

	[Redacted]
	Fax: [Redacted]

**[PARENT COMPANY – N/A**

This Call-Off Agreement is conditional upon the provision of a Guarantee to the Customer from the Guarantor in respect of the Supplier.]

<b>[Parent Company</b>	<b>[Company Name]</b>	<b>"Guarantor"</b>
<b>Parent Company Address</b>	<b>[Company Address]</b>	
<b>Account Manager:</b>	<b>Name:</b>	<b>[Account Manager Name]</b>
	<b>Address:</b>	<b>[Account Manager Address]</b>
	<b>Phone:</b>	<b>[Account Manager Address]</b>
	<b>Email:</b>	<b>[Account Manager email]</b>
	<b>Fax:</b>	<b>[Account Manger Fax (if applicable)]</b>

<b>1.</b>	<b>TERM</b>
<b>1.1</b>	<b>Commencement Date</b>
	This Call-Off Agreement commences on: 03/09/2014
<b>1.2</b>	<b>Expiry Date</b>
	This Call-Off Agreement shall expire on:
<b>1.2.1</b>	30/12/2014; or
<b>1.2.2</b>	the second (2) anniversary of the Commencement Date; whichever is the earlier, unless terminated earlier pursuant to Clause CO-9 of the Call-Off Agreement.
<b>1.3</b>	<b>Services Requirements</b>
<b>1.3.1</b>	This Order is for the G-Cloud Services outlined below. It is acknowledged by the Parties that the volume of the G-Cloud Services utilized by Customer may vary from time to time during the course of this Call-Off Agreement, subject always to the terms of the Call-Off Agreement. It is acknowledged by the Supplier that the Customer will not guaranteed a minimum value of work under this call-off contract.
<b>1.3.2</b>	G-Cloud Services
	<b>Request to Quote Documents:</b> Appendix 1 - Supplier Facing Process Flow Appendix 2 - Supplier Test Allocation Form Appendix 3 - Pre-Work Order
	<b>Background</b>
	A pool of security testing providers are required to carry out Penetration/Security testing services on NHS Health Organisations within England. This will support a high level review of Cyber Security across the Health and Social Care system. This is in response to the changing environment of threats across the wider public sector and on the internet.

We require assessments to be performed across the system to provide the necessary evidence to direct future efforts to provide the necessary policy, guidance, functions and capabilities to enable the wider health system to manage security risk.

Overall, this work supports the objective of providing a safe, secure and trustworthy environment in which patients and the public can have confidence in the security of the systems and information which enable high quality care.

The testing suppliers will be expected, to provide the results back to the NHS Health Organisations in question and to QinetiQ for purposes of analysis on behalf of the HSCIC. These tests will be conducted across England in collaboration with organisations which have opted to participate in this project. Although QinetiQ will be managing the delivery of this project, the allocation of these tests to testing suppliers will be conducted internally within HSCIC with no participation from the management partner QinetiQ.

Once test reports are completed, NHS Health Organisations will be provided opportunities to review and provide feedback to QinetiQ and the HSCIC.

### Supplier selection

The HSCIC has identified your organisation as having the capacity and capability to conduct CHECK/CREST across a number of NHS organisations in England during the period of September to November 2014.

Suppliers will want to note that the HSCIC is not guaranteeing any supplier a minimum volume or value of work as a result of being selected as an interested supplier to undertake the tests.

Suppliers who are selected to be invited to submit quotes for tests will be required to sign a G-Cloud Order Form with a zero value.

**The Supplier who is selected to conduct a test will be notified by the HSCIC Procurement Team by email which will state the offer details of the test to be conducted and the agreed fixed cost. All offers will be under the terms and conditions of this call-off agreement.**

**The Supplier must email their confirmed acceptance of this offer within one working day of issue of the offer by the HSCIC Procurement Team.**

**On receipt by the HSCIC Procurement Team of the Supplier acceptance of the offer, a Purchase Order number will be raised. Each separate Test will have a separate Purchase Order number.**

### Process/Guidance

1. Offer test to all suppliers
  - a. HSCIC Project Team Responsibilities
    - i. Email Test Allocation form to test supplier pool distribution list, containing the details of an available test
2. Testing Supplier to respond to HSCIC within 4 hours and agree to conduct testing on the available days supplied by NHS Organisation, by supplying completed Test Allocation Form
3. Allocate work on first come first served basis, recording who is chosen supplier on spreadsheet.
  - a. HSCIC Project Team Responsibilities
    - i. Respond to chosen supplier to advise successful allocation
    - ii. Notify QinetiQ to proceed with Test Scoping
    - iii. Notify remaining responders of unsuccessful outcome
4. Joint conference call with NHS Organisation, QinetiQ and chosen supplier to agree scope.
  - a. QinetiQ Responsibilities
    - i. Call to be arranged and chaired
    - ii. High level scope to be discussed and agreed
  - b. NHS Organisation Responsibilities
    - i. Provide suitable expertise for call
    - ii. Provide desired test scope to Testing Supplier on call

- c. Testing Supplier Responsibilities
  - i. Provide suitable expertise for call
- 5. Complete Pre-Work Order Form and return to HSCIC.
  - a. QinetiQ Responsibilities
    - i. Provide form to NHS Organisation and confirm they have completed
    - ii. Complete QinetiQ section
    - iii. Pass to Testing Supplier
  - b. Testing Supplier Responsibilities
    - i. Testing Supplier section of Pre Work Order form to be completed
    - ii. Final cost to be included, expressed as Day Rate, Number of Days and any Expenses
    - iii. Form to be returned to cybersecurity@hscic.gov.uk
- 6. Gain appropriate approvals from Head of Infrastructure Security and Procurement
  - a. HSCIC Project Team Responsibilities
    - i. Head of Infrastructure Security Approves Pre-Work Order Form
    - ii. Approved form to be provided to HSCIC Procurement
    - iii. Requisition Order to be raised on Oracle
  - b. Procurement Responsibilities:
    - i. Procurement issues Work Order to the Testing Supplier
- 7. Test Scope Document to be generated
  - a. Testing Supplier Responsibilities
    - i. Test Scope Document to be drafted
    - ii. Provide to NHS Organisation and QinetiQ for Approval
  - b. NHS Organisation Responsibilities
    - i. Approve proposed Test Scope to proceed
  - c. QinetiQ Responsibilities
    - i. Approve Test Scope
- 8. Carry out Testing on agreed days
  - a. Testing Supplier Responsibilities
    - i. Test Scope Document to be generated and agreed with the NHS Organisation
    - ii. Testing to be carried out
  - b. QinetiQ Responsibilities
    - i. Provide point of escalation support to NHS Organisation and Test Supplier
    - ii. Track Testing progress and provide to HSCIC Project Team
- 9. Document findings and return to QinetiQ and participating NHS Organisation
  - a. Test Supplier Responsibilities
    - i. Create Testing Report
    - ii. Provide to NHS Organisation and QinetiQ for approval
  - b. QinetiQ Responsibilities
    - i. Approve Test Report
    - ii. Store for inclusion in Final Report
  - c. NHS Organisation Responsibilities
    - i. Approve Test Report

Your organisation has confirmed by email:

- 1) That your organisation has both the capacity and capability of undertaking CHECK/CREST Tests across England during September to November 2014.
- 2) That you have included a fixed day rate (exc VAT) of [REDACTED] which will be used to calculate the overall cost of the testing plus reasonable expenses in line with the HSCIC Travel and Subsistence Policy
- 3) That your organisation accepts that there is no guarantee of volume or value of work as a result of being accepted onto a list of suitable suppliers.
- 4) That you provide an email address to where requests for quotes for tests can be submitted

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Cloud Services

## 2. PRINCIPAL LOCATIONS

### 2.1 Principal locations where the services are being performed

NHS Healthcare Organisations across England. The Locations will be confirmed within Appendix 2 - Supplier Test Allocation Form and Appendix 3 - Pre-Work Order

## 3. STANDARDS

### 3.1 Quality Standards

CREST/CHECK Accredited

### 3.2 Technical Standards

CREST/CHECK Accredited

## 4. ONBOARDING

### 4.1 On-boarding

Details will be confirmed within Appendix 2 - Supplier Test Allocation Form and Appendix 3 - Pre-Work Order

## 5. CUSTOMER RESPONSIBILITIES

### 5.1 Customer's Responsibilities

All Testing Suppliers who respond to this Supplier Test Allocation Form must be able to give us complete assurance that they have suitably accredited Testers available on the dates chosen below:

### 5.2 Customer's equipment

N/A

## 6. PAYMENT

### 6.1 Payment profile and method of payment

**The Supplier who is selected to conduct a test will be notified by the HSCIC Procurement Team by email which will state the offer details of the test to be conducted and the agreed fixed cost. All offers will be under the terms and conditions of this call-off agreement.**