



Crown Commercial Service

Pega CR-49929

G-Cloud 10 Call-Off Contract

This Call-Off Contract for the G-Cloud 10 Framework Agreement (RM1557.10) includes: **Part A - Order Form** Error! Bookmark not defined.

Schedule 1 - Services 12

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Part A - Order Form

Digital Marketplace service ID number:	467997843916570
Call-Off Contract reference:	TBC
Call-Off Contract title:	Air Fuels Forecast Pilot
Call-Off Contract description:	Provisioning of hosting and support for RAF fuel forecasting application.
Start date:	This Call-Off Contract Starts on the date of last signature to this Call-Off Contract.
Expiry date:	24 months from the Start Date (unless extended by an extension period)
Call-Off Contract value:	£519,038 Expenses for Professional Services payable in addition (Redacted – Pricing Information). All fees exclude VAT. Supplier to provide weekly reports on these expenses and seek prior written consent if expenses for Professional Services exceed (Redacted – Pricing Information) before incurring any more above this amount.
Charging method:	As per DEFCON 522 (Edn 11/17) Payment and Recovery of Sums Due
Purchase order number:	TBC

This Order Form is issued under the G-Cloud 10 Framework Agreement (RM1557.10).

Buyers can use this order form to specify their G-Cloud service requirements when placing an Order.

The Order Form cannot be used to alter existing terms or add any extra terms that materially change the Deliverables offered by the Supplier and defined in the Application.

There are terms in the Call-Off Contract that may be defined in the Order Form. These are identified in the contract with square brackets.

From: the Buyer	Support Transformation Maple 1A, Neighbourhood 2, Ministry of Defence MOD Abbey Wood Bristol BS34 8JH
To: the Supplier	Pegasystems Limited Supplier's address: 23 Forbury Road, 3 Forbury Place, 3 rd Floor Reading Berkshire RG1 3JH UK Company number: 02883981
Together: the 'Parties'	

Principle contact details

For the Buyer:	Title: BMfS Project Manager Name: (Redacted – Personal Information) Email: (Redacted – Personal Information) Phone: (Redacted – Personal Information)
For the Supplier:	Title: Account Executive Name: (Redacted – Personal Information) Email: (Redacted – Personal Information) Phone: (Redacted – Personal Information)

Call-Off Contract term































Start date:	This Call-Off Contract Starts on the date of last signature to this Call-Off Contract (Start Date) and is valid for 24 months.
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Ending (termination):	The notice period needed for Ending the Call-Off Contract is at least 90 Working Days from the date of written notice for disputed sums.
Extension period:	<p>This Call-Off Contract can be extended by the Buyer for two (2) period(s) of twelve (12) months each, by giving the Supplier eight (8) weeks written notice before its expiry.</p> <p>Extensions which extend the Term beyond 24 months are only permitted if the Supplier complies with the additional exit plan requirements at clauses 21.3 to 21.8.</p>

Buyer contractual details

This Order is for the G-Cloud Services outlined below. It is acknowledged by the Parties that the volume of the G-Cloud Services used by the Buyer may vary during this Call-Off Contract.

G-Cloud lot:	<p>This Call-Off Contract is for the provision of Services under:</p> <ul style="list-style-type: none"> • Lot 2 - Cloud software • Lot 3 - Cloud support
G-Cloud services required:	<p>The Services to be provided by the Supplier under the above Lot are listed in Framework Section 2 and outlined below:</p> <p>Lot 2:</p> <ul style="list-style-type: none"> • PGP <p>Lot 3:</p> <ul style="list-style-type: none"> • setup and migration • ongoing support
Additional services:	<p>Additional Services to be provided are professional services for the following:</p> <ul style="list-style-type: none"> • Implementation of Lot 2. • Discovery activities for Lot 2.
Location:	The Services will be delivered from AWS, London, UK (specific address is confidential for security reasons) to any subscriber from the Buyer.
Quality standards:	The quality standards required for this Call-Off Contract are ISO27001.

Technical standards:	<p>The technical standards required for this Call-Off Contract are defined in the attached files (For 'Customer' read 'Buyer'. For 'Pegasystems' read 'Supplier'):</p> <p>1. Data Management:</p> <div>  Data management services.docx  Database maintenance for the administrator privilege  Editing  Pega Cloud File Storage.docx  Schema Tools and Query Inspector lan </div> <p>2. Monitoring:</p> <div>  Accessing server logs on Pega Cloud Management Appli  Enhanced System health of your Pega  Monitoring the </div> <p>3. Networking:</p> <div>  Configuring Amazon Web Services  Configuring enterprise messaging and SOAP services.d  Connecting to REST Integration in your Pega Cloud environ  Pega Cloud networking.docx  Pega Cloud VPN service.docx  Pega Web Mashup on Pega Cloud.docx  Requesting a custom domain name  Requesting a virtual private cloud </div> <p>4. Security:</p> <div>  Data at Rest Encryption.docx  Customer access to Pega Cloud layered Pega Cloud 2.docx  Distributed Denial o  Overview WP.pdf  Pega Cloud security standards.docx  Vulnerability testing policy for Pe </div>
Service level agreement:	<p>The service level and availability criteria required for this Call-Off Contract are:</p> <div>  G-Cloud 9 Lot 3 Cloud Support  Application release management in the  Change management in Pega  Pega Cloud data backup and recover  Pega Cloud disaster recovery.docx  Pega Cloud incident response as  Pega Cloud scheduled maintena  Pega-Cloud Availability and Resi </div>
Onboarding:	<p>The onboarding plan for this Call-Off Contract is:</p> <ul style="list-style-type: none"> Onboarding for Additional Services (Professional Services); All onboarding for implementation services is stated within the professional services WO (see Schedule 1 'Services', section 3).

	<ul style="list-style-type: none"> Onboarding for Lot 2 and 3 subscription services: Subject to the following process, Supplier will open the production environment for the Buyer to start using: Supplier will collect some information required for the provisioning of the Supplier Platform in the Cloud (such as IP address ranges). This is critical for the provisioning of the service and any delay from the Buyer will delay the provisioning of the environment. When the service is provisioned, key contacts which have been identified will be notified that the service is ready for use. The named contacts will be able to submit Supplier support requests, restart non production servers, etc. An onboarding email and call will be arranged with the buyer in order to introduce them to the service, demonstrate the cloud platform features, and how they may gain information and support for the various Pega services which are included as part of the subscription service.
Offboarding:	<p>The offboarding plan for this Call-Off Contract is:</p> <ul style="list-style-type: none"> Offboarding for Additional Services (Professional Services); Offboarding activities are stated within the professional services WO (see Schedule 1 'Services', section 3). Offboarding for Lot 2 and 3 subscription services: At the end of this Call-Off Contract (upon Ending or expiry); Pegasystems will make Buyers data in its possession available to Buyer by means of a backup file of the Production Environment database and that is encrypted to customary standards, unless otherwise agreed in writing. Buyer shall request any such information prior to the Ending of the Call-Off Contract. Upon providing the Buyer data to Buyer, or the lapse of the time period for Buyer to request its data, Pegasystems will have no obligation to maintain or provide Buyer's data in its possession or control and may delete such Buyer data, unless legally prohibited.
Limit on Parties' liability:	<p>The annual total liability of either Party for all Property defaults will not exceed 125% of the amount paid by the Buyer to the Supplier within this Call-Off Contract in the preceding 12 months from the date of the claim.</p> <p>The annual total liability for Buyer Data defaults will not exceed 125% of the amount paid by the Buyer to the Supplier within this Call-Off Contract in the preceding 12 months from the date of the claim.</p> <p>The annual total liability for all other defaults will not exceed the greater of 125% of the Charges payable by the Buyer to the Supplier during the Call-Off Contract Term (whichever is the greater).</p>
Insurance:	The insurance(s) required will be:

	<ul style="list-style-type: none"> • [a minimum insurance period of 6 years following the expiration or Ending of this Call-Off Contract] • • Professional indemnity insurance cover to be held by the Supplier and by any agent, Subcontractor or consultant involved in the supply of the G-Cloud Services. This professional indemnity insurance cover will have a minimum limit of indemnity of £1,000,000 for each individual claim or any higher limit the Buyer requires (and as required by Law). • Employers' liability insurance with a minimum limit of £5,000,000 or any higher minimum limit required by Law.
Force majeure:	A Party may End this Call-Off Contract if the Other Party is affected by a Force Majeure Event that lasts for more than ninety 90 consecutive days.
Audit:	<p>The following Framework Agreement audit provisions will be incorporated under clause 2.1 of this Call-Off Contract to enable the Buyer to carry out audits.</p> <p>What will happen during the Framework Agreement's term</p> <p>1) The Supplier will maintain full and accurate records and accounts, using Good Industry Practice and generally accepted accounting principles, of the:</p> <ul style="list-style-type: none"> • operation of the Framework Agreement and the Call-Off Contracts entered into with Buyers • Services provided under any Call-Off Contracts (including any Subcontracts) • amounts paid by each Buyer under the Call-Off Contracts <p>What will happen when the Framework Agreement ends</p> <p>2) The Supplier will provide a completed self audit certificate (Schedule 2) to CCS within 3 months of the expiry or Ending of this Framework Agreement.</p> <p>3) The Supplier's records and accounts will be kept until the latest of the following dates:</p> <ul style="list-style-type: none"> • 7 years after the date of Ending or expiry of this Framework Agreement • 7 years after the date of Ending or expiry of the last Call-Off Contract to expire or End • another date agreed between the Parties <p>4) During the timeframes highlighted in clause 3) above the Supplier will maintain:</p>

	<ul style="list-style-type: none"> • commercial records of the Charges and costs (including Subcontractors' costs) and any variations to them, including proposed variations • books of accounts for this Framework and all Call-Off Contracts • MI reports • access to its published accounts and trading entity information • proof of its compliance with its obligations under the Data Protection Act and the Transparency provisions under this Framework Agreement • records of its delivery performance under each Call-Off Contract, including that of its Subcontractors <p>What will happen during an audit or inspection</p> <p>5) CCS will use reasonable endeavours to ensure that the Audit does not unreasonably disrupt the Supplier, but the Supplier accepts that control over the conduct of Audits carried out by the auditors is outside of CCS's control.</p> <p>6) Subject to any Confidentiality obligations, the Supplier will use reasonable endeavours to:</p> <ul style="list-style-type: none"> • provide audit information without delay • provide all audit information within scope and give auditors access to Supplier Staff <p>7) The Supplier will allow the representatives of CCS, Buyers receiving Services, the National Audit Office or auditors appointed by the Audit Commission access to the records, documents, and account information referred to in clause 4) above (including at the Supplier's premises), as may be required by them, and subject to reasonable and appropriate confidentiality undertakings, to verify and review:</p> <ul style="list-style-type: none"> • the accuracy of Charges (and proposed or actual variations to them under this Framework Agreement) • any books of accounts kept by the Supplier in connection with the provision of the G-Cloud Services for the purposes of auditing the Charges and Management Charges under the Framework Agreement and Call-Off Contract only • the integrity, Confidentiality and security of the CCS Personal Data and the Buyer Data held or used by the Supplier • any other aspect of the delivery of the Services including to review compliance with any legislation
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	<ul style="list-style-type: none"> • the accuracy and completeness of any MI delivered or required by the Framework Agreement • any MI Reports or other records about the Supplier's performance of the Services and to verify that these reflect the Supplier's own internal reports and records • the Buyer's assets, including the Intellectual Property Rights, Equipment, facilities and maintenance, to ensure that the Buyer's assets are secure and that any asset register is up to date <p>Costs of conducting audits or inspections</p> <p>8) The Supplier will reimburse CCS its reasonable Audit costs if it reveals:</p> <ul style="list-style-type: none"> • an underpayment by the Supplier to CCS in excess of 5% of the total Management Charge due in any monthly reporting and accounting period • a Material Breach <p>9) CCS can End the Framework Agreement under Section 5 (Ending and suspension of a supplier's appointment) for Material Breach if either event in clause 8) above applies.</p> <p>10) Each Party is responsible for covering all their own other costs incurred from their compliance with these audit obligations.</p> <p><u>Supplier Usage Validation</u></p> <p>11) Supplier and Buyer agree that each will execute and deliver documents, including confirmations to Supplier's auditors, and take such other actions as may reasonably be requested to effect the transactions contemplated by this Agreement. Supplier reserves the right, upon reasonable prior notice, to validate Buyer usage of the Software and its compliance under the Call-Off Contract. Buyer will provide usage logs generated by the Software in connection with this usage validation.</p>
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Supplier's information

Subcontractors or partners:	<p>The following is a list of the Supplier's Subcontractors or Partners:</p> <ul style="list-style-type: none"> - Amazon Web Services (AWS)
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Call-Off Contract charges and payment

The Call-Off Contract charges and payment details are in the table below. See Schedule 2 for a full breakdown.

Payment method:	As per DEFCON 522 (Edn 11/17) Payment and Recovery of Sums Due										
Payment profile:	The payment profile for this Call-Off Contract is: <ul style="list-style-type: none"> • Lot 2 ; annually in advance. • Lot 3 - Additional Services (Professional Services); monthly in arrears 										
Invoice details:	The Buyer will pay the Supplier within 30 days of receipt of a valid invoice. As per DEFCON 522 (Edn 11/17) Payment and Recovery of Sums Due										
Who and where to send invoices to:	Invoices will be sent to (Redacted – Personal Information) JFC-Comrcl C2-24 MOD Abbey Wood Bristol BS34 8JH										
Invoice information required – for example purchase order, project reference:	All invoices must have reasonable information to give enough detail as needed to justify spend and usage levels										
Invoice frequency:	<ul style="list-style-type: none"> • Lots 2 ; Invoice will be sent to the Buyer annually. • Lot 3 : Additional Services (Professional Services); monthly in arrears. 										
Call-Off Contract value:	The total value of this Call-Off Contract is £519,038 Expenses for Professional Services payable in addition (estimated (Redacted – Pricing Information) subject to actuals, weekly reports and consent if exceed). All fees exclude VAT.										
Call-Off Contract charges:	Breakdown of the Charges:										
	<ul style="list-style-type: none"> • Lots 2 and 3 Annual subscription fees (for year 1 and 2); (Redacted – Pricing Information) 										
	PEGA-CLOUD	Yr 1	Yr 2								
	Subscription	(Redacted – Pricing Information)	(Redacted – Pricing Information)								
<table border="1"> <thead> <tr> <th></th><th>Yr 1</th><th>Yr 2</th><th>Total</th></tr> </thead> <tbody> <tr> <td>Subscription</td><td>(Redacted – Pricing Information)</td><td>(Redacted – Pricing Information)</td><td>(Redacted – Pricing Information)</td></tr> </tbody> </table>					Yr 1	Yr 2	Total	Subscription	(Redacted – Pricing Information)	(Redacted – Pricing Information)	(Redacted – Pricing Information)
	Yr 1	Yr 2	Total								
Subscription	(Redacted – Pricing Information)	(Redacted – Pricing Information)	(Redacted – Pricing Information)								
<ul style="list-style-type: none"> ○ Note; after the first year's anniversary, the annual fees for Lots 2 and 3 are subject to UK indexation (which is capped at 3% annually). ○ All fees exclude VAT. ○ Any third party cloud hosting costs over and above Pega Cloud required by Buyer shall be contracted directly by Buyer with such relevant third party at Buyers additional cost and responsibility. 											

	<ul style="list-style-type: none"> Professional Service estimated fees; (Redacted – Pricing Information) (rate-card), plus expenses estimated at (Redacted – Pricing Information). <ul style="list-style-type: none"> Supplier estimated hours; 2,600 hours. All fees exclude VAT.
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Additional buyer terms

Performance of the service and deliverables:	<p>This Call-Off Contract will include the following implementation plan, exit and offboarding plans and milestones:</p> <ul style="list-style-type: none"> The implementation plan is included within the Additional Services (Professional Services) Work Order (see Schedule 1 'Services', section 3). Such Work Order will be exited and offboarded at Buyers discretion.
Buyer specific amendments to/refinements of the Call-Off Contract terms:	DEFCON 522 (Edn 11/17) Payment and Recovery of Sums Due
Acceptance	<ul style="list-style-type: none"> Lots 2; Acceptance will be upon delivery of the Subscription environment to the Buyer. Lot 3: Additional Services (Professional Services); Acceptance shall be upon the submission of a valid reconciled invoice.

1. Formation of contract

- 1.1 By signing and returning this Order Form (Part A), the Supplier agrees to enter into a Call-Off Contract with the Buyer.
- 1.2 The Parties agree that they have read the Order Form (Part A) and the Call-Off Contract terms and by signing below agree to be bound by this Call-Off Contract.
- 1.3 This Call-Off Contract will be formed when the Buyer acknowledges receipt of the signed copy of the Order Form from the Supplier.
- 1.4 In cases of any ambiguity or conflict the terms and conditions of the Call-Off Contract and Order Form will supersede those of the Supplier Terms and Conditions.

2. Background to the agreement

(A) The Supplier is a provider of G-Cloud Services and agreed to provide the Services under the terms of Framework Agreement number RM1557.10.

(B) The Buyer provided an Order Form for Services to the Supplier.

Signed:	Supplier	Buyer
Name:	(Redacted – Personal Information)	(Redacted – Personal Information)
Title:	JFC Assistant Head Commercial	Senior Legal Director EMEA
Signature:	(Redacted – Personal Information)	(Redacted – Personal Information)
Date:	28 June 2019	28 June 2019

Schedule 1 - Services

1. Description of the Subscription Services (Supplier reference; **CR-49929**):

a. During the Term, Supplier will provide CCS with Subscription Services for the following:

Supplier Software	Pega Government Platform
Number of Services and Connectors	An aggregate of six (6) generally available as of the Start Date, as published on the Pega Community (formerly known as the “Pega Discovery Network” (PDN)).
Number of Users	100 Users
Number of Environments	1 Standard Sandbox 1 Large Sandbox 1 Production Environment
Number of VPN Connections	1
Production Data Storage	100 GB
Production File Storage	500 GB

b. Scope of Use: The Buyer may use the Subscription Services for the purposes of managing fuel forecasting.

a. Fees will be invoiced annually in advance and will be payable thirty days from the date of the invoice. Once due, all fees are non-refundable and non-cancellable. DEFCON 522 applies as above.

2. Additional Purchase Options (of Subscription Services).

- a. During the Term, the Buyer may purchase additional usage and capacity as follows:

Usage	Fees
Additional block of 10 Users	(Redacted – Pricing Information)
Service/Connector now generally available	(Redacted – Pricing Information)
VPN Connection	(Redacted – Pricing Information)

Capacity	Fees
Data Storage (100 GB)	(Redacted – Pricing Information)
Standard Sandbox	(Redacted – Pricing Information)
Large Sandbox	(Redacted – Pricing Information)

- b. Purchases of additional usage and/or capacity will be exercised by sending an amendment to this Call-Off Contract. The term for any additional usage and/or capacity purchased will be co-terminus with the Term of the Call-Off Contract. The fees for additional usage and/or capacity set forth above are subject to annual indexation adjustment (UK CPI).
- c. Subject to commercially reasonable availability, if Buyer exceeds any of its usage rights, then Supplier will invoice Buyer for the additional usage and/or additional capacity per the pricing set forth in the table above.
- d. When Buyer begins development of a new Buyer Application in a Standard Sandbox, it will allocate usage it has previously purchased or procure additional usage under this Call-Off Contract, in each case for the quantity of licenses that Buyer reasonably estimates will be required for that Buyer Application during the first year of Production use.

3. Description of the Additional Services (Professional Services) (Supplier reference **CR-50130**):

- a. The parties agree to the Additional Services (Professional Services) described within the attached Work Order (CR-50130) attached at Exhibit A to this Call-Off Contract (ref page 54). Within the WO, for 'Customer' read 'Buyer' and for 'Pegasystems' read 'Supplier'.

Schedule 2 - Call-Off Contract charges

For each individual Service, the applicable Call-Off Contract Charges (in accordance with the Supplier's Digital Marketplace pricing document) can't be amended during the term of the Call-Off Contract. The detailed Charges breakdown for the provision of Services during the Term will include:

- Lots 2 and 3 Annual subscription fees (for year 1 and 2); (Redacted – Pricing Information)

PEGA-CLOUD	Yr 1	Yr 2	Total
Subscription	(Redacted – Pricing Information)	(Redacted – Pricing Information)	(Redacted – Pricing Information)

- Note; after the first year's anniversary, the annual fees for Lots 2 and 3 are subject to UK indexation (which is capped at 3% annually).
 - All fees exclude VAT.
- Professional Service estimated fees; (Redacted – Pricing Information) plus expenses Limit of Liability at (Redacted – Pricing Information), subject to actuals.
 - Supplier estimated hours; 2,600 hours.
 - All fees exclude VAT.

Part B - Terms and conditions

1. Call-Off Contract start date and length

- 1.1 The Supplier must start providing the Services on the date specified in the Order Form.
- 1.1 This Call-Off Contract will expire on the Expiry Date in the Order Form. It will be for up to 24 months from the Start Date unless Ended earlier under clause 18 or extended by the Buyer under clause 1.3.
- 1.2 The Buyer can extend this Call-Off Contract, with written notice to the Supplier, by the period in the Order Form, as long as this is within the maximum permitted under the Framework Agreement of 2 periods of up to 12 months each.
- 1.3 The Parties must comply with the requirements under clauses 21.3 to 21.8 if the Buyer reserves the right in the Order Form to extend the contract beyond 24 months.

2. Incorporation of terms

- 2.1 The following Framework Agreement clauses (including clauses and defined terms referenced by them) as modified under clause 2.2 are incorporated as separate Call-Off Contract obligations and apply between the Supplier and the Buyer:

- 4.1 (Warranties and representations)
- 4.2 to 4.7 (Liability)
- 4.11 to 4.12 (IR35)
- 5.2 to 5.3 (Force majeure)
- 5.6 (Continuing rights)
- 5.7 to 5.9 (Change of control)
- 5.10 (Fraud)
- 5.11 (Notice of fraud)
- 7.1 to 7.2 (Transparency)
- 8.3 (Order of precedence)
- 8.4 (Relationship)
- 8.7 to 8.9 (Entire agreement)
- 8.10 (Law and jurisdiction)
- 8.11 to 8.12 (Legislative change)
- 8.13 to 8.17 (Bribery and corruption)
- 8.18 to 8.27 (Freedom of Information Act)
- 8.28 to 8.29 (Promoting tax compliance)
- 8.30 to 8.31 (Official Secrets Act)
- 8.32 to 8.35 (Transfer and subcontracting)
- 8.38 to 8.41 (Complaints handling and resolution)
- 8.49 to 8.51 (Publicity and branding)

- 8.42 to 8.48 (Conflicts of interest and ethical walls)
- 8.52 to 8.54 (Equality and diversity)
- 8.66 to 8.67 (Severability)
- 8.68 to 8.82 (Managing disputes)
- 8.83 to 8.91 (Confidentiality)
- 8.92 to 8.93 (Waiver and cumulative remedies)
- paragraphs 1 to 10 of the Framework Agreement glossary and interpretations
- any audit provisions from the Framework Agreement set out by the Buyer in the Order Form

2.1 The Framework Agreement provisions in clause 2.1 will be modified as follows:

- a reference to the 'Framework Agreement' will be a reference to the 'Call-Off Contract'
- a reference to 'CCS' will be a reference to 'the Buyer'
- a reference to the 'Parties' and a 'Party' will be a reference to the Buyer and Supplier as Parties under this Call-Off Contract

2.2 The Framework Agreement incorporated clauses will be referred to as 'incorporated Framework clause XX', where 'XX' is the Framework Agreement clause number.

2.3 When an Order Form is signed, the terms and conditions agreed in it will be incorporated into this Call-Off Contract.

3. Supply of services

3.1 The Supplier agrees to supply the G-Cloud Services and any Additional Services under the terms of the Call-Off Contract and the Supplier's Application.

3.1 The Supplier undertakes that each G-Cloud Service will meet the Buyer's acceptance criteria, as defined in the Order Form.

4. Supplier staff

4.1 The Supplier Staff must:

- be appropriately experienced, qualified and trained to supply the Services
- apply all due skill, care and diligence in faithfully performing those duties
- obey all lawful instructions and reasonable directions of the Buyer and provide the Services to the reasonable satisfaction of the Buyer
- respond to any enquiries about the Services as soon as reasonably possible

- complete any necessary Supplier Staff vetting as specified by the Buyer

- 4.1 The Supplier must retain overall control of the Supplier Staff so that they are not considered to be employees, workers, agents or contractors of the Buyer.
- 4.2 The Supplier may substitute any Supplier Staff as long as they have the equivalent experience and qualifications to the substituted staff member.
- 4.3 The Buyer may conduct IR35 Assessments using the ESI tool to assess whether the Supplier's engagement under the Call-Off Contract is Inside or Outside IR35.
- 4.4 The Buyer may End this Call-Off Contract for Material Breach if the Supplier is delivering the Services Inside IR35.
- 4.5 The Buyer may need the Supplier to complete an Indicative Test using the ESI tool before the Start Date or at any time during the provision of Services to provide a preliminary view of whether the Services are being delivered Inside or Outside IR35. If the Supplier has completed the Indicative Test, it must download and provide a copy of the PDF with the 14-digit ESI reference number from the summary outcome screen and promptly provide a copy to the Buyer.
- 4.6 If the Indicative Test indicates the delivery of the Services could potentially be Inside IR35, the Supplier must provide the Buyer with all relevant information needed to enable the Buyer to conduct its own IR35 Assessment.
- 4.7 If it is determined by the Buyer that the Supplier is Outside IR35, the Buyer will provide the ESI reference number and a copy of the PDF to the Supplier.

5. Due diligence

- 5.1 Both Parties agree that when entering into a Call-Off Contract they:
 - have made their own enquiries and are satisfied by the accuracy of any information supplied by the other Party
 - are confident that they can fulfil their obligations according to the Call-Off Contract terms
 - have raised all due diligence questions before signing the Call-Off Contract
 - have entered into the Call-Off Contract relying on its own due diligence

6. Business continuity and disaster recovery

- 6.1 The Supplier will have a clear business continuity and disaster recovery plan in their service descriptions.

- 6.1 The Supplier's business continuity and disaster recovery services are part of the Services and will be performed by the Supplier when required.
- 6.2 If requested by the Buyer prior to entering into this Call-Off Contract, the Supplier must ensure that its business continuity and disaster recovery plan is consistent with the Buyer's own plans.

7. Payment, VAT and Call-Off Contract charges

- 7.1 The Buyer must pay the Charges following clauses 7.2 to 7.11 for the Supplier's delivery of the Services.
- 7.1 The Buyer will pay the Supplier within the number of days specified in the Order Form on receipt of a valid invoice.
- 7.2 The Call-Off Contract Charges include all Charges for payment processing. All invoices submitted to the Buyer for the Services will be exclusive of any Management Charge.
- 7.3 If specified in the Order Form, the Supplier will accept payment for G-Cloud Services by the Government Procurement Card (GPC). The Supplier will be liable to pay any merchant fee levied for using the GPC and must not recover this charge from the Buyer.
- 7.4 The Supplier must ensure that each invoice contains a detailed breakdown of the G-Cloud Services supplied. The Buyer may request the Supplier provides further documentation to substantiate the invoice.
- 7.5 If the Supplier enters into a Subcontract it must ensure that a provision is included in each Subcontract which specifies that payment must be made to the Subcontractor within 30 days of receipt of a valid invoice.
- 7.6 All Charges payable by the Buyer to the Supplier will include VAT at the appropriate rate.
- 7.7 The Supplier must add VAT to the Charges at the appropriate rate with visibility of the amount as a separate line item.
- 7.8 The Supplier will indemnify the Buyer on demand against any liability arising from the Supplier's failure to account for or to pay any VAT on payments made to the Supplier under this Call-Off Contract. The Supplier must pay all sums to the Buyer at least 5 Working Days before the date on which the tax or other liability is payable by the Buyer.
- 7.9 The Supplier must not suspend the supply of the G-Cloud Services unless the Supplier is entitled to End this Call-Off Contract under clause 18.6 for Buyer's failure to pay undisputed sums of money. Interest will be payable by the Buyer on the late payment of any undisputed sums of money properly invoiced under the Late Payment of Commercial Debts (Interest) Act 1998.

- 7.10 If there's an invoice dispute, the Buyer must pay the undisputed amount and return the invoice within 10 Working Days of the invoice date. The Buyer will provide a covering statement with proposed amendments and the reason for any non-payment. The Supplier must notify the Buyer within 10 Working Days of receipt of the returned invoice if it accepts the amendments. If it does then the Supplier must provide a replacement valid invoice with the response.
- 7.11 Due to the nature of G-Cloud Services it isn't possible in a static Order Form to exactly define the consumption of services over the duration of the Call-Off Contract. The Supplier agrees that the Buyer's volumes indicated in the Order Form are indicative only.

8. Recovery of sums due and right of set-off

- 8.1 If a Supplier owes money to the Buyer, the Buyer may deduct that sum from the Call-Off Contract Charges.

9. Insurance

- 9.1 The Supplier will maintain the insurances required by the Buyer including those in this clause.
- 9.1 The Supplier will ensure that:
- during this Call-Off Contract, Subcontractors hold third-party public and products liability insurance of the same amounts that the Supplier would be legally liable to pay as damages, including the claimant's costs and expenses, for accidental death or bodily injury and loss of or damage to Property, to a minimum of £1,000,000
 - the third-party public and products liability insurance contains an 'indemnity to principals' clause for the Buyer's benefit
 - all agents and professional consultants involved in the Services hold professional indemnity insurance to a minimum indemnity of £1,000,000 for each individual claim during the Call-Off Contract, and for 6 years after the End or Expiry Date
 - all agents and professional consultants involved in the Services hold employers liability insurance (except where exempt under Law) to a minimum indemnity of £5,000,000 for each individual claim during the Call-Off Contract, and for 6 years after the End or Expiry Date
- 9.2 If requested by the Buyer, the Supplier will obtain additional insurance policies, or extend existing policies bought under the Framework Agreement.
- 9.3 If requested by the Buyer, the Supplier will provide the following to show compliance with this clause:
- a broker's verification of insurance
 - receipts for the insurance premium
 - evidence of payment of the latest premiums due

9.4 Insurance will not relieve the Supplier of any liabilities under the Framework Agreement or this Call-Off Contract and the Supplier will:

- take all risk control measures using Good Industry Practice, including the investigation and reports of claims to insurers
- promptly notify the insurers in writing of any relevant material fact under any insurances
- hold all insurance policies and require any broker arranging the insurance to hold any insurance slips and other evidence of insurance

9.5 The Supplier will not do or omit to do anything, which would destroy or impair the legal validity of the insurance.

9.6 The Supplier will notify CCS and the Buyer as soon as possible if any insurance policies have been, or are due to be, cancelled, suspended, Ended or not renewed.

9.7 The Supplier will be liable for the payment of any:

- premiums, which it will pay promptly
- excess or deductibles and will not be entitled to recover this from the Buyer

10. Confidentiality

10.1 Subject to clause 24.1 the Supplier must during and after the Term keep the Buyer fully indemnified against all Losses, damages, costs or expenses and other liabilities (including legal fees) arising from any breach of the Supplier's obligations under the Data Protection Legislation or under incorporated Framework Agreement clauses 8.83 to 8.91. The indemnity doesn't apply to the extent that the Supplier breach is due to a Buyer's instruction.

11. Intellectual Property Rights

11.1 Unless otherwise specified in this Call-Off Contract, a Party will not acquire any right, title or interest in or to the Intellectual Property Rights (IPRs) of the other Party or its licensors.

11.1 The Supplier grants the Buyer a non-exclusive, transferable, perpetual, irrevocable, royalty-free licence to use the Project Specific IPRs and any Background IPRs embedded within the Project Specific IPRs for the Buyer's ordinary business activities.

11.2 The Supplier must obtain the grant of any third-party IPRs and Background IPRs so the Buyer can enjoy full use of the Project Specific IPRs, including the Buyer's right to publish the IPR as open source.

- 11.3 The Supplier must promptly inform the Buyer if it can't comply with the clause above and the Supplier must not use third-party IPRs or Background IPRs in relation to the Project Specific IPRs if it can't obtain the grant of a licence acceptable to the Buyer.
- 11.4 The Supplier will, on written demand, fully indemnify the Buyer and the Crown for all Losses which it may incur at any time from any claim of infringement or alleged infringement of a third party's IPRs because of the:
- rights granted to the Buyer under this Call-Off Contract
 - Supplier's performance of the Services
 - use by the Buyer of the Services
- 11.5 If an IPR Claim is made, or is likely to be made, the Supplier will immediately notify the Buyer in writing and must at its own expense after written approval from the Buyer, either:
- modify the relevant part of the Services without reducing its functionality or performance
 - substitute Services of equivalent functionality and performance, to avoid the infringement or the alleged infringement, as long as there is no additional cost or burden to the Buyer
 - buy a licence to use and supply the Services which are the subject of the alleged infringement, on terms acceptable to the Buyer
- 11.6 Clause 11.5 will not apply if the IPR Claim is from:
- the use of data supplied by the Buyer which the Supplier isn't required to verify under this Call-Off Contract
 - other material provided by the Buyer necessary for the Services
- 11.7 If the Supplier does not comply with clauses 11.2 to 11.6, the Buyer may End this Call-Off Contract for Material Breach. The Supplier will, on demand, refund the Buyer all the money paid for the affected Services.

12. Protection of information

- 12.1 The Supplier must:
- comply with the Buyer's written instructions and this Call-Off Contract when Processing Buyer Personal Data
 - only Process the Buyer Personal Data as necessary for the provision of the G-Cloud Services or as required by Law or any Regulatory Body
 - take reasonable steps to ensure that any Supplier Staff who have access to Buyer Personal Data act in compliance with Supplier's security processes

- 12.1 The Supplier must fully assist with any complaint or request for Buyer Personal Data including by:
- providing the Buyer with full details of the complaint or request
 - complying with a data access request within the timescales in the Data Protection Legislation and following the Buyer's instructions
 - providing the Buyer with any Buyer Personal Data it holds about a Data Subject (within the timescales required by the Buyer)
 - providing the Buyer with any information requested by the Data Subject
- 12.2 The Supplier must get prior written consent from the Buyer to transfer Buyer Personal Data to any other person (including any Subcontractors) for the provision of the G-Cloud Services.

13. Buyer data

The Supplier must not remove any proprietary notices in the Buyer Data.

- 13.1 The Supplier will not store or use Buyer Data except if necessary to fulfil its obligations.
- 13.1 If Buyer Data is processed by the Supplier, the Supplier will supply the data to the Buyer as requested.
- 13.2 The Supplier must ensure that any Supplier system that holds any Buyer Data is a secure system that complies with the Supplier's and Buyer's security policy and all Buyer requirements in the Order Form.
- 13.3 The Supplier will preserve the integrity of Buyer Data processed by the Supplier and prevent its corruption and loss.
- 13.4 The Supplier will ensure that any Supplier system which holds any protectively marked Buyer Data or other government data will comply with:
- the principles in the Security Policy Framework at <https://www.gov.uk/government/publications/security-policy-framework> and the Government Security Classification policy at <https://www.gov.uk/government/publications/government-security-classifications>
 - guidance issued by the Centre for Protection of National Infrastructure on Risk Management at <https://www.cpni.gov.uk/content/adopt-risk-management-approach> and Accreditation of Information Systems at <https://www.cpni.gov.uk/protection-sensitive-information-and-assets>
 - the National Cyber Security Centre's (NCSC) information risk management guidance, available at <https://www.ncsc.gov.uk/guidance/risk-management-collection>
 - government best practice in the design and implementation of system components, including network principles, security design principles for digital services and the secure email blueprint, available at

<https://www.gov.uk/government/publications/technology-code-of-practice/technology-code-of-practice>

- the security requirements of cloud services using the NCSC Cloud Security Principles and accompanying guidance at <https://www.ncsc.gov.uk/guidance/implementing-cloud-security-principles>

- 13.5 The Buyer will specify any security requirements for this project in the Order Form.
- 13.6 If the Supplier suspects that the Buyer Data has or may become corrupted, lost, breached or significantly degraded in any way for any reason, then the Supplier will notify the Buyer immediately and will (at its own cost if corruption, loss, breach or degradation of the Buyer Data was caused by the action or omission of the Supplier) comply with any remedial action reasonably proposed by the Buyer.
- 13.7 The Supplier agrees to use the appropriate organisational, operational and technological processes to keep the Buyer Data safe from unauthorised use or access, loss, destruction, theft or disclosure.
- 13.8 The provisions of this clause 13 will apply during the term of this Call-Off Contract and for as long as the Supplier holds the Buyer's Data.

14. Standards and quality

- 14.1 The Supplier will comply with any standards in this Call-Off Contract, the Order Form and the Framework Agreement.
- 14.1 The Supplier will deliver the Services in a way that enables the Buyer to comply with its obligations under the Technology Code of Practice, which is available at <https://www.gov.uk/government/publications/technology-code-of-practice/technology-code-of-practice>
- 14.2 If requested by the Buyer, the Supplier must, at its own cost, ensure that the G-Cloud Services comply with the requirements in the PSN Code of Practice.
- 14.3 If any PSN Services are Subcontracted by the Supplier, the Supplier must ensure that the services have the relevant PSN compliance certification.
- 14.4 The Supplier must immediately disconnect its G-Cloud Services from the PSN if the PSN Authority considers there is a risk to the PSN's security and the Supplier agrees that the Buyer and the PSN Authority will not be liable for any actions, damages, costs, and any other Supplier liabilities which may arise.

15. Open source

- 15.1 All software created for the Buyer must be suitable for publication as open source, unless otherwise agreed by the Buyer.

- 15.1 If software needs to be converted before publication as open source, the Supplier must also provide the converted format unless otherwise agreed by the Buyer.

16. Security

- 16.1 If requested to do so by the Buyer, before entering into this Call-Off Contract the Supplier will, within 15 Working Days of the date of this Call-Off Contract, develop (and obtain the Buyer's written approval of) a Security Management Plan and an Information Security Management System. After Buyer approval the Security Management Plan and Information Security Management System will apply during the Term of this Call-Off Contract. Both plans will comply with the Buyer's security policy and protect all aspects and processes associated with the delivery of the Services.
- 16.1 The Supplier will use software and the most up-to-date antivirus definitions available from an industry-accepted antivirus software seller to minimise the impact of Malicious Software.
- 16.2 If Malicious Software causes loss of operational efficiency or loss or corruption of Service Data, the Supplier will help the Buyer to mitigate any losses and restore the Services to operating efficiency as soon as possible.
- 16.3 Responsibility for costs will be at the:
- Supplier's expense if the Malicious Software originates from the Supplier software or the Service Data while the Service Data was under the control of the Supplier, unless the Supplier can demonstrate that it was already present, not quarantined or identified by the Buyer when provided
 - Buyer's expense if the Malicious Software originates from the Buyer software or the Service Data, while the Service Data was under the Buyer's control
- 16.4 The Supplier will immediately notify CCS of any breach of security of CCS's Confidential Information (and the Buyer of any Buyer Confidential Information breach). Where the breach occurred because of a Supplier Default, the Supplier will recover the CCS and Buyer Confidential Information however it may be recorded.
- 16.5 Any system development by the Supplier should also comply with the government's '10 Steps to Cyber Security' guidance, available at <https://www.ncsc.gov.uk/guidance/10-steps-cyber-security>
- 16.6 If a Buyer has requested in the Order Form that the Supplier has a Cyber Essentials certificate, the Supplier must provide the Buyer with a valid Cyber Essentials certificate (or equivalent) required for the Services before the Start Date.

17. Guarantee

17.1 If this Call-Off Contract is conditional on receipt of a Guarantee that is acceptable to the Buyer, the Supplier must give the Buyer on or before the Start Date:

- an executed Guarantee in the form at Schedule 5
- a certified copy of the passed resolution or board minutes of the guarantor approving the execution of the Guarantee

18. Ending the Call-Off Contract

18.1 The Parties agree that the:

- Buyer's right to End the Call-Off Contract under clause 18.1 is reasonable considering the type of cloud Service being provided
- Call-Off Contract Charges paid during the notice period is reasonable compensation and covers all the Supplier's avoidable costs or Losses

18.2 Subject to clause 24 (Liability), if the Buyer Ends this Call-Off Contract under clause 18.1, it will indemnify the Supplier against any commitments, liabilities or expenditure which result in any unavoidable Loss by the Supplier, provided that the Supplier takes all reasonable steps to mitigate the Loss. If the Supplier has insurance, the Supplier will reduce its unavoidable costs by any insurance sums available. The Supplier will submit a fully itemised and costed list of the unavoidable Loss with supporting evidence.

18.3 The Buyer will have the right to End this Call-Off Contract at any time with immediate effect by written notice to the Supplier if either the Supplier commits:

- a Supplier Default and if the Supplier Default cannot, in the reasonable opinion of the Buyer, be remedied
- any fraud

18.4 A Party can End this Call-Off Contract at any time with immediate effect by written notice if:

- the other Party commits a Material Breach of any term of this Call-Off Contract (other than failure to pay any amounts due) and, if that breach is remediable, fails to remedy it within 15 Working Days of being notified in writing to do so
- an Insolvency Event of the other Party happens
- the other Party ceases or threatens to cease to carry on the whole or any material part of its business

18.5 If the Buyer fails to pay the Supplier undisputed sums of money when due, the Supplier must notify the Buyer and allow the Buyer 5 Working Days to pay. If the Buyer doesn't pay within 5 Working Days, the Supplier may End this Call-Off Contract by giving the length of notice in the Order Form.

18.6 A Party who isn't relying on a Force Majeure event will have the right to End this Call-Off Contract if clause 23.1 applies.

19. Consequences of suspension, ending and expiry

19.1 If a Buyer has the right to End a Call-Off Contract, it may elect to suspend this Call-Off Contract or any part of it.

19.1 Even if a notice has been served to End this Call-Off Contract or any part of it, the Supplier must continue to provide the Ordered G-Cloud Services until the dates set out in the notice.

19.2 The rights and obligations of the Parties will cease on the Expiry Date or End Date (whichever applies) of this Call-Off Contract, except those continuing provisions described in clause 19.4.

19.3 Ending or expiry of this Call-Off Contract will not affect:

- any rights, remedies or obligations accrued before its Ending or expiration
- the right of either Party to recover any amount outstanding at the time of Ending or expiry
- the continuing rights, remedies or obligations of the Buyer or the Supplier under clauses 7 (Payment, VAT and Call-Off Contract charges); 8 (Recovery of sums due and right of set-off); 9 (Insurance); 10 (Confidentiality); 11 (Intellectual property rights); 12 (Protection of information); 13 (Buyer data); 19 (Consequences of suspension, ending and expiry); 24 (Liability); incorporated Framework Agreement clauses: 4.2 to 4.7 (Liability); 8.42 to 8.48 (Conflicts of interest and ethical walls) and 8.92 to 8.93 (Waiver and cumulative remedies)
- any other provision of the Framework Agreement or this Call-Off Contract which expressly or by implication is in force even if it Ends or expires

19.4 At the end of the Call-Off Contract Term, the Supplier must promptly:

- return all Buyer Data including all copies of Buyer software, code and any other software licensed by the Buyer to the Supplier under it
- return any materials created by the Supplier under this Call-Off Contract if the IPRs are owned by the Buyer
- stop using the Buyer Data and, at the direction of the Buyer, provide the Buyer with a complete and uncorrupted version in electronic form in the formats and on media agreed with the Buyer
- destroy all copies of the Buyer Data when they receive the Buyer's written instructions to do so or 12 calendar months after the End or Expiry Date, and provide written confirmation to the Buyer that the data has been securely destroyed, except if the retention of Buyer Data is required by Law
- work with the Buyer on any ongoing work
- return any sums prepaid for Services which have not been delivered to the Buyer, within 10 Working Days of the End or Expiry Date

- 19.5 Each Party will return all of the other Party's Confidential Information and confirm this has been done, unless there is a legal requirement to keep it or this Call-Off Contract states otherwise.
- 19.6 All licences, leases and authorisations granted by the Buyer to the Supplier will cease at the end of the Call-Off Contract Term without the need for the Buyer to serve notice except if this Call-Off Contract states otherwise.

20. Notices

- 20.1 Any notices sent must be in writing. For the purpose of this clause, an email is accepted as being 'in writing'.

Manner of delivery	Deemed time of delivery	Proof of service
Email	9am on the first Working Day after sending	Sent by PDF to the correct email address without getting an error message

- 20.1 This clause does not apply to any legal action or other method of dispute resolution which should be sent to the addresses in the Order Form (other than a dispute notice under this Call-Off Contract).

21. Exit plan

- 21.1 The Supplier must provide an exit plan in its Application which ensures continuity of service and the Supplier will follow it.
- 21.1 When requested, the Supplier will help the Buyer to migrate the Services to a replacement supplier in line with the exit plan. This will be at the Supplier's own expense if the Call-Off Contract Ended before the Expiry Date due to Supplier cause.
- 21.2 If the Buyer has reserved the right in the Order Form to extend the Call-Off Contract Term beyond 24 months the Supplier must provide the Buyer with an additional exit plan for approval by the Buyer at least 8 weeks before the 18 month anniversary of the Start Date.
- 21.3 The Supplier must ensure that the additional exit plan clearly sets out the Supplier's methodology for achieving an orderly transition of the Services from the Supplier to the Buyer or its replacement Supplier at the expiry of the proposed extension period or if the contract Ends during that period.

- 21.4 Before submitting the additional exit plan to the Buyer for approval, the Supplier will work with the Buyer to ensure that the additional exit plan is aligned with the Buyer's own exit plan and strategy.
- 21.5 The Supplier acknowledges that the Buyer's right to extend the Term beyond 24 months is subject to the Buyer's own governance process. Where the Buyer is a central government department, this includes the need to obtain approval from GDS under the Spend Controls process. The approval to extend will only be given if the Buyer can clearly demonstrate that the Supplier's additional exit plan ensures that:
- the Buyer will be able to transfer the Services to a replacement supplier before the expiry or Ending of the extension period on terms that are commercially reasonable and acceptable to the Buyer
 - there will be no adverse impact on service continuity
 - there is no vendor lock-in to the Supplier's Service at exit
 - it enables the Buyer to meet its obligations under the Technology Code Of Practice
- 21.6 If approval is obtained by the Buyer to extend the Term, then the Supplier will comply with its obligations in the additional exit plan.
- 21.7 The additional exit plan must set out full details of timescales, activities and roles and responsibilities of the Parties for:
- the transfer to the Buyer of any technical information, instructions, manuals and code reasonably required by the Buyer to enable a smooth migration from the Supplier
 - the strategy for exportation and migration of Buyer Data from the Supplier system to the Buyer or a replacement supplier, including conversion to open standards or other standards required by the Buyer
 - the transfer of Project Specific IPR items and other Buyer customisations, configurations and databases to the Buyer or a replacement supplier
 - the testing and assurance strategy for exported Buyer Data
 - if relevant, TUPE-related activity to comply with the TUPE regulations
 - any other activities and information which is reasonably required to ensure continuity of Service during the exit period and an orderly transition

22. Handover to replacement supplier

- 22.1 At least 10 Working Days before the Expiry Date or End Date, the Supplier must provide any:
- data (including Buyer Data), Buyer Personal Data and Buyer Confidential Information in the Supplier's possession, power or control
 - other information reasonably requested by the Buyer

- 22.1 On reasonable notice at any point during the Term, the Supplier will provide any information and data about the G-Cloud Services reasonably requested by the Buyer (including information on volumes, usage, technical aspects, service performance and staffing). This will help the Buyer understand how the Services have been provided and to run a fair competition for a new supplier.
- 22.2 This information must be accurate and complete in all material respects and the level of detail must be sufficient to reasonably enable a third party to prepare an informed offer for replacement services and not be unfairly disadvantaged compared to the Supplier in the buying process.

23. Force majeure

- 23.1 If a Force Majeure event prevents a Party from performing its obligations under this Call-Off Contract for more than the number of consecutive days set out in the Order Form, the other Party may End this Call-Off Contract with immediate effect by written notice.

24. Liability

- 24.1 Subject to incorporated Framework Agreement clauses 4.2 to 4.7, each Party's Yearly total liability for defaults under or in connection with this Call-Off Contract (whether expressed as an indemnity or otherwise) will be set as follows:
- Property: for all defaults resulting in direct loss to the property (including technical infrastructure, assets, IPR or equipment but excluding any loss or damage to Buyer Data) of the other Party, will not exceed the amount in the Order Form
 - Buyer Data: for all defaults resulting in direct loss, destruction, corruption, degradation or damage to any Buyer Data caused by the Supplier's default will not exceed the amount in the Order Form
 - Other defaults: for all other defaults, claims, Losses or damages, whether arising from breach of contract, misrepresentation (whether under common law or statute), tort (including negligence), breach of statutory duty or otherwise will not exceed the amount in the Order Form

25. Premises

- 25.1 If either Party uses the other Party's premises, that Party is liable for all loss or damage it causes to the premises. It is responsible for repairing any damage to the premises or any objects on the premises, other than fair wear and tear.
- 25.1 The Supplier will use the Buyer's premises solely for the performance of its obligations under this Call-Off Contract.
- 25.2 The Supplier will vacate the Buyer's premises when the Call-Off Contract Ends or expires.
- 25.3 This clause does not create a tenancy or exclusive right of occupation.

25.4 While on the Buyer's premises, the Supplier will:

- comply with any security requirements at the premises and not do anything to weaken the security of the premises
- comply with Buyer requirements for the conduct of personnel
- comply with any health and safety measures implemented by the Buyer
- immediately notify the Buyer of any incident on the premises that causes any damage to Property which could cause personal injury

25.5 The Supplier will ensure that its health and safety policy statement (as required by the Health and Safety at Work etc Act 1974) is made available to the Buyer on request.

26. Equipment

26.1 The Supplier is responsible for providing any Equipment which the Supplier requires to provide the Services.

26.1 Any Equipment brought onto the premises will be at the Supplier's own risk and the Buyer will have no liability for any loss of, or damage to, any Equipment.

26.2 When the Call-Off Contract Ends or expires, the Supplier will remove the Equipment and any other materials leaving the premises in a safe and clean condition.

27. The Contracts (Rights of Third Parties) Act 1999

27.1 Except as specified in clause 29.8, a person who isn't Party to this Call-Off Contract has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any of its terms. This does not affect any right or remedy of any person which exists or is available otherwise.

28. Environmental requirements

28.1 The Buyer will provide a copy of its environmental policy to the Supplier on request, which the Supplier will comply with.

28.1 The Supplier must provide reasonable support to enable Buyers to work in an environmentally friendly way, for example by helping them recycle or lower their carbon footprint.

29. The Employment Regulations (TUPE)

29.1 The Supplier agrees that if the Employment Regulations apply to this Call-Off Contract on the Start Date then it must comply with its obligations under the Employment Regulations and (if applicable) New Fair Deal (including entering into an Admission Agreement) and will indemnify the Buyer or any Former Supplier for any loss arising from any failure to comply.

- 29.1 Twelve months before this Call-Off Contract expires, or after the Buyer has given notice to End it, and within 28 days of the Buyer's request, the Supplier will fully and accurately disclose to the Buyer all staff information including, but not limited to, the total number of staff assigned for the purposes of TUPE to the Services. For each person identified the Supplier must provide details of:
- the activities they perform
 - age
 - start date
 - place of work
 - notice period
 - redundancy payment entitlement
 - salary, benefits and pension entitlements
 - employment status
 - identity of employer
 - working arrangements
 - outstanding liabilities
 - sickness absence
 - copies of all relevant employment contracts and related documents
 - all information required under regulation 11 of TUPE or as reasonably requested by the Buyer
- 29.2 The Supplier warrants the accuracy of the information provided under this TUPE clause and will notify the Buyer of any changes to the amended information as soon as reasonably possible. The Supplier will permit the Buyer to use and disclose the information to any prospective Replacement Supplier.
- 29.3 In the 12 months before the expiry of this Call-Off Contract, the Supplier will not change the identity and number of staff assigned to the Services (unless reasonably requested by the Buyer) or their terms and conditions, other than in the ordinary course of business.
- 29.4 The Supplier will co-operate with the re-tendering of this Call-Off Contract by allowing the Replacement Supplier to communicate with and meet the affected employees or their representatives.
- 29.5 The Supplier will indemnify the Buyer or any Replacement Supplier for all Loss arising from both:
- its failure to comply with the provisions of this clause
 - any claim by any employee or person claiming to be an employee (or their employee representative) of the Supplier which arises or is alleged to arise from any act or omission by the Supplier on or before the date of the Relevant Transfer
- 29.6 The provisions of this clause apply during the Term of this Call-Off Contract and indefinitely after it Ends or expires.

- 29.7 For these TUPE clauses, the relevant third party will be able to enforce its rights under this clause but their consent will not be required to vary these clauses as the Buyer and Supplier may agree.

30. Additional G-Cloud services

- 30.1 The Buyer may require the Supplier to provide Additional Services. The Buyer doesn't have to buy any Additional Services from the Supplier and can buy services that are the same as or similar to the Additional Services from any third party.
- 30.1 If reasonably requested to do so by the Buyer in the Order Form, the Supplier must provide and monitor performance of the Additional Services using an Implementation Plan.

31. Collaboration

- 31.1 If the Buyer has specified in the Order Form that it requires the Supplier to enter into a Collaboration Agreement, the Supplier must give the Buyer an executed Collaboration Agreement before the Start Date.
- 31.1 In addition to any obligations under the Collaboration Agreement, the Supplier must:
- work proactively and in good faith with each of the Buyer's contractors
 - co-operate and share information with the Buyer's contractors to enable the efficient operation of the Buyer's ICT services and G-Cloud Services

32. Variation process

- 32.1 The Buyer can request in writing a change to this Call-Off Contract if it isn't a material change to the Framework Agreement/or this Call-Off Contract. Once implemented, it is called a Variation.
- 32.1 The Supplier must notify the Buyer immediately in writing of any proposed changes to their G-Cloud Services or their delivery by submitting a Variation request. This includes any changes in the Supplier's supply chain.
- 32.2 If Either Party can't agree to or provide the Variation, the Buyer may agree to continue performing its obligations under this Call-Off Contract without the Variation, or End this Call-Off Contract by giving 30 days notice to the Supplier.

33. Data Protection Legislation (GDPR)

- 33.1 The Parties will comply with the Data Protection Legislation and agree that the Buyer is the Controller and the Supplier is the Processor. The only Processing the Supplier is authorised to do is listed at Schedule 7 unless Law requires otherwise (in which case the Supplier will promptly notify the Buyer of any additional Processing if permitted by Law).

- 33.2 The Supplier will assist the Buyer with the preparation of any Data Protection Impact Assessment required by the Data Protection Legislation before commencing any Processing (including provision of detailed information and assessments in relation to Processing operations, risks and measures) and must notify the Buyer immediately if it considers that the Buyer's instructions infringe the Data Protection Legislation.
- 33.3 The Supplier must have in place Protective Measures, details of which shall be provided to the Buyer on request, to guard against a Data Loss Event, which take into account the nature of the data, the harm that might result, the state of technology and the cost of implementing the measures.
- 33.4 The Supplier will ensure that the Supplier Staff only process Personal Data in accordance with this Call-Off Contract and take all reasonable steps to ensure the reliability and integrity of Supplier staff with access to Personal Data, including by ensuring they:
- i) are aware of and comply with the Supplier's obligations under this Clause;
 - ii) are subject to appropriate confidentiality undertakings with the Supplier
 - iii) are informed of the confidential nature of the Personal Data and don't publish, disclose or divulge it to any third party unless directed by the Buyer or in accordance with this Call-Off Contract
 - iv) are given training in the use, protection and handling of Personal Data.
- 33.5 The Supplier will not transfer Personal Data outside of the European Union unless the prior written consent of the Buyer has been obtained, which shall be dependent on such a transfer satisfying relevant Data Protection Legislation requirements.
- 33.6 The Supplier will delete or return Buyer's Personal Data (including copies) if requested in writing by the Buyer at the End or Expiry of this Call-Off Contract, unless required to retain the Personal Data by Law.
- 33.7 The Supplier will notify the Buyer without undue delay if it receives any communication from a third party relating to the Parties' obligations under the Data Protection Legislation, or it becomes aware of a Data Loss Event, and will provide the Buyer with full and ongoing assistance in relation to each Party's obligations under the Data Protection Legislation, and insofar as this is possible, in accordance with any timescales reasonably required by the Buyer
- 33.8 The Supplier will maintain complete and accurate records and information to demonstrate its compliance with this clause. This requirement does not apply where the Supplier employs fewer than 250 staff, unless:
- i) the Buyer determines that the Processing is not occasional;
 - ii) the Buyer determines the Processing includes special categories of data as referred to in Article 9(1) of the GDPR or Personal Data relating to criminal convictions and offences referred to in Article 10 of the GDPR; and

iii) the Buyer determines that the Processing is likely to result in a risk to the rights and freedoms of Data Subjects.

33.9 Before allowing any Sub-processor to Process any Personal Data related to this Call-Off Contract, the Supplier must:

- i. notify the Buyer in writing of the proposed Sub-processor(s) and obtain its written consent;
- ii. ensure that it has entered into a written agreement with the Sub-processor(s) which gives effect to obligations set out in this Clause 33 such that they apply to the Sub-processor(s); and
- iii. inform the Buyer of any additions to, or replacements of the notified Sub-processors and the Buyer shall either i) provide its written consent or ii) object.

33.10 The Buyer may at any time put forward a Variation request to amend this Call-Off Contract to ensure that it complies with any guidance issued by the Information Commissioner's Office.

Schedule 3 - Collaboration agreement

The Collaboration agreement is available at <https://www.gov.uk/guidance/g-cloud-templates-and-legal-documents>

Schedule 4 - Alternative clauses

The Alternative clauses are available at <https://www.gov.uk/guidance/g-cloud-templates-and-legal-documents>

Schedule 5 - Guarantee

The Guarantee is available at <https://www.gov.uk/guidance/g-cloud-templates-and-legal-documents>

Schedule 6 - Glossary and interpretations

In this Call-Off Contract the following expressions mean:

Additional Services	Any services ancillary to the G-Cloud Services that are in the scope of Framework Agreement Section 2 (Services Offered) which a Buyer may request.
Admission Agreement	The agreement to be entered into to enable the Supplier to participate in the relevant Civil Service pension scheme(s).
Application	The response submitted by the Supplier to the Invitation to Tender (known as the Invitation to Apply on the Digital Marketplace).
Audit	An audit carried out under the incorporated Framework Agreement clauses specified by the Buyer in the Order (if any).
Background IPRs	<p>For each Party, IPRs:</p> <ul style="list-style-type: none"> • owned by that Party before the date of this Call-Off Contract (as may be enhanced and/or modified but not as a consequence of the Services) including IPRs contained in any of the Party's Know-How, documentation and processes • created by the Party independently of this Call-Off Contract, or <p>For the Buyer, Crown Copyright which isn't available to the Supplier otherwise than under this Call-Off Contract, but excluding IPRs owned by that Party in Buyer software or Supplier software.</p>
Buyer	The contracting authority ordering services as set out in the Order Form.
Buyer Data	All data supplied by the Buyer to the Supplier including Personal Data and Service Data that is owned and managed by the Buyer.
Buyer Personal Data	The personal data supplied by the Buyer to the Supplier for purposes of, or in connection with, this Call-Off Contract.
Buyer Representative	The representative appointed by the Buyer under this Call-Off Contract.
Buyer Software	Software owned by or licensed to the Buyer (other than under this Agreement), which is or will be used by the Supplier to provide the Services.
Call-Off Contract	This call-off contract entered into following the provisions of the Framework Agreement for the provision of Services made between the Buyer and the Supplier comprising the Order Form, the Call-Off terms and conditions, the Call-Off schedules and the Collaboration Agreement.
Charges	The prices (excluding any applicable VAT), payable to the Supplier by the Buyer under this Call-Off Contract.
Collaboration Agreement	An agreement, substantially in the form set out at Schedule 3, between the Buyer and any combination of the Supplier and contractors, to

	ensure collaborative working in their delivery of the Buyer's Services and to ensure that the Buyer receives end-to-end services across its IT estate.
Commercially Sensitive Information	Information, which the Buyer has been notified about by the Supplier in writing before the Start Date with full details of why the Information is deemed to be commercially sensitive.
Confidential Information	Data, personal data and any information, which may include (but isn't limited to) any: <ul style="list-style-type: none"> • information about business, affairs, developments, trade secrets, know-how, personnel, and third parties, including all Intellectual Property Rights (IPRs), together with all information derived from any of the above • other information clearly designated as being confidential or which ought reasonably be considered to be confidential (whether or not it is marked 'confidential').
Control	'Control' as defined in section 1124 and 450 of the Corporation Tax Act 2010. 'Controls' and 'Controlled' will be interpreted accordingly.
Controller	Takes the meaning given in the Data Protection Legislation.
Crown	The government of the United Kingdom (including the Northern Ireland Assembly and Executive Committee, the Scottish Executive and the National Assembly for Wales), including, but not limited to, government ministers and government departments and particular bodies, persons, commissions or agencies carrying out functions on its behalf.
Data Loss Event	Means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, Personal Data transmitted, stored or otherwise processed
Data Protection Impact Assessment	An assessment by the Controller of the impact of the envisaged processing by the Processor under this Call-Off Contract on the protection of Personal Data.
Data Protection Legislation	Data Protection Legislation means: <ul style="list-style-type: none"> • the GDPR, the LED and any applicable national implementing Laws as amended from time to time • the DPA 2018 to the extent that it relates to processing of personal data and privacy; • all applicable Law about the processing of personal data and privacy, including if applicable legally binding guidance and codes of practice issued by the Information Commissioner.
Data Subject	Takes the meaning given in the Data Protection Legislation.

Default	<p>Default is any:</p> <ul style="list-style-type: none"> • breach of the obligations of the Supplier (including any fundamental breach or breach of a fundamental term) • other default, negligence or negligent statement of the Supplier, of its Subcontractors or any Supplier Staff (whether by act or omission), in connection with or in relation to this Call-Off Contract <p>Unless otherwise specified in the Framework Agreement the Supplier is liable to CCS for a Default of the Framework Agreement and in relation to a Default of the Call-Off Contract, the Supplier is liable to the Buyer.</p>
Deliverable	The G-Cloud Services the Buyer contracts the Supplier to provide under this Call-Off Contract.
Digital Marketplace	The government marketplace where Services are available for Buyers to buy. (https://www.digitalmarketplace.service.gov.uk/)
DPA 2018	Data Protection Act 2018.
Employment Regulations	The Transfer of Undertakings (Protection of Employment) Regulations 2006 (SI 2006/246) ('TUPE') which implements the Acquired Rights Directive.
End	Means to terminate; and Ended and Ending are construed accordingly.
Environmental Information Regulations or EIR	The Environmental Information Regulations 2004 together with any guidance or codes of practice issued by the Information Commissioner or relevant Government department about the regulations.
Equipment	The Supplier's hardware, computer and telecoms devices, plant, materials and such other items supplied and used by the Supplier (but not hired, leased or loaned from CCS or the Buyer) in the performance of its obligations under this Call-Off Contract.
ESI Reference Number	The 14 digit ESI reference number from the summary of outcome screen of the ESI tool.
Employment Status Indicator test tool or ESI tool	The HMRC Employment Status Indicator test tool. The most up-to-date version must be used. At the time of drafting the tool may be found here: http://tools.hmrc.gov.uk/esi
Expiry Date	The expiry date of this Call-Off Contract in the Order Form.
Force Majeure	<p>A Force Majeure event means anything affecting either Party's performance of their obligations arising from any:</p> <ul style="list-style-type: none"> • acts, events or omissions beyond the reasonable control of the affected Party

	<ul style="list-style-type: none"> riots, war or armed conflict, acts of terrorism, nuclear, biological or chemical warfare acts of government, local government or Regulatory Bodies fire, flood or disaster and any failure or shortage of power or fuel industrial dispute affecting a third party for which a substitute third party isn't reasonably available <p>The following do not constitute a Force Majeure event:</p> <ul style="list-style-type: none"> any industrial dispute about the Supplier, its staff, or failure in the Supplier's (or a Subcontractor's) supply chain any event which is attributable to the wilful act, neglect or failure to take reasonable precautions by the Party seeking to rely on Force Majeure the event was foreseeable by the Party seeking to rely on Force Majeure at the time this Call-Off Contract was entered into any event which is attributable to the Party seeking to rely on Force Majeure and its failure to comply with its own business continuity and disaster recovery plans
Former Supplier	A supplier supplying services to the Buyer before the Start Date that are the same as or substantially similar to the Services. This also includes any Subcontractor or the Supplier (or any subcontractor of the Subcontractor).
Framework Agreement	The clauses of framework agreement RM1557.10 together with the Framework Schedules.
Fraud	Any offence under Laws creating offences in respect of fraudulent acts (including the Misrepresentation Act 1967) or at common law in respect of fraudulent acts in relation to this Call-Off Contract or defrauding or attempting to defraud or conspiring to defraud the Crown.
Freedom of Information Act or FOIA	The Freedom of Information Act 2000 and any subordinate legislation made under the Act together with any guidance or codes of practice issued by the Information Commissioner or relevant Government department in relation to the legislation.
G-Cloud Services	The cloud services described in Framework Agreement Section 2 (Services Offered) as defined by the Service Definition, the Supplier Terms and any related Application documentation, which the Supplier must make available to CCS and Buyers and those services which are deliverable by the Supplier under the Collaboration Agreement.
GDPR	The General Data Protection Regulation (Regulation (EU) 2016/679).
Good Industry Practice	Standards, practices, methods and process conforming to the Law and the exercise of that degree of skill and care, diligence, prudence and

	foresight which would reasonably and ordinarily be expected from a skilled and experienced person or body engaged in a similar undertaking in the same or similar circumstances.
Guarantee	The guarantee described in Schedule 5.
Guidance	Any current UK Government guidance on the Public Contracts Regulations 2015. In the event of a conflict between any current UK Government guidance and the Crown Commercial Service guidance, current UK Government guidance will take precedence.
Indicative Test	ESI tool completed by contractors on their own behalf at the request of CCS or the Buyer (as applicable) under clause 4.6.
Information	Has the meaning given under section 84 of the Freedom of Information Act 2000.
Information Security Management System	The information security management system and process developed by the Supplier in accordance with clause 16.1.
Inside IR35	Contractual engagements which would be determined to be within the scope of the IR35 Intermediaries legislation if assessed using the ESI tool.
Insolvency Event	Can be: <ul style="list-style-type: none"> • a voluntary arrangement • a winding-up petition • the appointment of a receiver or administrator • an unresolved statutory demand • a Schedule A1 moratorium.
Intellectual Property Rights or IPR	Intellectual Property Rights are: <ul style="list-style-type: none"> • copyright, rights related to or affording protection similar to copyright, rights in databases, patents and rights in inventions, semi-conductor topography rights, trade marks, rights in internet domain names and website addresses and other rights in trade names, designs, Know-How, trade secrets and other rights in Confidential Information • applications for registration, and the right to apply for registration, for any of the rights listed at (a) that are capable of being registered in any country or jurisdiction • all other rights having equivalent or similar effect in any country or jurisdiction
Intermediary	For the purposes of the IR35 rules an intermediary can be: <ul style="list-style-type: none"> • the supplier's own limited company • a service or a personal service company • a partnership

	It does not apply if you work for a client through a Managed Service Company (MSC) or agency (for example, an employment agency).
IPR Claim	A claim as set out in clause 11.5.
IR35	IR35 is also known as 'Intermediaries legislation'. It's a set of rules that affect tax and National Insurance where a Supplier is contracted to work for a client through an Intermediary.
IR35 Assessment	Assessment of employment status using the ESI tool to determine if engagement is Inside or Outside IR35.
Know-How	All ideas, concepts, schemes, information, knowledge, techniques, methodology, and anything else in the nature of know-how relating to the G-Cloud Services but excluding know-how already in the Supplier's or CCS's possession before the Start Date.
Law	Any applicable Act of Parliament, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, exercise of the royal prerogative, enforceable community right within the meaning of Section 2 of the European Communities Act 1972, judgment of a relevant court of law, or directives or requirements of any Regulatory Body.
LED	Law Enforcement Directive (EU) 2016/680.
Loss	All losses, liabilities, damages, costs, expenses (including legal fees), disbursements, costs of investigation, litigation, settlement, judgment, interest and penalties whether arising in contract, tort (including negligence), breach of statutory duty, misrepresentation or otherwise and ' Losses ' will be interpreted accordingly.
Lot	Any of the 3 Lots specified in the ITT and Lots will be construed accordingly.
Malicious Software	Any software program or code intended to destroy, interfere with, corrupt, or cause undesired effects on program files, data or other information, executable code or application software macros, whether or not its operation is immediate or delayed, and whether the malicious software is introduced wilfully, negligently or without knowledge of its existence.
Management Charge	The sum paid by the Supplier to CCS being an amount of up to 1% but currently set at 0.75% of all Charges for the Services invoiced to Buyers (net of VAT) in each month throughout the duration of the Framework Agreement and thereafter, until the expiry or End of any Call-Off Contract.
Management Information	The management information specified in Framework Agreement section 6 (What you report to CCS).

Material Breach	Those breaches which have been expressly set out as a material breach and any other single serious breach or persistent failure to perform as required under this Call-Off Contract.
Ministry of Justice Code	The Ministry of Justice's Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the Freedom of Information Act 2000.
New Fair Deal	The revised Fair Deal position in the HM Treasury guidance: "Fair Deal for staff pensions: staff transfer from central government" issued in October 2013 as amended.
Order	An order for G-Cloud Services placed by a Contracting Body with the Supplier in accordance with the Ordering Processes.
Order Form	The order form set out in Part A of the Call-Off Contract to be used by a Buyer to order G-Cloud Services.
Ordered G-Cloud Services	G-Cloud Services which are the subject of an Order by the Buyer.
Outside IR35	Contractual engagements which would be determined to not be within the scope of the IR35 intermediaries legislation if assessed using the ESI tool.
Party	The Buyer or the Supplier and 'Parties' will be interpreted accordingly.
Personal Data	Takes the meaning given in the Data Protection Legislation.
Personal Data Breach	Takes the meaning given in the Data Protection Legislation.
Processing	Takes the meaning given in the Data Protection Legislation but, for the purposes of this Call-Off Contract, it will include both manual and automatic Processing. 'Process' and 'processed' will be interpreted accordingly.
Processor	Takes the meaning given in the Data Protection Legislation.
Prohibited Act	<p>To directly or indirectly offer, promise or give any person working for or engaged by a Buyer or CCS a financial or other advantage to:</p> <ul style="list-style-type: none"> • induce that person to perform improperly a relevant function or activity • reward that person for improper performance of a relevant function or activity • commit any offence: <ul style="list-style-type: none"> ○ under the Bribery Act 2010 ○ under legislation creating offences concerning Fraud ○ at common Law concerning Fraud ○ committing or attempting or conspiring to commit Fraud

Project Specific IPRs	Any intellectual property rights in items created or arising out of the performance by the Supplier (or by a third party on behalf of the Supplier) specifically for the purposes of this Call-Off Contract including databases, configurations, code, instructions, technical documentation and schema but not including the Supplier's Background IPRs.
Property	Assets and property including technical infrastructure, IPRs and equipment.
Protective Measures	Appropriate technical and organisational measures which may include: pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of such measures adopted by it.
PSN or Public Services Network	The Public Services Network (PSN) is the Government's high-performance network which helps public sector organisations work together, reduce duplication and share resources.
Regulatory Body or Bodies	Government departments and other bodies which, whether under statute, codes of practice or otherwise, are entitled to investigate or influence the matters dealt with in this Call-Off Contract.
Relevant Person	Any employee, agent, servant, or representative of the Buyer, any other public body or person employed by or on behalf of the Buyer, or any other public body.
Relevant Transfer	A transfer of employment to which the Employment Regulations applies.
Replacement Services	Any services which are the same as or substantially similar to any of the Services and which the Buyer receives in substitution for any of the Services after the expiry or Ending or partial Ending of the Call-Off Contract, whether those services are provided by the Buyer or a third party.
Replacement Supplier	Any third party service provider of Replacement Services appointed by the Buyer (or where the Buyer is providing replacement Services for its own account, the Buyer).
Services	The services ordered by the Buyer as set out in the Order Form.
Service Data	Data that is owned or managed by the Buyer and used for the G-Cloud Services, including backup data.
Service Definition(s)	The definition of the Supplier's G-Cloud Services provided as part of their Application that includes, but isn't limited to, those items listed in Section 2 (Services Offered) of the Framework Agreement.
Service Description	The description of the Supplier service offering as published on the Digital Marketplace.

Service Personal Data	The Personal Data supplied by a Buyer to the Supplier in the course of the use of the G-Cloud Services for purposes of or in connection with this Call-Off Contract.
Spend Controls	The approval process used by a central government Buyer if it needs to spend money on certain digital or technology services, see https://www.gov.uk/service-manual/agile-delivery/spend-controls-check-if-you-need-approval-to-spend-money-on-a-service
Start Date	The start date of this Call-Off Contract as set out in the Order Form.
Subcontract	Any contract or agreement or proposed agreement between the Supplier and a Subcontractor in which the Subcontractor agrees to provide to the Supplier the G-Cloud Services or any part thereof or facilities or goods and services necessary for the provision of the G-Cloud Services or any part thereof.
Subcontractor	Any third party engaged by the Supplier under a Subcontract (permitted under the Framework Agreement and the Call-Off Contract) and its servants or agents in connection with the provision of G-Cloud Services.
Subprocessor	Any third party appointed to process Personal Data on behalf of the Supplier under this Call-Off Contract.
Supplier Representative	The representative appointed by the Supplier from time to time in relation to the Call-Off Contract.
Supplier Staff	All persons employed by the Supplier together with the Supplier's servants, agents, suppliers and Subcontractors used in the performance of its obligations under this Call-Off Contract.
Supplier Terms	The relevant G-Cloud Service terms and conditions as set out in the Terms and Conditions document supplied as part of the Supplier's Application.
Term	The term of this Call-Off Contract as set out in the Order Form.
Variation	This has the meaning given to it in clause 32 (Variation process).
Working Days	Any day other than a Saturday, Sunday or public holiday in England and Wales.
Year	A contract year.

Schedule 7 - Processing, Personal Data and Data Subjects

Subject matter of the processing:

The Supplier shall create and manage a secure environment for the UK MoD (RAF) to conduct fuel forecasting. The Supplier will not have access to any of the Buyer Data.

Duration of the processing:

The processing duration shall be during the term stated on the Order Form.

Nature and purposes of the processing:

The Supplier will create and manage the environment for the Buyer to forecast fuel requirements for the UK MoD (RAF).

Type of Personal Data:

None

Categories of Data Subject:

Data used for the forecasting of fuel requirements.

Plan for return or destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data:

During the term of this Call-Off Contract (prior to the Ending or expiry); Data relating to non-submitted applications will be deleted by the Buyer five years after the last editing of the record unless deleted by the applicant. Data relating to submitted applications will be retained by the Buyer indefinitely unless deleted by the applicant.

At the end of this Call-Off Contract (upon Ending or expiry); Pegasystems will make Buyers data in its possession available to Buyer by means of a backup file of the Production Environment database and that is encrypted to customary standards, unless otherwise agreed in writing. Buyer shall request any such information prior to the Ending of the Call-Off Contract. Upon providing the Buyer data to Buyer, or the lapse of the time period for Buyer to request its data, Pegasystems will have no obligation to maintain or provide Buyer's data in its possession or control and may delete such Buyer data, unless legally prohibited.

Exhibit A Professional Services Work Order
(to the Call-Off Contract)

Pegasystems Limited

Work Order

Customer

UK Ministry of Defence
and Address

Prepared For

Customer Contact TBC

Prepared By

(Redacted – Personal Information)

Version: V0.6

Date: 3rd April 2019

Document Name: SoW_ MoD Fuel Forecast MLP_CR-50130_v0.6

Work Order Reference: CR-50130

This Work Order ("WO") is subject to the terms and conditions of the G-Cloud Air Fuels Forecast Pilot (Pega Ref CR-49929); (the "Agreement") between Authority (MOD)[Company] ("Customer") and Pegasystems Limited ("Pegasystems"), dated 28 June, 2019. Where there is a conflict between this WO and the Agreement, this WO will govern

1.0 Description of Services

During the term of this WO, Pegasystems will provide [Company] with consulting resources to perform the tasks below (collectively, "Services").

1.1 Scope

1.1.1 Method of Delivery

Pega Led

Pegasystems will provide the following Services in respect of Customer's Pega Platform licensed under a separate agreement:

- Technology implementation; and
- Configuration

1.1.2 Target Scope Details

Application Implementation

Subject to the risks, assumptions and dependencies set forth in this WO, the target scope is as outlined below. The Customer acknowledges that under the agile delivery methodology, the scope of work may be varied in accordance with priorities defined by the customer product owner, within the capacity of the team as described at section 3.1."

To configure a Minimum Lovable Product, ("MLP") to support RAF Fuel Forecasting including

- 5 Case types (roughly equivalent to a type of work being performed):
 - Request Monthly Pumping Plan
 - Submit Monthly Pumping Plan
 - CASP Request (annual forecast)
 - Submit CASP
 - Ad-hoc variations
- 7 Reports / dashboards
 - Submission SLA compliance

- Submission report dashboard
- Statement of Requirements
- CASP submission SLA compliance
- CASP submission dashboard
- CASP forecast
- Daily ad hoc adjustments report
- Simple SMTP email integration

Product Version: Pega Platform 8.x

For the avoidance of doubt, this WO does not grant or imply a license to use Pegasystems software or the Pega Cloud Subscription Services; any such right is granted in a separate written agreement between Pegasystems and Customer.

Requirements:

Details of the requirements for this project can be found in the attached Case Type Backlog file, attached as Appendix [1].

1.1.3 Out of Scope

Anything not expressly set forth in this WO is outside the scope of this WO.

1.1.4 Customer Responsibilities

Customer will be responsible for the following during the term of this WO:

- Customer will retain responsibility for its compliance with all applicable national, international and local laws and regulations.
- Customer will, upon project commencement, provide facilities for approximately 3.5 Pega FTEs
 - building access and access to a working environment including high speed internet access, desk and conference room facilities for Services performed on Customer's site;
 - if required, laptops/desktops to enable access to MoD technical environment(s) including OFFICIAL network access.
- The development environment(s) will be accessible remotely from Pega laptops.
- MoD will provide access to a collaboration workspace where project documents can be shared and easily accessed, including from outside MoD boundaries.
- Customer will make decisions and obtain required management approvals, consents, and/or licenses required for Pegasystems to perform its obligations under this WO, within a timeframe that will not jeopardize the project timeline.
- Customer Project Sponsor will help coordinate introductions and meetings and provide senior level influence to effect timely cooperation with the various resources that will have input in the scoped work.
- Customer will take responsibility for all aspects of end user training.

- Customer staff will raise any issues that may result in the delay or failure of any aspect of this project to the Pegasystems Engagement Leader or Practice Director.
- Customer will be responsible for managing the performance of any and all third-party resources that are not subcontractors of Pegasystems. Pegasystems will not be responsible for delays imposed by Customer or any third parties or individuals under Customer's control.
- Customer will make available Subject Matter Experts who can provide reliable, accurate and complete information, respond to questions, work closely with the Pegasystems project teams and participate in Direct Capture of Objectives (DCO) sessions, if applicable.
- Customer will be responsible for providing the complete definition of business rules which extend beyond the Out of the Box (OOTB) features.
- Customer will be responsible for end-to-end system testing and user acceptance testing including: Information & Software Technology (IST), Quality Assurance (QA), scale testing and vulnerability testing as may be required by Customer's policies and methods. In order to carry out accurate end-to-end system testing and user acceptance testing, Customer acknowledges and agrees that it has a test region with access to data that accurately represents test and production information. Testing resources to execute such testing are not provided as part of this WO.
- Customer testing resources will be required from project commencement.
- Customer will take responsibility for providing required interfaces to Customer systems and applications within the first two weeks of project commencement and all required assistance to deliver and test the integrations and services required per Sprint cycle. Customer will make available an SMTP gateway for email integration.
- Customer will maintain responsibility for the security of and access to the Pega Platform and Application(s) at the application layer. Customer will provide Pegasystems resources access to all required production and non-production systems on project commencement.
- Customer will identify a business Product Owner for any business area impacted by the project as a committed resource with the authority to make decisions on behalf of the Customer ("Product Owner(s)"). Product Owner(s) are required to complete Pega Product Owner training (<https://academy.pega.com/library/na/introduction-to-product-owner-role-in-scrum>) before project commencement.
- Customer will review and approve a list of case types and user stories that have been prioritized in the order of delivery ("Product Backlog"). Product Backlog will be managed throughout the project by the Product Owner without impact on delivery cycles (Sprints).
- The delivery model is to use an agile scrum method and, as such, scope may be varied according to priorities dictated by the customer Product Owner.
 - Customer may replace an item or items in the Product Backlog of equal size (i.e. same effort/price to deliver), on the basis that Pega has not yet started work on such item(s). There will be no additional charge for equal size replacement. The decision of what is deemed an equal size replacement rests solely with Pegasystems. Pegasystems will provide the Customer with an explanation for the decision.
 - Customer may add items to the Product Backlog for additional costs which will be managed by the Change Control process detailed in Section 4 of this WO. Some additions may result in additional Sprints, which will result in additional time being added to the project schedule.
 - Customer will not add changes to a Sprint that is in progress (i.e. a sprint where work is being performed). Any and all changes will be added to future Sprints. However, where Pegasystems and Customer mutually agree that there is a need to change

work in an active sprint or terminate the sprint early, such change will be managed by the Change Control Process detailed in Section 4 of this WO.

- Customer will provide feedback in response to Pegasystems' demonstrations or development progress within a timeframe that will not cause the project timeline to be extended.
- Customer will work according to the Pega Delivery Process as outlined below. Product Owner(s) will obtain knowledge about Scrum if not knowledgeable.
- The project will follow an industry-standard approach to the working / management method including:
 - A two-week Initiation phase (sprint 0) to align delivery vision, align understanding of scrum, terminology, artefacts needed and define the target scope for the first production release (MLP). This sprint also seeks to establish the test plan, release plan and a refined backlog of work ready for development.
 - Three delivery sprints of 2 weeks' duration each, including sprint planning, collaborative team-working, unit and system testing, show and tell sessions, sprint retrospectives.
 - A final two-week "sprint z" to complete any remaining testing and deployment activities for go-live.
- Pega leadership will have an active role in all levels of project governance. Customer stakeholders will also play an active role in project governance.
- Onshore work will be collocated on customer site (assumed to be Abbey Wood and / or RAF High Wycombe). Work is typically on-site 4 days per week. Nearshore work will be carried out from Pegasystems' nearshore delivery centre in Krakow, Poland.
- The solution will be viewable on mobile devices via a web browser. No configuration effort has been included for full mobile application (including offline) use.
- Estimates include 10 days of effort (timeboxed) for a Pega Deployment Architect to support installation of Pega onto the MoD target environment to be provided by AWS, and to support any accreditation required to enable such deployment.
- Estimates to do not include any on-site application support.
- There will be no requirement for Pega staff to undergo SC clearance. If such clearance is required, MoD will sponsor and support the application process, and staff will be able to commence work under a waiver while clearance is sought.
- A period of 4 weeks from contract signature for mobilisation of the teams.

Should this Project experience failings in delivery or performance, responsibility for corrective action(s) will be shared by Customer and Pega, according to their responsibilities described in this WO. Under no circumstance will Customer and Pegasystems be jointly and severally liable. Any material failure by Customer to perform its responsibilities will impact the project timeframe and fees. The parties will handle such change(s) the Change Control and Governance processes outlined in section 4 of this WO.

2.0 Project Timeline

Based on the details set forth in Section 1 and the assumptions in Section 6, the project timeline is estimated below. Any material changes in scope or assumptions will impact this to timeline and will be handled through the Change Control and Governance process in Section 4 of this WO.

Estimated Start Date: TBC

Estimated End Date: TBC

3.0 Effort and Cost Estimates

3.1 Effort & Costs

TIME AND MATERIALS ENGAGEMENT

In consideration for the Services, Customer agrees to pay Pegasystems on a time and materials basis, according to the following table, exclusive of actual travel and out-of-pocket expenses. Fees will be invoiced on a monthly basis.

Role	Allocation	Estimated Hours	Rate per Hour	Estimated Fees
Practice Director ("PL")	10%	40	(Redacted – Pricing Information)	(Redacted – Pricing Information)
Engagement Leader (EL)	100%	400	(Redacted – Pricing Information)	(Redacted – Pricing Information)
Lead System Architect (LSA)	100%	400	(Redacted – Pricing Information)	(Redacted – Pricing Information)
Senior System Architect (SSA) Nearshore	100%	400	(Redacted – Pricing Information)	(Redacted – Pricing Information)
System Architect (SA) Nearshore	180%	720	(Redacted – Pricing Information)	(Redacted – Pricing Information)
Lead Business Architect (LBA)	100%	400	(Redacted – Pricing Information)	(Redacted – Pricing Information)
User Experience Architect (UXA)	40%	160	(Redacted – Pricing Information)	(Redacted – Pricing Information)
Deployment Architect (DA)	20%	80	(Redacted – Pricing Information)	(Redacted – Pricing Information)

	Total Estimated Hours	2600	Total Estimated Fees	(Redacted – Pricing Information)
			Estimated Expenses	(Redacted – Pricing Information)
			Total Estimated Fees and Expenses	(Redacted – Pricing Information)

Fees do not include applicable taxes (sales, use, GST, VAT, customs, or excise or other like taxes). Invoices shall be submitted to Customer's Billing Contact below; payment is due in Great British Pounds within thirty (30) days of receipt of invoice. Once due, all fees are non-refundable and non-cancellable.

All fees and expenses will be invoiced monthly. The fee estimate for labor performed under this WO is (Redacted – Pricing Information); the estimate for travel and out of pocket expenses is (Redacted – Pricing Information), for a total estimated amount of (Redacted – Pricing Information)

These estimates and any other estimates related to this WO are intended only to be for Customer's budgeting and Pegasystems' resource scheduling purposes; these estimates do not include taxes. Pegasystems will invoice you for actual time spent performing the services, plus materials, taxes and expenses; such invoice may exceed the total estimated amount documented above. For the avoidance of doubt, Customer will be liable for any tax-related expenses Pegasystems incurs as a result of any tax related expenses as a result of Customer's request to make available any individual consultant for a long-term engagement with Customer.

In the event that Pegasystems exceeds the hours and fees authorized under this WO, then Pegasystems will not be obligated to continue to provide Services until additional hours and fees are authorized by written agreement of the parties.

The resources set forth above will be available to Customer during Customer's regular business hours, between the dates specified above for each phase. Any observed Customer holidays will be an observed Pegasystems holiday for the duration of this WO. Requests to amend the number of resources, the duration of the engagement, or the duration that a resource is engaged on the project, requests for services of the resources outside of the dates specified above, or requests for additional expertise, will be handled through the Change Control and Governance processes under this WO. Pegasystems shall have no obligation to perform services or provide resources outside of the scope of this WO until a change order or new work order, authorizing additional funds, has been executed by the parties.

3.2 Customer Billing Contact for Invoicing

Name: TBC

Address:

City:

Country:

4.0 Change Control

Any change that impacts the project scope, timeline or fees, must be agreed to by the parties in advance in writing (see Change Control Form in Appendix). Such changes include but are not limited to requests for changes in project plans, specifications, schedule, designs, requirements, service deliverables, software environment, project assumptions. Pegasystems shall not be obligated to perform and customer shall not be obligated to pay for changes in time, scope, cost or other contractual obligations until customer and Pegasystems have agreed in writing to the proposed change in an amendment to this WO and/or other applicable amendment.

5.0 Governance

5.1 Project Status Reporting and Circulation

The Pegasystems Project Status Report (PSR) is the responsibility of the Pegasystems Engagement Leader (EL). This will be circulated on a weekly basis to the Customer Project Manager (PM).

This document provides an update on progress of the project as well as measuring the project's health in the following areas:

- Overall Status
- Customer Success
- Technical Status
- Sprint Progress (burndown)
- Overall Schedule Progress
- Budget Progress
- Resources Plan
- Co-Production Progress

5.2 Governance Meetings & Escalation

Effective governance helps to drive successful project delivery by aligning the activities of all project participants. This project will have the following meetings and escalation path:

Monthly Steering Group

Purpose	Customer Attendees	Pega Attendees
<ul style="list-style-type: none">• Provide direction to the project and maintain alignment to strategic roadmap• Understand overall status across multiple work streams/projects• Sign off on deliverables by final decision maker for release• Change Approval Board• Review & resolve escalated program risks and issues	Project Sponsor – (Redacted – Personal Information)	(Redacted – Personal Information), Account Executive
	Project Manager- (Redacted – Personal Information)	(Redacted – Personal Information), Practice Director
	Product Owner- (Redacted – Personal Information)	

Weekly Project Leadership

Purpose	Customer Attendees	Pega Attendees
<ul style="list-style-type: none">• Empowered to approve changes within delegation tolerance• Review program risks, issues with resolution is possible	Product Owner - (Redacted – Personal Information)	(Redacted – Personal Information), Practice Director (attends as necessary)

<ul style="list-style-type: none"> Track project progress, taking immediate action if off track Identify, analyse and size changes to be presented to Change Control Board 	Project Manager - (Redacted – Personal Information)	Engagement Leader

Daily Standup

Purpose	Customer Attendees	Pega Attendees
<ul style="list-style-type: none"> Report completed and planned activities for the work stream Report challenges and roadblocks for the work stream 	Product Owner - (Redacted – Personal Information)	Engagement Leader
	Project Manager - (Redacted – Personal Information)	LSA, SSA, SA
	Test Resources	LBA

6.0 Assumptions

The following assumptions are critical to the success of the project and form the basis of the **agreed project timeline and fees**. Any material variation from these assumptions will impact the project timeframe and fees and will be handled through the Change Control and Governance processes.

1. This WO will be signed prior to project commencement.
2. Pegasystems will be entitled to rely on all decisions and approvals made by Customer in relation to this WO and nothing in the WO will require Pegasystems to evaluate, advise on, modify, confirm, or reject such decisions and approvals.

3. Only Pega auto-generated documentation will be made available as a deliverable of the project and any other documentation required by the customer will be considered change and managed accordingly.
4. For the avoidance of doubt, any functionality not explicitly defined in this WO or Application Profile document will be presumed to be out of scope.
5. There will be well-defined, documented interfaces for connecting to back-end systems. These will use mechanisms supported by Pega (SOAP, MQ, EJB, JDBC). There will be “stubs” that return accurate representative data where interfaces are not immediately available.
6. Unless otherwise explicitly stated in Section 1.0, the implementation of the Pega Platform and/or Application(s) will use the following Out-of-the-Box (OOTB) methods and objects:
 - a. The User Interface (UI), expected to be handled through OOTB rules provided in the Pega Platform with minimum customizations.
 - b. Standard harnesses based on standard UI framework and HTML rules (minor modifications to a couple of HTML properties is acceptable)
 - c. Standard work items, covers and folders if needed
 - d. Standard routing and assignments
 - e. Word correspondence based on HTML generation, with standard PDF generation as indicated in the use cases
 - f. Standard SLA handling and notifications
 - g. Standard input validation
 - h. Standard Interfaces to external systems (including error handling)
7. Pega authentication will be the security mechanism for this project unless there is an explicit alternative specified in the Interfaces.
8. Post development testing is sized at two weeks for Phase 1. Additional testing time can be incorporated if required at additional cost.
9. No post-production support (except as provided for under the support and maintenance agreement) is included in this WO. Additional post-production support time can be incorporated if required at an additional cost.
10. The project assumes an AGILE approach leveraging Pega DCO. Alternative approaches may result in a longer timeline and/or additional costs.
11. Pegasystems will demonstrate working software according to the Customer every two weeks. Such demonstration will be provided on the basis that Customer has fulfilled its responsibilities as detailed in the WO above.

7.0 Location of Services

The location provided here describes where Pega staff will reside if on-site at Customers site.

Address: MoD Abbey Wood

City: Bristol BS34 8JH

Country: United Kingdom

and / or

Address: RAF Air Command, Naphill,

City: High Wycombe HP14 4UE

Country: United Kingdom

The location provided here describes where Customer will derive benefit from the outcome of this project.

Address: Various locations in the United Kingdom

8.0 Termination

Customer may terminate this WO by providing 30-days' advanced written notice. In the event of early termination, Pegasystems shall invoice Customer in accordance with the Agreement for all work performed up to the effective date of termination (substantiated by reasonable detail of work performed and the period for which compensation is sought), net of any milestones that have been invoiced and paid, at Pegasystems' then-current hourly rates, plus reasonable expenses. Upon payment in full of such invoice Pegasystems shall release to Customer all materials and Deliverables developed under this WO up to the effective date of termination. All such materials and Deliverables are provided on an as-is, no warranty basis.

9.0 Authorization

This Work Order and the Agreement constitute the entire understanding of the parties with respect to the Services to be performed under this Work Order.

Customer

Pegasystems Limited

(Redacted – Personal Information)

Signature

Signature

(Redacted – Personal Information)

(Redacted – Personal Information)

(Redacted – Personal Information)

Name

Name

Title	(Redacted – Personal Information)	Title	(Redacted – Personal Information)
Date	(Redacted – Personal Information)	Date	(Redacted – Personal Information)

Appendix 1 – Case Type Backlog



Appendix 2

Change Control Form

Change Request #[number] to the Work Order (CR-XXX) between Pegasystems Limited and [Customer], dated [dd/mm/yyyy].

Project Name:	<project name>
Change Request Title:	
Change Request ID:	<number>
Desired Release Date:	Release Scheduled for dd/mm/yyyy
Date Identified:	dd/mm/yyyy
Requestor:	<name>
Type of Change:	Choose an item.
Business Priority:	Choose an item.
Business Impact: (if not approved)	Choose an item.

Requirements:	
Backlog Impact:	
Resource Impact:	
Hours Impact:	
Project Schedule Impact:	
Project Budget Impact:	

•

Detailed DESCRIPTION <i>(State new requirement text and/or User Story)</i>

Authorization

This Change Request Form constitutes the entire understanding of the parties with respect to changes to Work Order (CR-~~XXX~~) between Pegasystems Limited and [Customer]. In all other respects, the Work Order remains unchanged and in full force and effect.

TEMPLATE ONLY DO NOT SIGN THIS PAGE

Customer	Choose an item
(Redacted – Personal Information)	(Redacted – Personal Information)
Signature	Signature
(Redacted – Personal Information)	(Redacted – Personal Information)
Name	Name
(Redacted – Personal Information)	(Redacted – Personal Information)
Title	Title
28/06/2019	28/06/2019
Date	Date