

Health Systems Support Framework: Order Form

<u>References and Date</u>							
Order Reference Number	Insert administrative reference number. Please contact [REDACTED] to obtain a HSS Framework reference number.						
Date of Order Form	1 st September 2022						
<u>Parties and Key Persons</u>							
Authority	Health Education England 1st Floor, Blenheim House, Duncombe Street, Leeds LS1 4PL						
Suppliers or Supplier	RSM UK Consulting LLP						
Principal Supplier(s)	N/A.						
Key Roles for the supply or performance of the Deliverables and the personnel who will fill those Key Roles (“Key Personnel”)	Project Manager: [REDACTED] Programme Lead: [REDACTED] Lead Head of Pharmacy: [REDACTED]						
Contract Managers	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;"><i>Authority's Manager</i></td> <td style="text-align: center;"><i>Contract</i></td> <td>[REDACTED]</td> </tr> <tr> <td style="text-align: center;"><i>Supplier's Manager(s)</i></td> <td style="text-align: center;"><i>Contract</i></td> <td>[REDACTED]</td> </tr> </table>	<i>Authority's Manager</i>	<i>Contract</i>	[REDACTED]	<i>Supplier's Manager(s)</i>	<i>Contract</i>	[REDACTED]
<i>Authority's Manager</i>	<i>Contract</i>	[REDACTED]					
<i>Supplier's Manager(s)</i>	<i>Contract</i>	[REDACTED]					
Lead Contract Manager (if applicable)	<p><i>Insert the Lead Contract Manager at the commencement of this Contract</i></p> <table border="1" style="width: 100%;"> <tr> <td style="text-align: center;"><i>Authority's Lead Contract Manager</i></td> <td>[REDACTED]</td> </tr> </table>	<i>Authority's Lead Contract Manager</i>	[REDACTED]				
<i>Authority's Lead Contract Manager</i>	[REDACTED]						

	<i>Supplier's Lead Contract Manager</i>	[REDACTED]					
Person(s) to receive notices under the Contract	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="612 387 979 656" style="width: 50%;"><i>Authority's nominated person and contact details for service of notices</i></td> <td data-bbox="979 387 1347 656" style="width: 50%;"> <i>Name</i> [REDACTED] <i>Postal Address</i> <i>Email Address:</i> [REDACTED] </td> </tr> <tr> <td data-bbox="612 656 979 1207"><i>Supplier's nominated person and contact details for service of notices</i></td> <td data-bbox="979 656 1347 1207"> <i>Name</i> [REDACTED] <i>Postal Address</i> RSM UK Consulting LLP Number One, Lanyon Quay, Belfast, BT1 3LG <i>Email Address</i> [REDACTED] </td> </tr> </table>			<i>Authority's nominated person and contact details for service of notices</i>	<i>Name</i> [REDACTED] <i>Postal Address</i> <i>Email Address:</i> [REDACTED]	<i>Supplier's nominated person and contact details for service of notices</i>	<i>Name</i> [REDACTED] <i>Postal Address</i> RSM UK Consulting LLP Number One, Lanyon Quay, Belfast, BT1 3LG <i>Email Address</i> [REDACTED]
<i>Authority's nominated person and contact details for service of notices</i>	<i>Name</i> [REDACTED] <i>Postal Address</i> <i>Email Address:</i> [REDACTED]						
<i>Supplier's nominated person and contact details for service of notices</i>	<i>Name</i> [REDACTED] <i>Postal Address</i> RSM UK Consulting LLP Number One, Lanyon Quay, Belfast, BT1 3LG <i>Email Address</i> [REDACTED]						
Notified Sub-contractors in the event of a TUPE transfer at a Relevant Commencement Date	N/A						
<u>General</u>							
Status of Order Form	Issue of this Order Form is an "invitation to treat" by the Authority following the Suppliers' Call-Off ITT Response submitted by the Supplier(s) in response to the relevant mini-competition conducted under and in accordance with the Framework Agreement. On the signature of the Order Form by the Suppliers and its return to the Authority, the signature of the Order Form by the Authority shall be the point at which a contract is formed between the Authority and the Suppliers. This Order Form, together with the Call-Off Terms and Conditions and the applicable provisions of the Framework Agreement (and the other provisions as set out in the Call-Off Terms and Conditions) form a contract (defined as "the Contract"						

	<p>in the Call-Off Terms and Conditions) between the parties as at and from the date of this Order Form.</p> <p>All terms defined in the Call-Off Terms and Conditions have the same meaning when utilised in this Order Form.</p>																																				
Call-Off Terms and Conditions	<p>The Call-Off Terms and Conditions comprise the following Schedules of Appendix A of the Framework Agreement:</p> <table border="1"> <tr> <td>Schedule 1</td> <td>Key Provisions</td> </tr> <tr> <td>Schedule 2</td> <td>General Terms and Conditions</td> </tr> <tr> <td>Schedule 3</td> <td>Definitions and Interpretations Provisions</td> </tr> <tr> <td>Schedule 4</td> <td>This Order Form</td> </tr> <tr> <td>Schedule 5</td> <td>Information Governance</td> </tr> <tr> <td>Schedule 6</td> <td>Null</td> </tr> <tr> <td>Schedule 7</td> <td>Null</td> </tr> <tr> <td>Schedule 8</td> <td>Software</td> </tr> <tr> <td>Schedule 9</td> <td>Installation and Commissioning Services</td> </tr> <tr> <td>Schedule 10</td> <td>Maintenance Services</td> </tr> <tr> <td>Schedule 11</td> <td>Guarantee</td> </tr> <tr> <td>Schedule 12</td> <td>Staff Transfer</td> </tr> <tr> <td>Schedule 13</td> <td>Change Control Process</td> </tr> <tr> <td>Schedule 14</td> <td>Calculation of Termination Sum</td> </tr> <tr> <td>Schedule 15</td> <td>Not Used</td> </tr> <tr> <td>Schedule 16</td> <td>Acceptance Testing</td> </tr> <tr> <td>Schedule 17</td> <td>Benchmarking</td> </tr> <tr> <td>Schedule 18</td> <td>Governance</td> </tr> </table> <p>Any additional Extra Key Provisions set out at Annex 2 below shall be incorporated into the Contract formed by the signature and completion of this Order Form.</p>	Schedule 1	Key Provisions	Schedule 2	General Terms and Conditions	Schedule 3	Definitions and Interpretations Provisions	Schedule 4	This Order Form	Schedule 5	Information Governance	Schedule 6	Null	Schedule 7	Null	Schedule 8	Software	Schedule 9	Installation and Commissioning Services	Schedule 10	Maintenance Services	Schedule 11	Guarantee	Schedule 12	Staff Transfer	Schedule 13	Change Control Process	Schedule 14	Calculation of Termination Sum	Schedule 15	Not Used	Schedule 16	Acceptance Testing	Schedule 17	Benchmarking	Schedule 18	Governance
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	Schedule 17	Benchmarking																																			
	Schedule 18	Governance																																			
Framework Agreement	<p>The Health Systems Support Framework established by NHS England for and on behalf of NHS England and other contracting authorities. (the “Framework Agreement”).</p>																																				
Call-Off ITT	<p>The Call-Off ITT as issued by the Authority to invite responses to the relevant mini-competition conducted under and in accordance with the Framework Agreement.</p>																																				

Call-Off ITT Response	The Suppliers' response to the relevant Call-Off ITT submitted by the Suppliers in response to the relevant mini-competition conducted under and in accordance with the Framework Agreement and initiated by the issue of a Call-Off ITT by the Authority.
Contract Meetings	Contract review meetings will take place on a monthly basis.
Fast-track Change values	N/A
<u>Contract Term and Termination Provisions</u>	
Term of the Contract	The Term of the contract is 10 months (September 2022 to July 2023).
Extension of Term	The Authority reserves the right for the contract to be extended for a period of up to 6 months.
Unilateral Authority right of termination notice period	The period of notice required for the Authority to exercise its right of unilateral termination pursuant to Clause 25 of Schedule 2 of these Call-Off Terms and Conditions, shall not be less than 1 month.
Maximum Payments following Unilateral Authority right to terminate	N/A
Maximum Permitted Profit Margin	N/A
Variation to Termination Sum calculation	N/A.
Insurance on Expiry or Termination	On the expiry or earlier termination of this Contract, the Supplier is required to ensure that: 1) unless otherwise required in the Extra Key Provisions, any ongoing liability that they have or may have arising out of this Contract shall continue to be the subject of appropriate insurance and/or indemnity arrangements and/or

	<p>membership of the risk pooling statutory schemes for the period of six (6) years from termination or expiry of this Contract; and</p> <p>2) where the Deliverables or any part of them could result in liability to any patient in respect of care and/or advice funded by an NHS body, any ongoing liability that the Suppliers have or may have arising out of this Contract shall continue to be the subject of appropriate insurance and/or indemnity arrangements and/or membership of the risk pooling statutory schemes for the period of up to twenty-one (21) years from termination or expiry of this Contract.</p> <p>(See Clauses 20.8 and 20.9 of Error! Reference source not found. of the Call-Off Terms and Conditions, respectively)</p>
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Contract Deliverables

Deliverables	<p>The Deliverables to be provided by the Supplier(s) under the Contract shall be the Services and/or Ad Hoc Services and/or Goods and/or any other requirement whatsoever (including without limitation any item, feature, material, outcome or output). The Deliverables are described at Annex 1 Part 1 of this Order Form (“the Specification”), shall be provided from the Deliverables Commencement Date set out below in accordance with the KPIs set out in the Specification.</p> <p>Where the Suppliers are comprised of more than a single Supplier the Supplier Matrix at Annex 1 of the Order Form, shall indicate which portion of the Deliverables are to be provided by which of the Suppliers.</p>
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Priority Deliverable	1 x interim and 1 x final report as detailed within the implementation plan submitted as part of the Call-Off ITT Response.
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Deliverables Commencement Date	1	Evaluation UG placement pilots - scope and methodology development	Upon contract signing
	2	Evaluation UG placements pilots- Approval of interim report	December 2022
	3	Evaluation UG placements pilots - Approval of final report	July 2023

Services Commencement Date	1 st September 2022
Goods Commencement Date	N/A
Long Stop Date	The first deliverable “evaluation Undergraduate placement pilots – scope and methodology development” must have commenced by 8 th September 2022.
Implementation Plan	The implementation plan submitted as part of the Call-Off ITT Response (if required by the relevant mini-competition conducted in accordance with the Call-Off ITT) and set out at Annex 4 below.
Quality Plans	N/A
Information Security Management Plan	The information security management plan submitted as part of the Call-Off ITT Response (if required by the relevant mini-competition conducted in accordance with the Call-Off ITT) and set out at Annex 5 below, as may be amended from time to time in accordance with Schedule 6 of the Call-Off Terms and Conditions.
Insurance	The Supplier shall put in place and maintain in force the following insurances with the following minimum cover per claim: <ol style="list-style-type: none"> 1. Employer’s Liability – minimum cover of £5,000,000 2. Public Liability – minimum cover of £5,000,000 3. Professional Indemnity – minimum cover of £5,000,000
Supplier Specific Standards	N/A
<u>Premises and Property</u>	
Premises and Location(s) for the Delivery of the Deliverables	N/A
Property Licence(s) and/or Lease(s) granted to the Suppliers	N/A

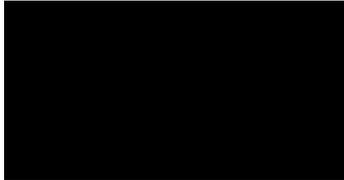
<u>Information Governance</u>	
Information Governance Provisions (Schedule 5)	<p>The default position under the Call-Off Terms and Conditions is that the Authority shall act as a Controller and the Supplier shall act as a Processor.</p> <p>Alternative information governance provisions may be required in the following situations:</p> <ul style="list-style-type: none"> i) where the Authority and the Suppliers are joint data Controllers; ii) where the Suppliers (and not the Authority) are Controllers; and/or iii) where the contract involves the processing of anonymised/ pseudonymised data within a controlled environment.
Processing of Personal Data	We do not anticipate a need for personal data being received or processed but if such cases arise, will require an amendment to this agreement on a case by case basis.
<u>Intellectual Property Rights and Licencing</u>	
Intellectual Property	As defined in Clause 14 of Schedule 2 of these Call-Off Terms and Conditions – there are no additional provisions.
Local Health and Care Record Exemplar (LHCRE) Specific IPR	N/A
Supplier Owned Foreground IPR	N/A
Standard Licence Terms	N/A
Supplier Software and Third Party Software	N/A

<u>Contract Price and Payment</u>	
Contract Price	The price(s) to be paid by the Authority to the Suppliers for the provision of the Services, as set out in the Call-Off ITT Response and reproduced at Annex 3.
Financial Model	The Suppliers' Financial Model, submitted if required by the Authority in the Supplier's Call-Off ITT Response and reproduced at Annex 3.
Total Contract Price for the purposes of Clause 19 (Limitation of Liability)	As outlined in Annex 3 of this Order Form
Contracts conditional on the execution of a Guarantee	N/A
Guarantee in favour of NHSE	N/A
Payment Provisions	<p>The payment terms for the payment by the Authority to the Suppliers of the Contract Price for the Services, as set out in the Call-Off ITT and reproduced at Annex 3; and</p> <p>The level of reimbursement by the Suppliers to the Authority relating to any service credits in respect of failures by the Suppliers to meet the KPIs, as set out in the Call-Off ITT and reproduced at Annex 3.</p>
Other	<p>No Exit Plan needs to be prepared, as such term is defined in the Call Off Terms and Conditions.</p> <p>Schedules 6 (Security) and 7 (Standards) do not apply to this agreement. The Supplier nonetheless confirms that it has Cyber Essentials Plus and that its IT faculty also has ISO 27001 certification.</p>

Signed by the authorised representative of each AUTHORITY (as applicable)

Name:		Signature:	
Position:	National Programme Lead		30 th August 2022
<i>(Insert an additional signature block for each additional Authority)</i>	Health Education England		

Signed by the authorised representative of each of the SUPPLIERS

Name:		Signature	
Position:	Consulting Director....		
<i>(Insert an additional signature block for each co-bidder)</i>			

Order Form Annexes

Annex 1

Part 1: Specification

Part 2: KPI Overview

Part 3: KPIs

Part 4: Calculation of Service Credits

Part 5: Termination Trigger for Accrued KPI Failures

Part 6: Excusing Events

Annex 2

Extra Key Provisions

Annex 3

Contract Price and Payment Terms

Maximum Payments on Unilateral Termination

Supplier's Financial Model

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Implementation Plan

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Information Security Management Plan

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Processing of Personal Data

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Board Representations and Structures

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Standard Licence Terms

Annex 10

Notified Sub-Contractors

Annex 11

Supplier Software and Third Party Software

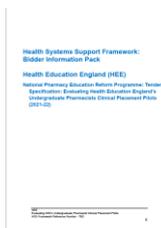
Annex 1

Annex 1 Part 1: Specification

1.1 The Deliverables

Main objective:

- HEE's National Pharmacy Education Reform Programme: Tender Specification: Evaluating Health Education England's Undergraduate Pharmacists Clinical Placement Pilots (2021-22):



RSM UK Group LLP's deliverables against timeline and staged payments:

Resource		Cost	Payment Date
1	Evaluation UG placement pilots - scope and methodology development	£30,000	At contract signing
2	Evaluation UG placements pilots- Approval of interim report	£10,000	Dec 2022
3	Evaluation UG placements pilots - Approval of final report	£9,998	May 2023
TOTAL (inc. VAT)		£49,998	
TOTAL (exc. VAT)		£41,665	
VAT @ 20%		£8,333	

1.2 Division of Service provision between Suppliers/Sub-contractors – N/A

The division of the services between Suppliers (where more than one Supplier) must be consistent with the completed Supplier Matrix, subject to any assignment/subcontracting permitted by the terms of the Framework Agreement after the commencement date of the Framework Agreement.

Supplier Matrix

supplier	Service
N/A	N/A

Annex 1 Part 2: KPI Overview

Key Performance Indicators

- 1 During the Term of the Contract the Suppliers shall provide the Deliverables so as to meet the standard under each of the KPIs described below.
- 2 Annex 1 Part 3 of this Order Form sets out the Key Performance Indicators that the Parties have agreed shall be used to measure the performance of the Deliverables by the Suppliers.
- 3 The Suppliers shall monitor their performance against each KPI and shall send the Authority a report detailing the level of service actually achieved in accordance with the provisions of this Contract.
- 4 Subject to:
 - (a) any breach of any express provision of this Contract by the Authority (unless, and to the extent, caused or contributed to by the Suppliers); and
 - (b) any deliberate act or omission of the Authority or any failure by the Authority to take reasonable steps to carry out its activities in a manner which minimises significant interference with the Suppliers' performance of the Deliverables (save where, and to the extent, caused or contributed to by the Suppliers);a failure by the Suppliers to meet any of the KPIs shall be KPI Failure (as defined in the Call-Off Terms and Conditions). Failure to meet a Primary KPI shall be a Primary KPI Failure and failure to meet a Secondary KPI shall be a Secondary KPI Failure.

- 5 KPI Failure Points, and therefore Service Credits, shall accrue for any KPI Failure. Service Credits shall be calculated in accordance with Annex 1 Part 4 of this Order Form

KPI Failure Points

- 6 If the level of performance of the Suppliers during a Measurement Period achieves the Target Performance Level in respect of a KPI, no KPI Failure Points shall accrue to the Suppliers in respect of that KPI.
- 7 If the level of performance of the Suppliers during a Measurement Period is below the Target Performance Level in respect of a KPI, KPI Failure Points shall accrue to the Suppliers in respect of that KPI as set out in Annex 1 Part 4 of this Order Form
- 8 The number of KPI Failure Points that shall accrue to the Suppliers in respect of a KPI Failure shall be the applicable number as set out in Annex 1 Part 3 of this Order Form depending on whether the KPI Failure is a minor KPI Failure, a serious KPI Failure or a severe KPI Failure as indicated in Annex 1 Part 3 of this Order Form, unless the KPI Failure is a Repeat KPI Failure when the provisions of Paragraphs 9 and 10 of this Annex1 Part 2 shall apply.

Repeat KPI Failures

Repeat KPI Failures

- 9 If a KPI Failure occurs in respect of the same KPI in any two consecutive Measurement Periods, the second and any subsequent such KPI Failure shall be a "Repeat KPI Failure".
- 10 The number of KPI Failure Points that shall accrue to the Suppliers in respect of a KPI Failure that is a Repeat KPI Failure shall be calculated as follows:

$$SP = P \times 2$$

where:

SP = the number of KPI Failure Points that shall accrue for the Repeat KPI Failure;
and

P = the applicable number of KPI Failure Points for that KPI Failure as set out in Annex 1 Part 3 depending on whether the Repeat KPI Failure is a minor KPI Failure, a serious KPI Failure, a severe KPI Failure or a failure to meet the KPI service threshold.

Worked example based on the following KPI Failure Points regime for a service availability KPI:

Severity Levels	KPI Failure Points
Target Performance Level: 99%	0
Minor KPI Failure: 98.0% - 98.9%	1
Serious KPI Failure: 97.0% - 97.9%	2
Severe KPI Failure: 96.0% - 96.9%	3
KPI Service Threshold: below 96%	4

Related KPI Failures

- 11 If any specific KPI refers to both Service Availability and System Response Times, the System Response Times achieved by the Supplier for any period of time during a Service Period during which the relevant Service or element of a Service is determined to be Non-Available shall not be taken into account in calculating the average System Response Times over the course of that Service Period. Accordingly, the Supplier shall not incur any Service Points for failure to meet System Response Times in circumstances where such failure is a result of, and the Supplier has already incurred Service Points for, the Service being Non-Available.

Annex 1 Part 3: KPIs

1 Primary Key Performance Indicators

Not Used

2. Secondary Key Performance Indicators

Not Used

3. Definitions

N/A

Annex 1 Part 4: Calculation of Service Credits

Calculation of Service Credits – Primary KPIs

NA

Consequences of accruing Secondary Failure Points

N/A

Annex 1 Part 5: Termination Trigger for Accrued KPI Failures

Termination for accrued KPI Failures

- NA

Annex 1 Part 6: Excusing Events

N/A

Annex 2
Extra Key Provisions

Annex 3

Contract Price and Payment Terms

Contract Price

£49,998 including VAT

Contract Price for permitted extensions to the Term

Pursuant to Clause 21 of Schedule 2 of the Call-Off Terms and Conditions, the maximum value of any extension (where the maximum extension term is 6 calendar months from the contract end date) is £30,000 (inc. VAT).

Total Contract Price for the purposes of Clause 19 (Limitation of Liability)

The total contract price is £49,998 including VAT

Payment Provisions

RSM UK Group LLP's deliverables against timeline and staged payments:

Resource		Cost	Payment Date
1	Evaluation UG placement pilots - scope and methodology development	£30,000	At contract signing
2	Evaluation UG placements pilots- Approval of interim report	010,000	Dec 2022
3	Evaluation UG placements pilots - Approval of final report	£9,998	May 2023
TOTAL (inc. VAT)		£49,998	
TOTAL (exc. VAT)		£41,665	
VAT @ 20%		£8,333	

In order to be valid for payment invoices raised by the Supplier must contain the following information as a minimum:

- Name the Supplier;
- Include the Purchase Order number;
- The Supplier's bank details

- The email address for financial correspondence;
- Contain a brief description of Services provided.
- Be sent by post and addressed to: FAO: Rebecca Richards Health Education England
T73 Payables F485 Phoenix House, Topcliffe Lane Wakefield WF3 1WE
- Email to: sbs.invoicing@nhs.net and cc: fpp@hee.nhs.uk

Maximum Payments on Unilateral Termination by Authority

Termination Date	Maximum Unrecovered Payment (£ inclusive of VAT)	Maximum Breakage Cost Sum (£ inclusive of VAT)	Maximum Termination Sum (£ inclusive of VAT)
Anytime before or including the first anniversary of the Effective Date			
Anytime after the first anniversary of the Effective Date and before the end of the day on which the second anniversary the Effective Date falls.			
Anytime after the second anniversary of the Effective Date and before the end of the day on which the third anniversary the Effective Date falls.			

Suppliers' Financial Model (if applicable)

N/A

Annex 4

Implementation Plan (if any)

Health Systems Support Framework: Bidder Information Pack

Health Education England (HEE)

**National Pharmacy Education Reform Programme: Tender
Specification: Evaluating Health Education England's
Undergraduate Pharmacists Clinical Placement Pilots
(2021-22)**

Annex 5

Information Security Management Plan

Insert Information Security Management Plan from Call-Off ITT Response – N/A

Annex 6

Supplier Solution

As per Annexe 4.

Annex 7

Processing of Personal Data

This annex shall be inserted as the Annex to Schedule 5 of the Call-Of Terms and Conditions.

1. The Suppliers are only authorised to Process Personal Data in accordance with this Annex.
2. The Suppliers shall comply with any further written instructions with respect to Processing from the Authority from time to time.
3. Any such further instructions shall be incorporated into this Annex.

Description	Data requirements for HEE Undergraduate Pharmacists Evaluation	
Subject matter of the processing	2	[Evaluating Health Education England’s Undergraduate Pharmacists Clinical Placement Pilots
Duration of the processing	3	8th August 2022 to 31st May 2023]
Nature and purposes of the processing	<p>Contact details for the following stakeholder groups will be provided to RSM by HEE:</p> <ul style="list-style-type: none"> • Up to 20 Higher Education Instituion leads and Heads of School • Up to 10 employers of undergraduate pharmacists • Up to 32 foundation trainee pharmacists <p>These contact details will consist of name, email address and role only. They will be used for the sole purposes of arranging interviews and focus groups via Microsoft Teams.</p> <p>Interviews will be transcribed using the MSTeam transcription function. Transcripts will be immediately anonymised follwiong the interview and stored on our secure online server. They will only be shared with HEE upon completion of the work, and only in a strictly anonymised format that removes all names, identifiable information and personal details.</p> <p>We will seek consent via a formal consent form for all participants and inform them of our data protection procedures and right to remove themselves from the evaluation at any time.</p>	
Type of Personal Data	Name, email address and job role.	

Categories of Data Subject	Higher Education Institution leads and Heads of School Employers of undergraduate pharmacists Trainee pharmacists
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	[Data will be retained until the end of the project (31st May 2023) and then destroyed.]

For the avoidance of doubt this list will be amended through the Contract Meetings as set out above and in line with Clause 31.3 of Annex 2 of this Order Form.

Annex 8

[As referenced in Schedule 18 of the Call-Off Terms and Conditions]

BOARD REPRESENTATIONS AND STRUCTURES

Service Management Board Representation and Structure

Authority Members of Service Management Board	NA	(Chairperson)
Supplier Members of Service Management Board		
Start Date for Service Management Board meetings		
Frequency of Service Management Board meetings		
Location of Service Management Board meetings		

Program Board Representation and Structure

Authority Members of Programme Board	(Chairperson)
Supplier Members of Programme Board	

Start Date for Programme Board meetings	
Frequency of Programme Board meetings	
Location of Programme Board meetings	

Technical Board Representation and Structure

Authority Members of Technical Board	(Chairperson)
Supplier Members of Technical Board	
Start Date for Technical Board meetings	
Frequency of Technical Board meetings	
Location of Technical Board meetings	

Risk Management Board Representation and Structure

Authority Members of Risk Management Board	(Chairperson)
Supplier Members of Risk Management Board	
Start Date for Risk Management Board meetings	
Frequency of Risk Management Board meetings	
Location of Risk Management Board meetings	

Annex 9

Standard Licence Terms

[Insert if any]

Annex 10

Notified Sub-Contractors

[Insert if applicable and if any]

Annex 11

Supplier Software and Third Party Software

Supplier Software - NA

Third Party Software