



Crown
Commercial
Service

Digital Outcomes and Specialists 5 (RM1043.7)

Framework Schedule 6 (Order Form)- CVS Digital Assurance Partner K280021445

Version 2

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

Order Form

Buyer guidance: This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

If an electronic purchasing system is used instead of signing as a hard-copy, text below must be copied into the electronic order form starting from 'APPLICABLE FRAMEWORK CONTRACT' and up to, but not including, the Signature block.

It is important that if you, as the Buyer, 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.

Call-Off Reference: 14910 (Supplier reference: SO017703)

Call-Off Title: DVSA CVS Digital Assurance Partner

Call-Off Contract Description: The Commercial Vehicle Services (CVS) Project is a large-scale digital transformation. To provide technical assurance of the primary delivery, the Project requires technical roles to work as part of an Assurance Team.

The Buyer: Driver Vehicle Standards Agency

Buyer Address: The Axis Building, 112, Upper Parliament Street, Nottingham, NG1 6LP.

The Supplier: Kainos Software Limited

Supplier Address: Kainos House, 4-6 Upper Crescent, Belfast, BT7 1NT

Registration Number: NI019370

DUNS Number: 23-278-7408

Applicable Framework Contract

This Order Form is for the provision of the Call-Off Deliverables and dated **31/08/2021**.

It's issued under the Framework Contract with the reference number RM1043.7 for the provision of Digital Outcomes and Specialists 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, Statement of Work 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

Lot 1

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) RM1043.7
- 3 Framework Special Terms
- 4 The following Schedules in equal order of precedence:
 - Joint Schedules for RM1043.7
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data) RM1043.7

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

- Call-Off Schedules for RM1043.7
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 3 (Continuous Improvement)
 - 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 7 (Key Supplier Staff)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 13 (Implementation Plan and Testing)
 - Call-Off Schedule 14 (Service Levels and Balanced Scorecard)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 20 (Call-Off Specification)

5 CCS Core Terms (version 3.0.9)

6 Joint Schedule 5 (Corporate Social Responsibility) RM1043.7

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 Buyer (as decided by the Buyer) 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.

Call-Off Special Terms

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

None

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

Call-Off Start Date: 20 September 2021

Call-Off Expiry Date: 30 December 2022

Call-Off Initial Period: 15 months

Call-Off Optional Extension Period: 4 Months

Minimum Notice Period for Extensions: 30 days

Call-Off Contract Value: £1,700,000.00 (based on a combined day rate of XXXXREDACTED UNDER FOIA SECTION 43 for individual roles proposed). DVSA makes no commitment to any level of spend under this contract (actual spend agreed in SOWs).

Call-Off Deliverables

See details in Call-Off Schedule 20 (Call-Off Specification).

The provision of subject matter experts to provide project assurance on the CVS project. These roles will be agreed in each SOW however are likely to include:

- Lead Business analyst
- Lead Devops Engineer
- Lead Software Developer
- Lead Dynamic Engineer
- Lead QA Engineer
- Lead Technical Architect
- Lead Solution Architect

This team profile may change as needed throughout the project with agreement between the Supplier and the Buyer.

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 referred to in Framework Schedule 1 (Specification). The Buyer requires the Supplier to comply with the following additional Standards for this Call-Off Contract: N/A

Cyber Essentials Scheme

The Buyer requires the Supplier, in accordance with Call-Off Schedule 26 (Cyber Essentials Scheme) to provide a Cyber Essentials 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 Core Terms as amended by the Framework Award Form Special Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £1,360,000.00.

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

Call-Off Charges

The Charging method(s) selected by the Buyer is below and which is incorporated into Call-Off Schedule 5 (Pricing Details and Expenses Policy):

- **Time and Materials (T&M)**

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

Due the current working climate (Covid-19 pandemic) the majority of Digital development is taking place remotely. It is expected that the project will run from the Buyer's office in Nottingham as restrictions are lifted and all travel anywhere other than this location would be in line with the DVSA Policy. See Annex below for the DVSA (DFT) Travel and Subsistence Policy.

Supplier travel and accommodation to the central location (Nottingham) will be at the Supplier expense. DVSA will not pay for Supplier travel or Supplier accommodation costs to the central location.

Supplier travel and accommodation to other sites, as required, will be in line with the DVSA Policy. See Annex 3 of the Order Form for the DVSA (DFT) Travel and Subsistence Policy.

Payment Method

Payment will be made by BACS. You must be in possession of a written purchase order (PO), before commencing any work, or supplying any goods, under this contract. The Purchase Order Number for this contract will follow shortly. Invoices submitted to the Department must also quote the PO number and must be submitted in accordance with DVSA's Invoicing Procedures.

Invoices received without the correct Purchase Order Number will be returned to you and will delay receipt of payment.

Buyer's Invoice Address:

DVSA Accounts payable
DfT Shared Service Centre
5 Sandringham Park
Swansea Vale
Swansea
SA70EA

Alternatively electronic invoices can be issued to: ssa.invoice@sharedservicesarvato.co.uk

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Invoices received without the correct Purchase Order Number will be returned to you and will delay receipt of payment.

Buyer's Authorised Representative:

XXXXREDACTED UNDER FOIA SECTION 40

Buyer's Environmental Policy

DVSA strives to be a sustainable and responsible organisation, which contributes positively to UK sustainable development whilst continually evolving and improving, to make sure the organisation is relevant now and in the future for both employees, stakeholders and customers. DVSA's strategy is much broader than carbon and climate change, it involves having a positive impact on social, environmental and economic factors. The Sustainability policy is embedded below.



DVSA-Sustainable-Development-Strategy_v

Buyer's Security Policy



DVSA-IAP310 - Tier 3 DVSA-IAP309 - Tier 3 DVSA-IAP317 - Tier 3 DVSA-IAP304 - Tier 3 DVSA-IAP332 - Tier 3 DVSA-IAP101 - Tier 1 Encryption Data at ReDecommissioning PoContent, Malware and Backup Policy 1.0.doc Administrator Conduct Incident Management



DVSA-IAP314 - Tier 3 DVSA-IAP318 - Tier 3 DVSA-IAP319 - Tier 3 DVSA-IAP323 - Tier 3 DVSA-IAP311 - Tier 3 Information Transfer Network Security Policy Patch Management Protective Monitoring Forensic Readiness Policy



DVSA-IAP324 - Tier 3 DVSA-IAP334 - Tier 3 DVSA-IAP331 - Tier 3 DVSA-IAP335 - Tier 3 Acceptable Use Policy.docx DVSA-IAP303 - Tier 3 Removable Media Policy Test Data Policy 1.0.doc Vulnerability Assessment Wi-Fi Policy 1.0.doc Access Control Policy

Supplier's Authorised Representative

XXXXREDACTED UNDER FOIA SECTION 40

Supplier's Contract Manager

XXXXREDACTED UNDER FOIA SECTION 40

Progress Report Frequency: Quarterly: on the first Working Week of each quarter

Progress Meeting Frequency

Quarterly: on the first Working Week of each quarter

Key Subcontractor(s)

XXXXREDACTED UNDER FOIA SECTION 43

Commercially Sensitive Information

The table inserted below gives a breakdown of the individual Day Rates based on SFIA levels:

DVSA Role Name	SFIA Level	Day Rate
Technical Architect	XXXXREDACTED UNDER FOIA SECTION 43	XXXXREDACTED UNDER FOIA SECTION 43
Solution Architect	XXXXREDACTED UNDER FOIA SECTION 43	XXXXREDACTED UNDER FOIA SECTION 43
Agile Business Analyst	XXXXREDACTED UNDER FOIA SECTION 43	XXXXREDACTED UNDER FOIA SECTION 43
Lead Software Engineer	XXXXREDACTED UNDER FOIA SECTION 43	XXXXREDACTED UNDER FOIA SECTION 43
Lead Test Engineer	XXXXREDACTED UNDER FOIA SECTION 43	XXXXREDACTED UNDER FOIA SECTION 43
Lead DevOps Engineer	XXXXREDACTED UNDER FOIA SECTION 43	XXXXREDACTED UNDER FOIA SECTION 43

DVSA can request staff of multiple SFIA levels, in line with the SFIA Level Rate Card below:

Level	Rate
XXXXREDACTED UNDER FOIA SECTION 43	XXXXREDACTED UNDER FOIA SECTION 43
XXXXREDACTED UNDER FOIA SECTION 43	XXXXREDACTED UNDER FOIA SECTION 43

Balanced Scorecard

See Call-Off Schedule 14 (Service Levels and Balanced Scorecard).

Material KPIs

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



KPI-definition-CVS-a
ssurance-team-final-2

Additional Insurances

N/A

Guarantee

N/A

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 social value commitments in Call-Off Schedule 4 (Call-Off Tender).

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:

XXXXREDACTED UNDER FOIA SECTION 40

For and on behalf of the Buyer:

XXXXREDACTED UNDER FOIA SECTION 40

Appendix 1

The first Statement(s) of Works shall be inserted into this Appendix 1 as part of the executed Order Form. Thereafter, the Buyer and Supplier shall complete and execute Statement of Works (in the form of the template Statement of Work in Annex 1 to the template Order Form in Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)).

Annex 1 (Statement of Work)

1 Statement of Works (SOW) Details

Upon execution, this SOW forms part of the Call-Off Contract (reference above).

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.

Statement of Work #1 (SOW), including pricing

SOW 1/K280021445 Driver and Vehicle Standards Agency (DVSA) Commercial Vehicle Services (CVS) Assurance Partner – Beta	
Statement of work number	SOW 1/K280021445 Supplier reference: SO017703
Name of Supplier	Kainos Software Limited
Registered Address of Supplier	Kainos House, 4-6 Upper Crescent, Belfast, BT7 1NT
Date of SOW:	6 th September 2021
SOW reference:	SOW 1/K280021445

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Buyer:	DVSA
Supplier:	Kainos Software Limited
SOW Start Date:	20 th September 2021
SOW End Date:	20 th January 2022
Duration of SOW:	4 months
Key Personnel (Buyer)	N/A
Key Personnel (Supplier)	N/A
Sub-contractors	XXXXREDACTED UNDER FOIA SECTION 43
Charging method:	XXXXREDACTED UNDER FOIA SECTION 43

1. Brief description of Project

DVSA have committed to fully exiting current hosting and support arrangements with Atos by December 2023, in line with firm guidance from both Cabinet Office and Government Digital Services (GDS). As part of this commitment, Commercial Vehicle Services (CVS) need to remove their dependencies on this Atos contract and related infrastructure. In parallel to this contract exit requirement, it is recognised that there is a clear business need to modernise the services provided as part of CVS, transitioning from old, inflexible systems that require a large element of manual input, to new, digital systems that better meet the needs of end-users through increased automation and use of data.

1.1 Summary

The investment objectives for this Project are as follows:

- Investment Objective 1: Remove CVS dependencies on the Atos contract.
- Investment Objective 2: To increase testing standards to deliver maximum road safety value.
- Investment Objective 3: To enhance CVS Operations to make DVSA easier to do business with for customers.
- Investment Objective 4: To transform the experience of front-line staff by providing them with the tools to do their jobs more effectively.

The CVS project is a key contributor in delivering DVSA's strategy for improving road safety. The annual examination and approval of vehicles to check their roadworthiness, emissions, design and construction plays a vital role in reducing road accidents caused by vehicle defects, whilst managing their environmental impact. The service delivers around 900,000 tests each year and generates an income of circa £88m. This includes an income of around £22.9m from vehicle test fees that contributes to the funding of compliance activities undertaken.

2. SOW Scope

To provide Digital Delivery Assurance roles with the skills and expertise to support positive outcomes for the CVS Project delivery. The Delivery Assurance Team will collaborate closely with DVSA Profession Leads and the primary supplier to assure the quality of the CVS delivery across the technical specialisms. This will involve close collaboration, coaching and problem solving as part of the wider delivery team.

- 2.1 The Parties will execute a SOW for each phase. Note that any ad-hoc Service requirements are to be treated as individual Releases in their own right (in addition to the releases at the delivery stage); and the Parties should execute a separate SOW in respect of each.
- 2.2 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 SOWs executed or to be executed under this Call-Off Contract unless otherwise agreed by the Parties.
- 2.3 Any changes to the service requirement should be agreed with the Buyer and covered by a separate SOW where it cannot be accommodated within an existing SOW.
- 2.4 Multiple SOWs can operate concurrently.
- 2.5 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.

3. Outcomes

Milestone Ref.	Description of Outcomes
O1	On-boarding of Assurance Team roles required under this SoW is completed.
O2	Roles are aligned with DVSA Profession leads to understand DVSA standards and guidance as it applies to the CVS Project.
O3	Roles lead by example with behaviours and ensure transparency, collaboration, and professionalism.
O4	Collaborate with the primary supplier and represent DVSA interests, being sure that this is not positioned in an adversarial way.
O5	Create supporting assurance documentation, plans and/or designs as required to enable transparency and collaboration across the DVSA Project team.
O6	Work closely with the DVSA Delivery Lead as part of a mixed Assurance Team, contributing to team values, ways of working and developing role-specific accountabilities.

O7	Alignment with the appropriate technical community within the CVS Project.
O8	The quality of work, and processes that constitute the digital delivery, supports the CVS Project aims or barriers to achieving quality, as per role specialism, are identified and logged.

4. Deliverables

	Description of Deliverables
D1	There is a person in post for each of the roles requested under the SoW.
D2	The roles participate in elaboration and development of the accountabilities required for delivery assurance as per the role specialism.
D3	The roles participate in identifying and recording clearly defined work items so that there is transparency about work planned and undertaken.
D4	The roles participate in logging delivery assurance concerns, and these are clearly communicated to the DVSA Delivery Manager and to the DVSA Digital profession leads

5. Team Profile – Key Supplier Staff

For this SoW DVSA require 5 roles:

- Agile Business Analyst
- Lead Software Engineer
- Lead Software Engineer (Dynamics)
- Lead Test Engineer
- Lead DevOps Engineer

Role	SFIA Level	Day Rate	Est. no. of Working Days in SoW	Est. Cost

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Agile Business Analyst	XXXXREDACTED UNDER FOIA SECTION 43	XXXXREDACTED UNDER FOIA SECTION 43	83	XXXXREDACTED UNDER FOIA SECTION 43
Lead Software Engineer	XXXXREDACTED UNDER FOIA SECTION 43	XXXXREDACTED UNDER FOIA SECTION 43	83	XXXXREDACTED UNDER FOIA SECTION 43
Lead Software Engineer (Dynamics)	XXXXREDACTED UNDER FOIA SECTION 43	XXXXREDACTED UNDER FOIA SECTION 43	83	XXXXREDACTED UNDER FOIA SECTION 43
Lead Test Engineer	XXXXREDACTED UNDER FOIA SECTION 43	XXXXREDACTED UNDER FOIA SECTION 43	83	XXXXREDACTED UNDER FOIA SECTION 43
Solution Architect	XXXXREDACTED UNDER FOIA SECTION 43	XXXXREDACTED UNDER FOIA SECTION 43	83	XXXXREDACTED UNDER FOIA SECTION 43
			Est. Total Cost:	XXXXREDACTED UNDER FOIA SECTION 43

The Buyer can request staff of multiple SFIA levels, in line with the SFIA Level Rate Card below:

Level	Rate
XXXXREDACTED UNDER FOIA SECTION 43	XXXXREDACTED UNDER FOIA SECTION 43
XXXXREDACTED UNDER FOIA SECTION 43	XXXXREDACTED UNDER FOIA SECTION 43

6. SOW Charges

- 6.1 Charges, including expenses, and exclusive of VAT for this SoW will be (excluding expenses that will be charged at cost in accordance with the Buyer's expenses policy):

SoW September – December 2021	<p>Fees will be invoiced monthly in arrears.</p> <p>Both parties agree that if any of the DVSA dependencies or DVSA risks laid out in this document prevent or delay Supplier delivery, then the Supplier will not be held responsible. Supplier will be entitled to continue to bill as per the schedule 5 under SoW charges by prior agreement with DVSA Programme Management and Commercial.</p> <p><i>Estimated SoW value:</i> XXXXREDACTED UNDER FOIA SECTION 43</p>
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6.1a The Supplier will invoice the Buyer monthly in arrears.

6.2 It will be the responsibility of the DVSA Head of Delivery Management to sign-off all deliverables to release monthly payment.

6.3 The Parties agree that the following assumptions, representations, risks and contingencies will apply in relation to the Charges. Any new identified risks by the Supplier or Buyer during delivery will be discussed and if agreed, will be added.

6.4 In the event of an agreed change, which materially affects the amount of effort, both parties will agree the rate before work commences.

7. Risks:

7.1 Project RAIDD will be available to Suppliers.

7.2 In addition, DVSA can identify the following risks pertinent to this SOW:

Risk	Description	Rating	Mitigation
1	There is a risk that the DVSA Digital profession leads cannot take time to align with the CVS Delivery Assurance roles.	6	DVSA Digital profession leads aware of responsibility and requirement to align closely with these roles.

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2	Supplier unable to provide planned personnel to fill roles.	3	Transparency and communication from Supplier and onward planning to address.
3	DVSA maturity with Dynamics means that DVSA guidance is unclear for this technology area.	9	Follow established patterns and practices as established on FTTS Project. Work to develop suitable guidance for CVS.

		Risk Score				
Impact	5	5	1	1	2	2
	4	4	8	2	6	0
	3	3	6	9	2	5
	2	2	4	6	8	0
	1	1	2	3	4	5
		1	2	3	4	5
		likelihood				

Likelihood		
1	Rare	A very unlikely event. It could happen, but probably never will. Below 5%
2	Unlikely	Not expected. Slight possibility. An improbable sequence of events. 5% – 25%
3	Possible	Moderate likelihood. Foreseeable. May have occurred in projects like this before. 25% – 50%
4	Likely	Strong possibility. High likelihood. An easily foreseeable event. 50% – 75%
5	Almost certain	Almost certain without any intervention. Above 75%

Impact		
1	Insignificant	The project will have to make some minor changes. Resolvable by project team. Can be managed. Acceptable.
2	Minor	Some changes. Additional work with some impact.
3	Moderate	One or more areas likely not to deliver as planned. Significant impact.
4	High	Significant rethink required. Major Impact.
5	Critical	Serious failure of objectives. Disastrous Impact.

8. Dependencies:

8.1 Project RAIDD will be available to Suppliers.

9. Assumptions:

Ref	Description
A1	Kainos will be able to provide an appropriately skilled team as per the Supplier proposal.
A2	DVSA staff will be able to provide focus on their accountabilities to the CVS Project. Their time will not be re-directed by senior management to other work.
A3	The Digital Integrator supplier will provide appropriate visibility into designs, plans, processes and work, to enable assurance to be completed

10. Quality Acceptance Criteria

For this SoW, based on providing specific roles as per 1.1.1, quality acceptance will be that the role holders have the required skill-sets and experience to work in a delivery assurance capacity.

On-going evaluation is covered under the contract KPIs (KPI5 – Team Capability).

11. Governance

Any changes to Scope, Timescales and Costs within this SOW will be managed through change and version control. All variations will be signed by both Senior Delivery Manager and Senior Commercial Advisor.

12. Intellectual Property Rights (IPR)

Unless otherwise specified in the Call-Off Contract:
For further information on IPR, please see Call-Off Contract.

13. Other Requirements, including Dependencies.

There is an expectation that the Supplier resource will be minimum BPSS clearance or equivalent and if SC clearance is deemed required throughout delivery, then DVSA will sponsor. Temporary DVSA email and system access will be provided. There is an expectation that all documentation will be retained on DVSA systems. A standard DVSA declaration will have to be signed.

14. Place of Performance

The Project will be based in the DVSA offices in Nottingham, and this will be the hub for co-located work.

Post-COVID working arrangements will allow remote-first working, but the Delivery Assurance team will need to occasionally co-locate at the Project hub as required. This will include Project re-start and may include infrequent Project planning activities.

Initially the Project hub will be The Axis Building, 112 Upper Parliament Street, Nottingham, NG1 6LP.

The Supplier is required to support the DVSA during normal opening hours (Monday to Friday 07:00 to 19:00) as required, whilst covering deployment activities outside normal working hours. Travel to other locations may be required.

15. Agreement of statement of works

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 XXXXREDACTED UNDER FOIA SECTION 40

Signature and date XXXXREDACTED UNDER FOIA SECTION 40

CVS Senior Delivery Manager:

Name and title XXXXREDACTED UNDER FOIA SECTION 40

Signature and date XXXXREDACTED UNDER FOIA SECTION 40

DVSA Commercial Directorate:

Name and title XXXXREDACTED UNDER FOIA SECTION 40

Signature and date XXXXREDACTED UNDER FOIA SECTION 40

If you exceed the overall Call-Off Contract value and Supplier Staff are still required to deliver the services, then a contract change note (CCN) must be raised, explaining the reason(s) for the extension.

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:

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"> • User data and contact details • Vehicle data • Usage and activity data • Supplier data • DVSA data
Duration of the Processing	For the duration of this contract (and any agreed extensions)from
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 but not be limited to:</p> <ul style="list-style-type: none"> • Review activities • Development or improvement of algorithms • Creation of test data • Issue investigation • Ratification • Log examination
Type of Personal Data	<p>Including but not limited to:</p> <ul style="list-style-type: none"> • Full name and title • Address, telephone number, email and address

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	<ul style="list-style-type: none"> • Gender • Photographic images • Type of test • Payment details – including card holder's name, address, card number, dates card is valid from and to, issue number and card type
Categories of Data Subject	<p>Including but not limited to:</p> <ul style="list-style-type: none"> • DVSA End User and Public Citizens accessing the service • Authority's personnel (including contractors, agency workers and temporary workers) • Other Delivery Partners and suppliers
<p>Plan for return and destruction of the data once the Processing is complete</p> <p>UNLESS requirement under Union or Member State law to preserve that type of data</p>	<p>All data will be held on Buyer systems made accessible to the Supplier and so management of the data beyond the Processing period will be the responsibility of the Buyer. The Buyer shall provide written instructions to the Supplier to confirm how long any data held by the Supplier shall be retained for, how it should be returned or destroyed.</p>

Annex 3

Travel and Subsistence Annex

1. Travelling and subsistence expenses shall not exceed the upper limit of allowances payable to Departmental staff of equivalent status.
2. Any travel undertaken as a consequence of performance of the Contract must utilise the most cost-effective means (taking into account the cost of travel, the cost of meals and accommodation and savings in time) for the whole journey. Claims for travelling and subsistence must be related to the performance of duties for the purposes of this Contract and be certified as such. **Visits abroad require the prior approval of the Department and should be pre-approved by SCS1 or above.**
3. The current Departmental rates are shown below. These rates will apply for the duration of the Contract. Please see note below on rail travel.

Travel by Motor Vehicles

4. Motor mileage allowances for travel by private car and van:
 - Up to 10,000miles - 45 pence per mile (25p may apply if public transport is a viable alternative)
 - Over 10,000 miles - 25 pence per mile

Travel by Motorcycle

5. Motor mileage allowances for travel by private motorcycle and motorcycle combinations is 24 pence per mile.

Travel by Pedal Cycle

6. The pedal cycle allowance is 20 pence per mile.

Travel by Train

7. Travel by train should be by standard class (including Eurostar) - irrespective of grade, entitlement or distance - unless there are compelling reasons to travel first class or, exceptionally, a first-class discount ticket is cheaper. Any claim for travel other than standard class must be approved in advance by the Department.

Coach/Bus Travel

Fares for official travel by coach, bus etc will be reimbursed.

Subsistence

8. Each Government Department is required to set its own standard rates for night subsistence. The Department has issued the rates set out in paragraph 8 below. For the purposes of this Contract therefore, these rates will apply although it is recognised that other rates and conditions may be applied by different contracting authorities, over whom the Department has no control.

(a) Night subsistence allowance (irrespective of salary) indicative ceilings:

Night subsistence can only be claimed if you stay away from home overnight on official business and is to meet the actual costs of your meals and accommodation. You are entitled to be reimbursed day subsistence for subsequent periods of over five hours or over 10 hours following a night subsistence claim.

- London - up to £115 per night
- Elsewhere up to £90 per night
- Overnight stay evening meal indicative level- up to £15.00

(b) Day subsistence allowance (irrespective of salary) indicative ceilings:

- Breakfast indicative level (irregular start before 6.00 am) - up to £5.00
- 5 hours (to cover one meal) - up to £5.00
- 10 hours (to cover two meals) - up to £10.00
- over 12 hours - up to £15.00

Actuals

9. Where it is not possible to obtain accommodation within the rates set out in 8(a) above, tenderers may estimate actual expenditure within the Firm Price breakdown. Supporting evidence including the reasons for exceeding the limits in paragraph 8 and receipts showing disbursements will be required with each claim for payment.

Receipts

All claims should be supported by receipts and if you have access to a scanner, must be scanned and attached to your claim. If you are able to scan your receipts, you will no longer be required to keep hard copies.

If not, you must provide the certifying officer with the receipts and then keep these for future reference by yourself, your certifying officer, auditor, or the Inland Revenue. You must keep your receipts for the current tax year and preceding three tax years.

Notes

Each claim for payment under the Contract must separately identify those elements of the claim which represent travel and subsistence expenses.

A supplement of 5 pence per mile may be claimed for each mile another person employed on the Contract is carried in (Passenger rate) / on a private motor vehicle.

The Department does not insist on comprehensive insurance cover (where applicable) but will accept no liability in the event of any accident, damage, injury or death. Where motor mileage allowance is claimed, each claim should state the amount of the current claim and the cumulative mileage claimed to date under the Contract.

A night subsistence allowance is an allowance paid for an overnight absence. It covers an absence of up to 24 hours plus any additional period not reckonable for day allowance (i.e. less than 5 hours) and is payable for a period of up to 30 nights in any one place. Thereafter, a lower lodging allowance is payable.