct award is an interim measure to be awarded from Lot 2 of the DIPS framework to ensure continuity. It is the intention of the authority to compete any future work through the DIPS framework for the 2024/25 FY.*

#### Description of Services to be provided under the Call-Off Contract

**DIPS Order Form / Statement of Requirements Template**  
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Activities required to be undertaken under the Call-Off Contract							
	<b>Stream</b>	<b>Ref</b>	<b>Activity/ Deliverable</b>	<b>Description</b>	<b>Buyer Dependency Ref</b>	<b>Acceptance Criteria</b>	<b>Due Date</b>

**OFFICIAL SENSITIVE (when complete)**

## DIPS Order Form / Statement of Requirements Template (Framework Schedule 6)

### Acceptance/rejection criteria / provisions

The Supplier will provide the Buyer with a Mid-Point Report (to be issued on 19 January) and a Final Summary Report (to be issued on 7 February) which will contain details of all deliverables completed within the periods 18 December 2023 – 19 January 2024 and 22 January to 7 February 2024 respectively. The Supplier and Buyer will hold an Assurance Meeting, within one week of issuing the reports to review and confirm that the deliverables are materially in line with the deliverable descriptions in Table 1 – Activities and Deliverables of Defence Data Catalogue Programme SoW 1 (18 December 2023 – 9 February 2024). Following the Assurance Meeting the Buyer will provide acceptance in writing of the deliverables within 5 working days.

If a deliverable is not accepted, the Buyer will provide feedback on where the Deliverables do not meet their descriptions, followed by written feedback, and the Supplier will remediate the deliverable for subsequent review/approval by the Buyer.

### Material KPIs / Critical Service Level Failure

The following Material KPIs shall apply to this Call-Off Contract in accordance with Framework Schedule 4 (Framework Management):

#### Material KPIs

Delivery of Deliverables as specified in “Outputs to be provided under the Call-Off Contract” section, above.

The following shall constitute a Critical Service Level Failure for the purposes of this Call-Off Contract in accordance with Call-Off Schedule 14 (Service Levels):



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<b>Critical Service Level Failure</b>
Not applicable
The applicable Service Levels are as specified in Annex A to Part A of Call-Off Schedule 14 (Service Levels).
List all Requirement Holder Assets applicable to the Services that shall be issued to the Supplier and returned to the Requirement Holder at termination of the Call-Off Contract
MOD MoDNet Laptops / Virtual Desktop - x1 per staff member
Additional quality requirements & standards (in addition to any quality requirements & standards detailed in the addition to the Call-off Schedules)
<p>From the Call-Off Start Date, the Supplier shall comply with the relevant (and current as of the Call-Off Start Date) Standards, including those referred to in Framework Schedule 1 (Specification). The Requirement Holder requires the Supplier to comply with the following additional Standards for this Call-Off Contract:</p> <ul style="list-style-type: none"> <li>No specific Quality Management System requirements are defined. This does not relieve the Supplier of providing conforming products under this contract. CoC shall be provided in accordance with DEFCON 627</li> <li>No Deliverable Quality Plan is required reference DEFCON 602B</li> <li>Concessions shall be managed in accordance with Def Stan. 05-061 Part 1, Issue 7 - Quality Assurance Procedural Requirements – Concessions</li> <li>Any contractor working parties shall be provided in accordance with Def Stan. 05-061 Part 4, Issue 4 - Quality Assurance Procedural Requirements - Contractor Working Parties</li> </ul>
Project and risk management

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The Supplier shall appoint a Supplier's Authorised Representative and the Requirement Holder shall appoint a Requirement Holder's Authorised Representative, who unless otherwise stated in this Order Form shall each also act as Project Manager, for the purposes of this Contract through whom the provision of the Services and the Goods shall be managed day-to-day.

Both Parties shall pro-actively manage risks attributed to them under the terms of this Call-Off Contract. The Supplier shall develop, operate, maintain and amend, as agreed with the Requirement Holder, processes for: (i) the identification and management of risks; (ii) the identification and management of issues; and (iii) monitoring and controlling project plans.

[Insert Requirement Holder's additional requirements for project management or risk management]

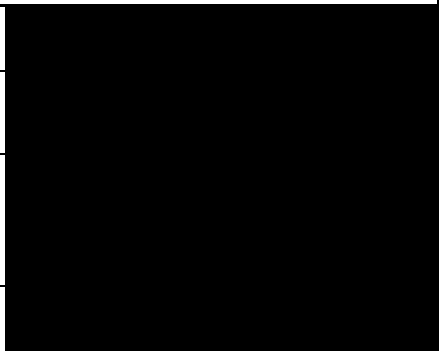
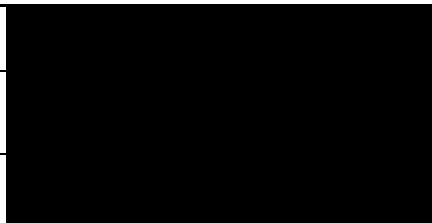
Supplier will provide:

- ☐ A Weekly Status Report
- ☐ A Monthly Progress Report

**Timescales** *(Prior to Further Competition enter anticipated dates. Following Further Competition update with actual dates)*

## DIPS Order Form / Statement of Requirements Template (Framework Schedule 6)

Call-Off Start Date	This Call-Off Contract comes into force on the date both parties have signed the Call-Off Contract. Notwithstanding that, the parties acknowledge that the Supplier has been carrying out the Services at their own risk from the 18 December 2023 ("the Commencement Date") and agree that the contractual terms set out in the Call-Off Contract will apply to such Services already provided from the Commencement Date).
Call-Off Initial Period	2 months
Call-Off Expiry Date	09/02/24
Call-Off Optional Extension Period	1 month
Minimum notice period prior to a Call-Off Optional Extension Period	1 week

SOR approved by (Name in capital letters)		Telephone	
Directorate / Division		Email	
Organisation Role / Position		Date	
Approver's signature			

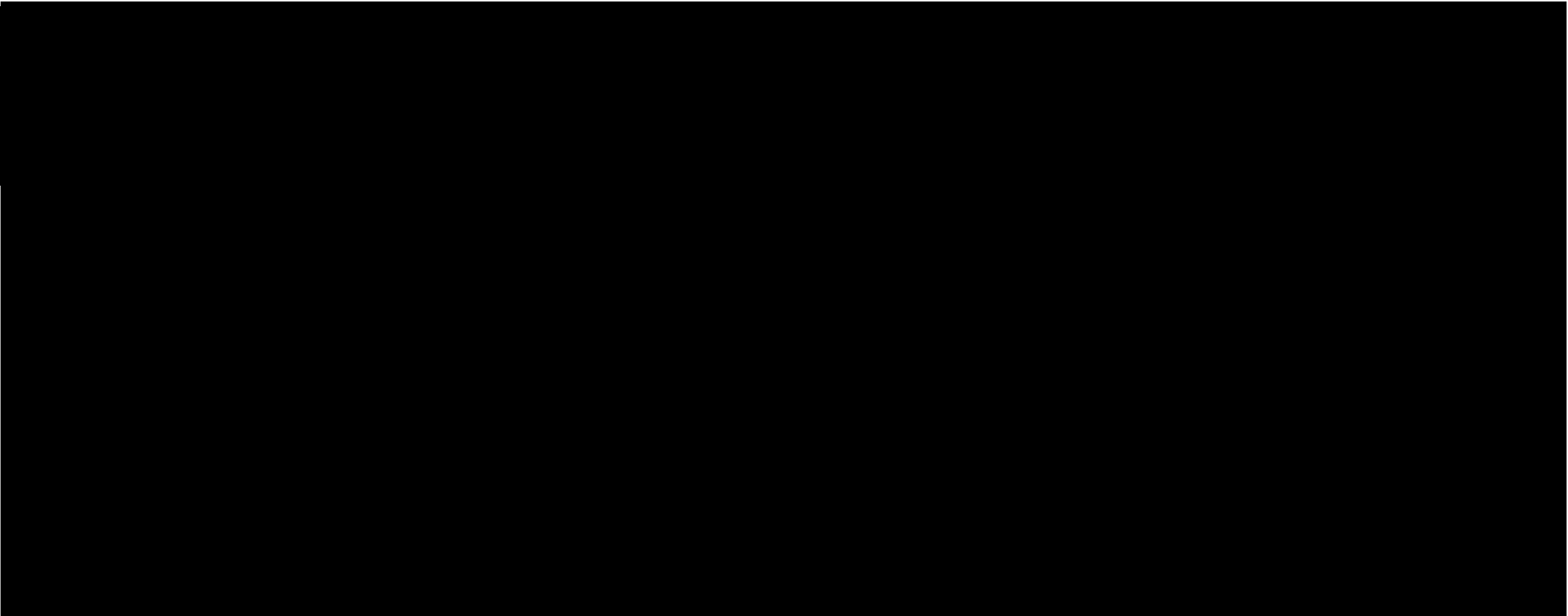
Original FBC Number (when known)	Amendment FBC Number (if applicable)
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See section 1a <a href="#">20210611-Data Programme Business Case-OSC (003) (10).docx</a>	See section 1a <a href="#">20230309-ISS Form 130a RFA CDO-P061 Cap-Gemini DMGS FY23-24 Data Cataloguing &amp; Curation CP&amp;F.docx</a>
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**1d. Key Deliverables Template**

*Full details appear in the SOW section Appendix 7 below*



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### 2. Call-Off Incorporated Terms

The following documents are incorporated into this Call-Off Contract. Where numbers are missing those schedules are not being used in this Call-Off Contract. If the documents conflict, the following order of precedence applies:

- 1 This Order Form including the General Conditions in section 2(b) and the Call-Off Special Terms in section 2(c).
- 2 Joint Schedule 1 (Definitions)
- 3 Any Statement(s) of Work (in the form of the template set out in Appendix 4 to this Framework Schedule 6 (Order Form Template, Statement of Requirements Template)) executed by the Requirement Holder and the Supplier with a corresponding Call-Off Contract reference
- 4 [Framework Special Terms]
- 5 The following Schedules in equal order of precedence:
  - Joint Schedules ○ Joint Schedule 2 (Variation Form) ○ Joint Schedule 3 (Insurance Requirements) ○ Joint Schedule 4 (Commercially Sensitive Information) ○ Joint Schedule 5 (Corporate Social Responsibility) ○ Joint Schedule 7 (Financial Difficulties) **Not required** ○ Joint Schedule 8 (Guarantee) **Not required** ○ Joint Schedule 10 (Rectification Plan) ○ Joint Schedule 11 (Processing Data)
  - Call-Off Schedules ○ Call-Off Schedule 2 (Staff Transfer), Part D ○ Call-Off Schedule 3 (Continuous Improvement) **Not required due to contract length** ○ 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 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) **Not required due to contract length** ○ Call-Off Schedule 14 (Service Levels) ○ Call-Off Schedule 17 (MOD Terms)
    - Call-Off Schedule 25 (Ethical Walls Agreement) ○ Call-Off Schedule 26 (Cyber)
- 6 Core Terms (DIPS version)
- 7 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 Requirement Holder (as decided by the Requirement Holder and Commercial) 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.

## DIPS Order Form / Statement of Requirements Template (Framework Schedule 6)

### 2a. Strategy for procurement and evaluation

Further competition	<input type="checkbox"/>	Competitive award criteria to be used for undertaking evaluation of proposal(s)	Direct award		
Direct award	<div style="color: blue; font-weight: bold;">XError!</div> <div style="color: blue; font-weight: bold;">Bookmark not defined.</div>				
		Weighting (Technical)	N/A	Weighting (Price)	N/A

### 2b. General Conditions

Additional general DEFCON/conditions and DEFFORMs applicable to providing the Deliverables, are to be listed here:

*Additional Conditions: Deform 94 Confidentiality Agreement (Appendix 5 for individuals)*

The Authority has determined that this contract is a managed service and therefore responsibility for determining the IR35 status and informing resources passes to the supplier.

☐

### 2c. Call-Off Special Terms

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

None

### 2d. Call-Off Charges

Capped Time and Materials (CTM)	
Incremental Fixed Price	
Time and Materials (T&M)	
Fixed Price	
A combination of two or more of the above Charging methods	
T&S is applicable	NO <input type="checkbox"/>

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X2 monthly payments as detailed in section 2F. Payments of equal value to be paid against deliverables on monthly instalments No T&S is available

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 charge the Requirement Holder 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

The Buyer will pay for Supplier travel expenses where the Supplier is required to be on site at a location that is not Main Building, London

### 2e. Payment Method

CP&F monthly payment x 2  
PO Number TBC

#### Requirement Holder's Invoice Address

#### Requirement Holder's Authorised Representative

### 2f. Milestone Payments Schedule (MPS) (expand table as appropriate)

Milestone/ Stage Payment number	Key Deliverable	Due Date	%	Milestone Payment value £ (ex VAT)
1				
2				
3				
4				
5				
6				
7				
8				
FINAL Payment				
		Total Value	Contract	£0.450M VAT ex £0.540M VAT inc

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### 2g. Maximum Liability

The limitation of the Supplier's liability for this Call-Off Contract is stated in Clause 11.4 of the Core Terms.

### 2h. Requirement Holder's Environmental Policy

Available online at: [Management of environmental protection in defence \(JSP 418\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/management-of-environmental-protection-in-defence-jsp-418)

This version is dated 18<sup>th</sup> August 2023.

### 2i. Requirement Holder's Security Policy

Security Aspects Letter to be issued and executed alongside this Order Form. See Appendix 6.

### 2j. Progress Reports and meetings

Progress Report Frequency	Weekly & Monthly	Progress Meeting Frequency	Weekly & Monthly
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### 2k. Quality Assurance Conditions

According to the product or scope of the work to be carried out, the Supplier shall meet the following requirements:

Allied Quality Assurance Publications (AQAP) 2110 – North Atlantic Treaty Organization (NATO) Quality Assurance Requirements for Design, Development and Production.

N/A ☐

Certificate of Conformity shall be provided in accordance with DEFCON 627 (*Edn12/10*).

#### Deliverable Quality Plan requirements:

DEFCON 602A (*Edn 12/17*) - Quality Assurance with Quality Plan

☐

DEFCON 602B (*Edn 12/06*) - Quality Assurance without Quality Plan

Y ☐

AQAP 2105:2 – NATO Requirements for Deliverable Quality Plans

N/A ☐

#### Software Quality Assurance requirements

Allied Quality Assurance Publications (AQAP) 2210 – North Atlantic Treaty Organization (NATO) Supplementary Software Quality Assurance Requirements to AQAP-2110 shall apply

N/A ☐



<b>Air Environment Quality Assurance requirements</b>	
Defence Standard (DEF STAN) 05-100 – Ministry of Defence Requirements for Certification for Aircraft Flight and Ground Running (Mandatory where flying and/or ground running of issued aircraft is a requirement of the Task)	N/A <input type="checkbox"/>
Relevant MAA Regulatory Publications (See attachment for details)	N/A <input type="checkbox"/>
Additional Quality Requirements (See attachment for details)	N/A <input type="checkbox"/>
<b>Planned maintenance schedule requirement</b>	
N/A	N/A <input type="checkbox"/>
The planned maintenance schedule shall meet the following requirements:	

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[INSERT]]	
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<b>2l. Key Staff</b>


<b>2m. Key Subcontractor(s)</b>
Not applicable

<b>2n. Commercially Sensitive Information</b>
<ol style="list-style-type: none"> <li>1. Details of the Supplier's methodologies, policies and processes</li> <li>2. All information relating to limits of liability, daily fee rates, pricing and charging mechanisms contained in the Call-Off Contract</li> <li>3. The terms of the Supplier's insurance</li> <li>4. 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</li> <li>5. Any information relating to other customers of the Supplier</li> </ol>

<b>5. Guarantee</b>
<b>2o. Cyber Essentials</b>

OFFICIAL SENSITIVE (when complete)

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

☐

## 2p. Implementation Plan

Implementation Plan requirements in accordance with paragraph 1.1 of Call-Off Schedule 13 (Implementation Plan).]

☐

## 3. Charges

Estimated Contract Value (excluding VAT) for Call-Off Contract

£450,000.00

## 4. Additional Insurances

Not applicable

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Not applicable

## 6. Social Value Commitment

Not applicable

OFFICIAL SENSITIVE (when complete)

## DIPS Order Form / Statement of Requirements Template (Framework Schedule 6)

### 7. Requirement Holder Commercial Officer Authorisation

Order Form approved by (Name in capital letters)		Telephone	
Directorate / Division		Email	
Organisation Role / Position		Date	
Approver's signature			

### 8. Acknowledgement by Supplier

Order Form acknowledged by (Name in capital letters)		Telephone	
Supplier Name		Email	
Supplier Role / Position		Date	
Approver's signature			

### 9. Final Administration

On receipt of the Order Form acknowledgement from the Supplier, the Commercial Manager (who placed the order) **must** send an electronic copy of the acknowledged Order Form, together with any applicable Appendix 3 to this Schedule 6, directly to **DIPS Professional Services Team** at the following email address: [REDACTED]



## Appendix 1 - Addresses and Other Information

### 1. Commercial Officer Name:

Address:

Email:



### 8. Public Accounting Authority

1. Returns under DEFCON 694 (or SC equivalent) should be sent to DBS Finance ADMT – Assets In Industry 1, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD

☎ 44 (0) 161 233 5397

2. For all other enquiries contact DES Fin FA-AMET Policy, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD ☎ 44 (0) 161 233 5394

### 2. Project Manager, Equipment Support Manager or PT Leader (from whom technical information is available) Name:

Address

Email:



### 9. Consignment Instructions

The items are to be consigned as follows:

### 3. Packaging Design Authority Organisation & point of contact:

(Where no address is shown please contact the Project Team in Box 2)



**10. Transport.** The appropriate Ministry of Defence Transport Offices are:

**A. DSCOM**, DE&S, DSCOM, MoD Abbey Wood, Cedar 3c, Mail Point 3351, BRISTOL BS34 8JH

Air Freight Centre

IMPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

Surface Freight Centre

IMPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

EXPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

### B. JSCS

JSCS Helpdesk No. 01869 256052 (select option 2, then option 3)

JSCS Fax No. 01869 256837

Users requiring an account to use the MOD Freight Collection Service should contact

in the first instance.

### 4. (a) Supply / Support Management Branch or Order Manager: Branch/Name:



(b) U.I.N.

### 5. Drawings/Specifications are available from

### 11. The Invoice Paying Authority

Ministry of Defence

☎ 0151-242-2000

DBS Finance

Walker House, Exchange Flags

Fax: 0151-242-2809

Liverpool, L2 3YL

**Website is:**

<https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement>

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**6. Intentionally Blank**

**12. Forms and Documentation are available through \*:**  
Ministry of Defence, Forms and Pubs Commodity  
Management  
PO Box 2, Building C16, C Site  
Lower Arncott  
Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)  
**Applications via fax or email:**

[Redacted]

#### 7. Quality Assurance Representative:

Commercial staff are reminded that all Quality Assurance requirements should be listed under the General Contract Conditions.

**AQAPS** and **DEF STANs** are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit <http://dstan.gateway.isg-r.r.mil.uk/index.html> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed].

#### \* NOTE

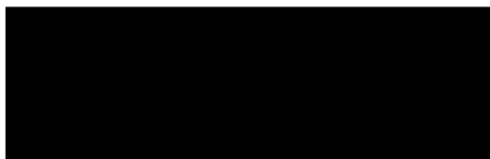
1. Many **DEFCONs** and **DEFFORMs** can be obtained from the MOD Internet Site:  
<https://www.kid.mod.uk/maincontent/business/commercial/index.htm>

2. If the required forms or documentation are not available on the MOD Internet site requests should be submitted through the Commercial Officer named in Section 1.

**Appendix 2 – Supplier's Quotation - Charges Summary**

**Supplier Charges summary: To be completed by the Supplier in support of a quotation provided in response to an ITT for the requirement captured on the above Order Form.**

1.



2. From:

Date of tender submission:

In response to the Order Form request for a quotation reference

Dated

\*The work can be undertaken and our detailed response is attached. ☐\*We are unable to provide the resources/deliverables identified on this occasion. ☐

(\* Check box as appropriate)

Name: (Block Capitals)

Signed:

Date:

2. Call-Off title:

3. Supplier Unique Reference Number:

4. Start Date:

Completion Date:

**5a. Manpower/Resources**

Broad Capability Area Number	Grade	Daily rate quoted at ITT	Daily rate quoted for this task	Reduction on original ITT rate	No of Days	Total

**5b. Travel**

(Estimated expenditure on:)

Unit cost

Number of Journeys / Miles

Total

Rail

Motor Mileage  
(max 30p per mile incl VAT)30p max  
(incl VAT)

Air

Sea

**5c. Subsistence**

(Estimated expenditure on:)

Unit cost

Number of Night / Days

Total

Accommodation  
(max £100 per night incl VAT)Meals (max £5 for lunch and/or  
£22.50 for an evening meal,  
including all drinks)



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5d.Other Costs	Miscellaneous costs (please define below)	The above T&S costs relate to the period      to
<p align="center"><b><u>Subcontractor price</u></b></p>		
<p align="center">Subcontractor Details</p>		
<p align="center">Materials</p>		
<p align="center">Other (Please provide details below) Description</p>		
		Cost
<p>Total Charges for completion of Call-Off Contract ..... (excl. VAT) Deliverables</p>		

## **Appendix 3**

**NOT APPLICABLE**

## Appendix 4 (Template Statement of Work)

**[Requirement Holder Guidance:** This is a template Statement of Work for use when required as part of a Call-Off Contract Order Form. This is likely to be useful for projects with multiple separate requirements. Any SOW which has been completed prior to execution of the Order Form should be attached to Appendix 3 of the Order Form]

### 1. Statement of Work (SOW) Details

Upon execution, this SOW forms part of the Call-Off Contract (reference below). All capitalised terms in this SOW shall have the meanings set out in Joint Schedule 1 (Definitions) unless otherwise stated.

The Parties may execute a SOW for any set of Deliverables required. For any ad-hoc Deliverables requirements, the Parties may agree and execute a separate SOW, 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: 09/01/2024**

**SOW Title: Defence Data Catalogue Programme SOW 1**

**SOW Reference:**

**Call-Off Contract Reference: PS 365 Digital & IT Professional Services (DIPS)**

**Requirement Holder:** [REDACTED] **Head of Data Management, Governance and Skills (DMGS) Development**

**Supplier: Capgemini UK plc**

**SOW Start Date: 18 December 2023**

**SOW End Date: 9 February 2024**

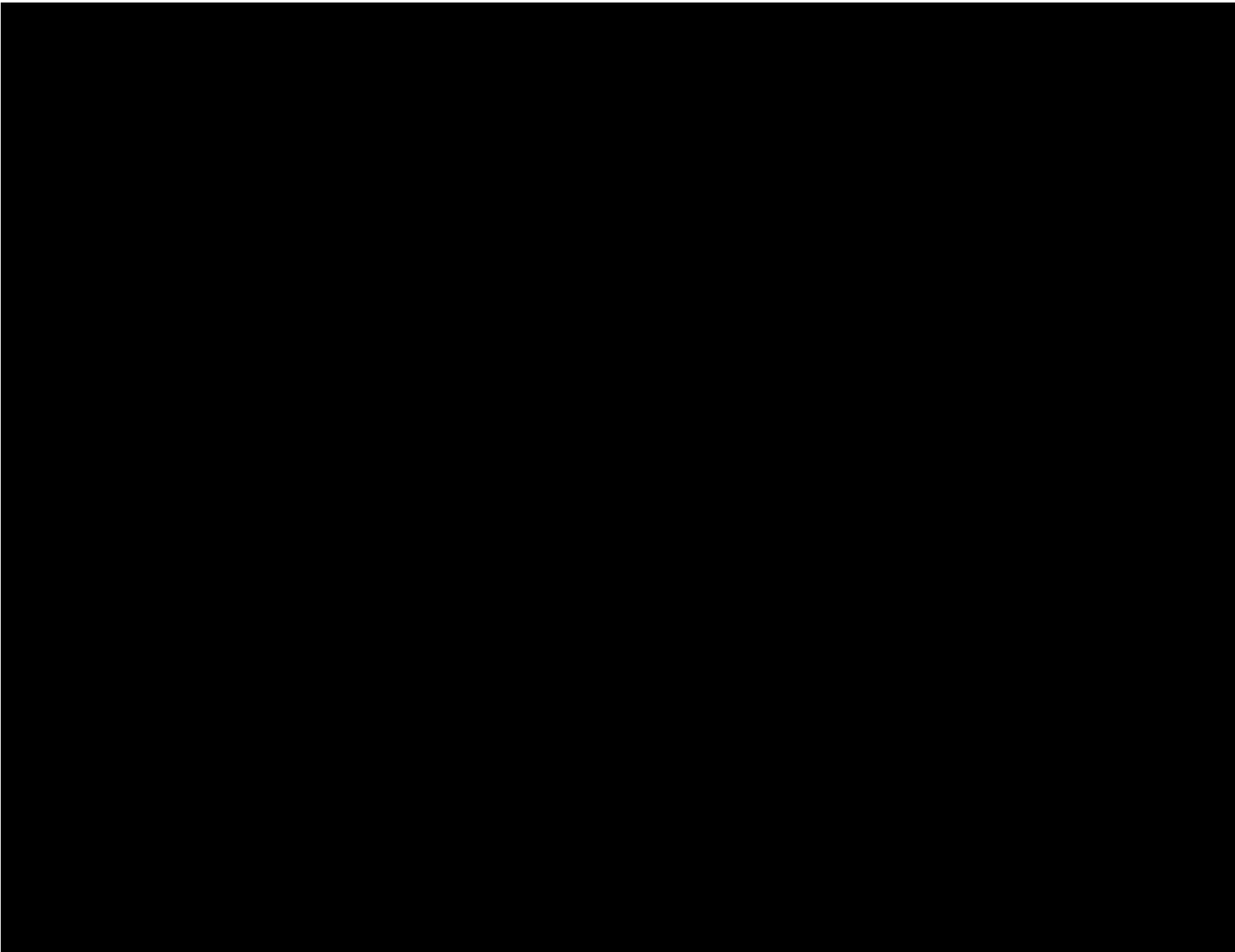
**Duration of SOW: 2 months**

**Key Personnel (Requirement Holder):** [REDACTED] **Head of Data Management, Governance and Skills Development**

**Key Personnel (Supplier):** [REDACTED], **Client Manager**

**Subcontractors:** None

2. Call-Off Contract Specification – Deliverables Context



Overview of Requirement:

To provide activities to achieve the objective of providing DMGS with a comprehensive tool-based capability to define and catalogue its data assets in the DDC, as further detailed in this SOW. Key to this is providing information on its quality, ownership and the relevant policies required to access and use it across the MOD.

3. Requirement Holder Requirements – SOW Deliverables

Outcome Description:

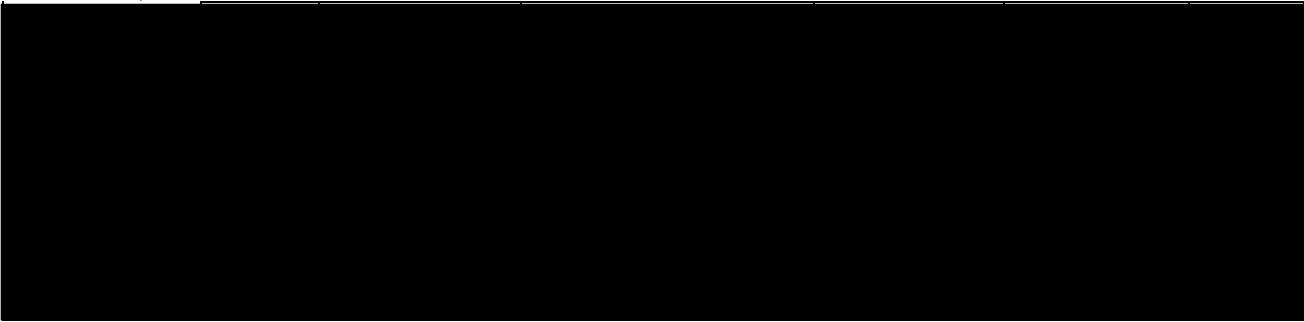
The following table contains each Activity / Deliverable that the Supplier shall deliver to the Buyer, subject to the Buyer meeting the Dependencies stated in this SOW:

Table 1 – Activities and Deliverables

OFFICIAL SENSITIVE (when complete)

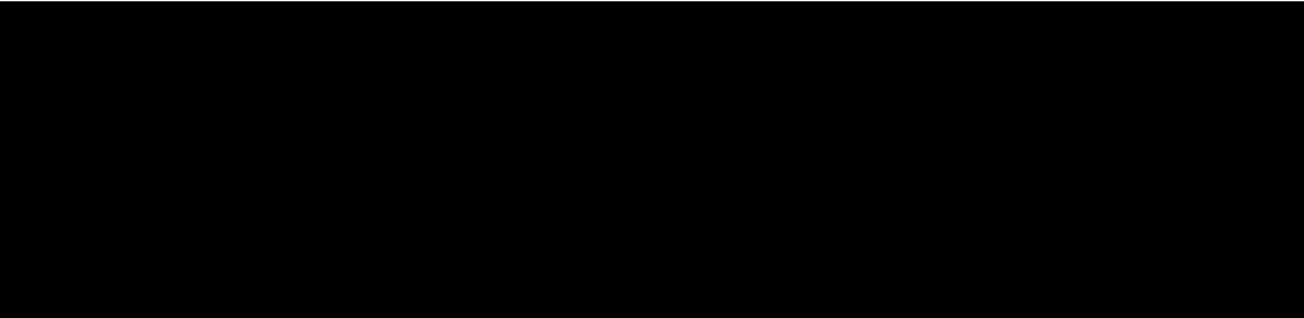
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**Delivery Plan:**

The draft delivery plan below illustrates the activities and deliverables for the duration of the SoW:



The actual delivery timescales may vary and are dependent on the Buyer dependencies and obligations.

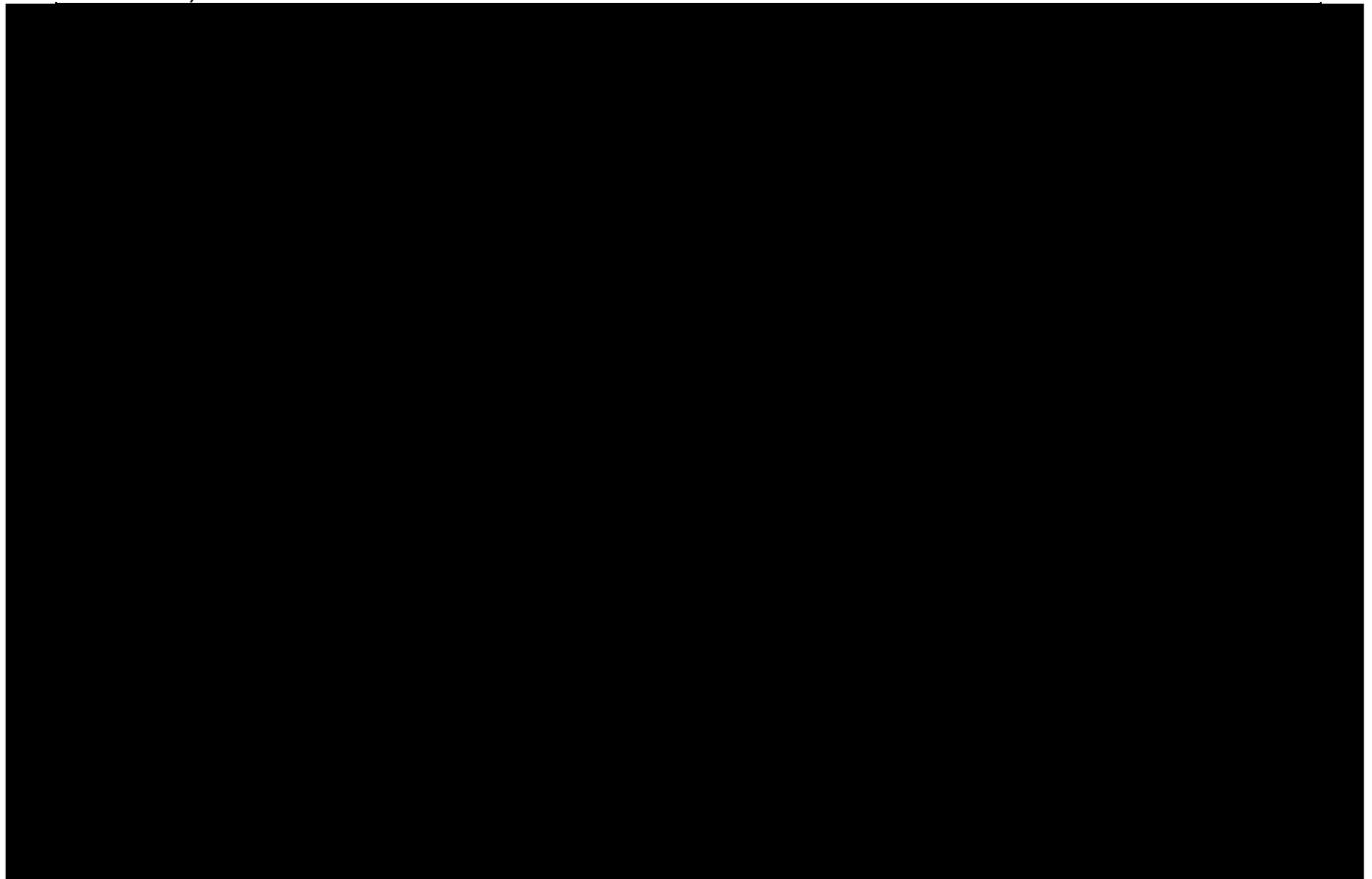
**Acceptance of Deliverables:**

The Supplier will provide the Buyer with a Mid-Point Report (to be issued on 19 January) and a Final Summary Report (to be issued on 7 February) which will contain details of all deliverables completed within the periods 18 December 2023 – 19 January 2024 and 22 January to 7 February 2024 respectively. The Supplier and Buyer will hold an Assurance Meeting, within one week of issuing the reports to review and confirm that the deliverables are materially in line with the deliverable descriptions in Table 1 – Activities and Deliverables. Following the Assurance Meeting the Buyer will provide acceptance in writing of the deliverables within 5 working days. If a deliverable is not accepted, the Buyer will provide feedback on where the Deliverables do not meet their descriptions, followed by written feedback, and the Supplier will remediate the deliverable for subsequent review/approval by the Buyer.

**Dependencies:**

*Table 2 – Dependencies and Obligations of the Buyer*

A large black rectangular redaction box covering the content of Table 2.



**Supplier Resource Plan:**

There is no Supplier Resource Plan associated with this SOW.

The Supplier resources will be based at resources' home locations or the below Supplier or Buyer office locations:

- Ministry of Defence, Main Building, Whitehall Horse Guards Avenue, London, SW1A 2HB. □
- Capgemini UK plc, 40 Holborn Viaduct, Holborn, London, EC1N 2PB.

**Security Applicable to SOW:**

The Supplier confirms that all Supplier Staff working on Requirement Holder Sites and on Requirement Holder Systems (as defined in Call-Off Schedule 6 (Intellectual Property Rights and Additional Terms on Digital Deliverables) and Deliverables, have completed Supplier Staff vetting in accordance with any applicable requirements in the Contract, including Paragraph 6 (Security of Supplier Staff) of Part B – Annex 1 (Baseline Security Requirements) of Call-Off Schedule 9 (Security).

Call-Off Schedule 9 (Security) – Part A applies to this SoW.

**SOW Standards:**

- No specific Quality Management System requirements are defined. This does not relieve the Supplier of providing conforming products under this contract. CoC shall be provided in accordance with DEFCON 627
- No Deliverable Quality Plan is required reference DEFCON 602B
- Concessions shall be managed in accordance with Def Stan. 05-061 Part 1, Issue 7 - Quality Assurance Procedural Requirements – Concessions

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- Any contractor working parties shall be provided in accordance with Def Stan. 05-061 Part 4, Issue 4 - Quality Assurance Procedural Requirements - Contractor Working Parties

**Performance Management:**

Not Applicable

**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.

**Key Supplier Staff:**

Not applicable

**SOW Reporting Requirements:**

Further to the Supplier providing the management information specified in Framework Schedule 5 (Management Charges and Information), the Supplier shall also provide the following additional management information under and applicable to this SOW only:

- A Weekly Status Report
- A Monthly Progress Report

**4. Charges**

**Call Off Contract Charges:**

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



The estimated maximum value of this SOW (irrespective of the selected charging method) is **£540,000 inc Vat.**

Rate Cards Applicable:

Not applicable

**Reimbursable Expenses:**

[See Expenses Policy in Annex 1 to Call-Off Schedule 5 (Pricing Details and Expenses Policy) ]

The Buyer will pay for Supplier travel expenses where the Supplier is required to be on site at a location that is not Main Building, London

**5. Signatures and Approvals**

**Agreement of this SOW**

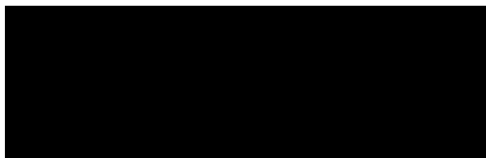
Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)

BY SIGNING this Statement of Work, the Parties agree that it shall be incorporated into Appendix 3 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**



**For and on behalf of the Requirement Holder**



**Annex 1 to Statement of Work**

**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
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Identity of Controller for each Category of Personal Data	<p><b>The Parties are Independent Controllers of Personal Data</b></p> <p>The Parties acknowledge that they are Independent Controllers for the purposes of the Data Protection Legislation in respect of:</p> <p>Business contact details of Supplier Personnel for which the Supplier is the Controller,</p> <p>Business contact details of any directors, officers, employees, agents, consultants and contractors of Relevant Authority (excluding the Supplier Personnel) engaged in the performance of the Relevant Authority's duties under the Contract) for which the Relevant Authority is the Controller,</p> <p>The scope of other Personal Data provided by one Party who is Controller to the other Party who will separately determine the nature and purposes of its Processing the Personal Data on receipt e.g. where (1) 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.</p>
Duration of the Processing	18th December 2023 to 9th February 2024
Nature and purposes of the Processing	<p>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.</p> <p>The purpose might include: Data processing and curation, working along side civil servants for knowledge transfer.</p>
Type of Personal Data	Name, address, date of birth, telephone number, email address, work location and details, home address.
Categories of Data Subject	Personnel (including volunteers, agents, and temporary workers), customers / clients, suppliers.

## Appendix 5 Confidentiality Undertaking

[**Requirement Holder guidance:** Appendix 5 is for use where required pursuant to clause 15.3 of the Core Terms]

Employee:

Name of Employer:

MOD Contract/Task No:

Title:

1. I, the above named employee, confirm that I am fully aware that, as part of my duties with my Employer in performing the above-named Contract, I shall receive confidential information of a sensitive nature (which may include particularly commercially sensitive information), whether documentary, electronic, aural or in any other form, belonging to or controlled by the Secretary of State for Defence or third parties. I may also become aware, as a result of my work in connection with the Contract, of other information concerning the business of the Secretary of State for Defence or third parties, which is by its nature confidential.

2. I am aware that I should not use or copy for purposes other than assisting my Employer in carrying out the Contract, or disclose to any person not authorised to receive the same, any information mentioned in paragraph 1 unless my Employer (whether through me or by alternative means) has obtained the consent of the Secretary of State for Defence. I understand that "disclose", in this context, includes informing other employees of my Employer who are not entitled to receive the information.

3. Unless otherwise instructed by my Employer, if I have in the course of my employment received documents, software or other materials from the Secretary of State for Defence or other third party for the purposes of my duties under the above Contract then I shall promptly return them to the Secretary of State for Defence or third party (as the case may be) at the completion of the Contract via a representative of my Employer who is an authorised point of contact under the Contract and (in the case of information referred to under paragraph 1 above) is also authorised under paragraph 2. Alternatively, at the option of the Secretary of State for Defence or the third party concerned, I shall arrange for their proper destruction and notify the above authorised point of contact under the Contract to supply a certificate of destruction to the Secretary of State for Defence. Where my Employer may legitimately retain materials to which this paragraph applies after the end of the Contract, I shall notify the authorised representative of my Employer to ensure that they are stored,

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

and access is controlled in accordance with my Employer's rules concerning third party confidential information.

4. I understand that any failure on my part to adhere to my obligations in respect of confidentiality may render me subject to disciplinary measures under the terms of my employment.

Signed:

Date:

## Appendix 6

### Security Aspects Letter



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## **Appendix 7 Statement of Requirements**

See Appendix 4