

DPS Schedule 5 (Order Form Template)

This Order Form is issued under the BIS DPS Agreement with the reference number Prj 3898 as part of a Call for Competition on 20th January 2020 for the provision of Defining Professional Information Standards common to Adult Social Care Providers.

Buyer	
Organisation	NHS Digital
Representative	Redacted
Tel	Redacted
Email	Redacted
Agent <i>(if applicable)</i>	
Organisation	Social Care Programme
Representative	Redacted
Tel	
Email	Redacted
Supplier	
Organisation	The Professional Records Standards Body
Representative	Redacted
Tel	
Email	Redacted

Title of Work	Defining Professional Information Standards common to adult social care providers, adult social care commissioners, to support adult social care integration with health.
Call-Off Reference	
Proposed Start Date	As per date of signed Order Form

Summary							
Scale of Standard <i>(select as applicable)</i>		New	X	Major Revision		Minor Revision	
Type of Standard <i>(select as applicable)</i>							
Professional		Direct Care	X	Indirect Care	X		
Semantic		Representation		Transformation		Modelling	
Technical		Architecture	X	Interface	X	Protocol	
Scope of Services <i>(select one or more)</i>							
Governance		Development	X	Assurance	X	Endorsement	X
Publication	X	Promotion		Implementation	X	Evaluation	

Part A – Buyer Requirements

A1 - Objective

To put in place Professional Information Standards aligned with those currently being developed that will improve the services and efficiency in Adult Social Care and support Adult Social Care integration with health.

A2 - Background

The Social Care Programme is targeted at improving the digital maturity of the Adult Social Care Sector (e.g. local authorities, domiciliary care and care homes), increasing the potential for sharing information with health settings and improving care.

Over the past four years the programme has invested in over 60 local initiatives, creating a foundation in Adult Social Care for key strategic opportunities such as the local health and care record and exemplar work in the future. There is a huge amount of commonality in the problems being solved, and the information to be shared.

As the Social Care Programme moves into its final year, it is focussing on ensuring that this foundation is strengthened by the creation of nationally recognised Professional Information Standards; all of which are supported to be used by a variety of technical methods, with commercial agreements published to allow other areas to adopt.

Within the programme, 16 Pathfinder projects have produced a number of use cases to support the integration of health and adult social care information. The provider will need to work with Social Care Programme's Pathfinder partner organisations to identify and define Professional Information Standards from the use cases and establish them at professional level.

Professional Information Standards require scrutiny, validation through professional consultation and a recognised method for national adoption; which should be carried out in an open environment external to NHS Digital. This is the purpose of this procurement.

The work will potentially produce up to 5 Professional Information Standards. These will need to align with other standards currently in development to support the aspiration towards a core shared health and care record.

The successful organisation must be able to:

- Demonstrate a clear understanding of the Adult Social Care sector and how it operates, and how it works with the health sector
- Demonstrate experience of assuring social care standards and have access to professional bodies that support adult social care, primary and secondary care for example Royal Colleges or demonstrate how they would provide this assurance
- Provide assurance towards the Professional Information Standards from a professional background.

A3 - Target Plan

The following timescales are for the purposes of setting the overall goals with respect to the timing of the work. The details for the iterative development or assurance activity will fall out of the ongoing management process.

Ref	Buyer Needs Descriptions	Target Date
M1	Identify the standards for development - Work with 16 Pathfinder projects to identify and agree the standards from the existing use cases.	March 2020
M2	Define and agree the standards for consultation and scrutiny with Pathfinders, stakeholders from adult social care and health, and citizens	October 2020
M3	Formal adoption of standards by a professional community within health and social care. If adoption of standards is not appropriate or achievable, provide qualified reasons for this within a formal closure report that includes key lessons to be agreed by the Social Care Programme Board.	January 2021
M4	Publish standards and agree with the professional community within health and social care. If publication of standards is not achievable, provide qualified reasons within a formal closure report that includes key lessons to be agreed by the Social Care Programme Board.	March 2021

A4 - Target Settings

The following table identifies the target health and social care settings relevant to this work and its potential impact on these settings. Please select all settings that apply.

Ref	Service	Target	Potential Impact (see definitions)	Ref to Note
S01	Primary Care - General Practice	Yes	Mod	
S02	Primary Care - Dentistry	No		
S03	Primary Care - Pharmacy	Yes	Min	
S04	Primary Care - Optometry	No		
S05	Primary Care - Out of Hours	Yes	Mod	
S06	Other Primary Care setting (<i>please identify</i>)	No		
S11	Secondary Care - Ambulance	Yes	Mod	
S12	Secondary Care - Emergency	Yes	Mod	
S13	Secondary Care - General/Acute (<i>TEST</i>)	Yes	Sig	
S14	Secondary Care - Maternity	No		
S15	Secondary Care - Mental Health	Yes	Mod	
S16	Other Secondary Care setting (<i>please identify</i>)	No		
S21	Community Care - Child Health	No		
S22	Community Care - End of Life	Yes	Mod	
S23	Community Care - Mental Health	Yes	Mod	
S24	Community Care - Rehabilitation / Aids & Adaptations	Yes	Mod	

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Ref	Service	Target	Potential Impact (see definitions)	Ref to Note
S25	Community Care - Treatment / Therapies	Yes	Mod	
S26	Other Community Care setting (please identify)	No		
S31	Public Health - Health Promotion	No		
S32	Public Health - Immunisation & Vaccination	No		
S33	Public Health - Infection Prevention/Control	No		
S34	Public Health - Screening	No		
S35	Other Public Health setting (please identify)	No		
S41	Social Care - Advocacy services (identify as Adult / Child / Both)	Yes	Sig	
S42	Social Care - Disabilities services (identify as Adult / Child / Both)	Yes	Sig	
S43	Social Care - Domiciliary care (identify as Adult / Child / Both)	Yes	Sig	
S44	Social Care - Needs assessments (identify as Adult / Child / Both)	Yes	Sig	
S45	Social Care - Residential care (identify as Adult / Child / Both)	Yes	Sig	
S46	Social Care - Safeguarding (identify as Adult / Child / Both)	Yes	Min	
S47	Other Social Care setting (please identify)	No		
S51	Genomics	No		

Impact Definitions	
Min	The revised or newly created information standard could have a minimal but identifiable impact upon the current provision of care services within this setting
Mod	The revised or newly created information standard could have a tangible and measurable impact upon the current provision of care services within this setting
Sig	The revised or newly created information standard could have a substantial and disruptive impact upon the current provision of care services within this setting

Setting Notes are as follows:

- [Note 1]
- [Note 2]

A5 - Target Stakeholders

The following table summarises the target stakeholder groups for the work and the extent of engagement required of them. Please select all audiences that apply.

Ref	Audience	Target	Extent of Engagement (see definitions)	Ref to Note
A01	Patients, service users and citizens	Yes	Pop	
A02	Registered health and social care professionals	Yes	Org	
A03	Regulated health and social care professional bodies	Yes	Org	
A04	Health and social care provider organisations	Yes	Org	
A05	Voluntary/third sector organisations	Yes	Org	
A06	Dept of Health & Social Care and its Arm's Length Bodies	Yes	Ind	
A07	Central government (<i>its Depts and Parliament</i>)	No		
A08	Devolved governments (<i>their Depts and Parliaments</i>)	No		
A09	Local Government	Yes	Ind	
A10	International organisations / bodies representing other nations	No		
A11	Academia	No		
A21	Other Audience (<i>please identify</i>)	No		

Engagement Definitions	
Ind	The revision or creation of the information standard will require direct engagement with one or more of the following: key individuals representative of the selected stakeholder group(s)
Org	The revision or creation of the information standard will require direct engagement with one or more of the following: key individuals representative of the selected stakeholder group(s) and/or organisations representative of the selected stakeholder group(s).
Pop	The revision or creation of the information standard will require direct engagement with one or more of the following: key individuals representative of the selected stakeholder group(s) and/or organisations representative of the selected stakeholder group(s) and/or large user communities representative of the selected stakeholder group(s).

Stakeholder Notes are as follows:

1. [Note 1]
2. [Note 2]

A6 - Target Deliverables

The following table lists the various deliverables which could be required from this work and the relative complexity of each. Please select all deliverables that apply.

Ref	Deliverable	Target	Degree of Complexity (see definitions)	Ref to Note
D11	Development Plan (inc methodology)	Yes	Sec	
D12	Research Proposal	No		
D13	Research Outcomes	Yes	Rep	
D14	Evaluation of Supporting Technologies/Standards	No		
D21	Assessment of Need	Yes	Sec	
D22	Assessment of Burden	No		
D23	Assessment of Risks	Yes	Rep	
D24	Assessment of Benefits	Yes	Rep	
D25	Assessment of Training Support	No		
D26	Assessment of Investment Options (inc Value for Money)	No		
D27	Clinical Hazard Log	No		
D28	Data Privacy Impact Assessment	No		
D29	User Research Log	No		
D30	Draft Design Specification	No		
D31	User Guidance	No		
D32	Other Developer deliverable (please identify)	No		
D41	Assurance Plan (inc methodology)	No		
D42	Clinical Safety Assessment	Yes	Rep	
D43	Information Governance Assessment	No		
D44	Updated User Guidance	No		
D45	Correspondence Log	No		
D46	Final Design Specification	No		
D47	Other Assurer deliverable (please identify)	No		
D51	Endorsement	Yes	Let	
D52	Other Endorser deliverable (please identify)	No		
D61	Pre-publication Assessment	No		
D62	Post Publication Assessment (including user feedback)	No		
D63	Other Publisher deliverable (please identify)	No		
D71	Promotion Plan (including methodology)	No		
D72	Promotion Outcomes (including correspondence log)	No		
D73	Other Promoter deliverable (please identify)	No		
D81	Implementation Plan (including methodology)	Yes	Sec	
D82	Implementation Outcomes (including user feedback)	No		
D83	Other Implementor deliverable (please identify)	No		

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Ref	Deliverable	Target	Degree of Complexity (see definitions)	Ref to Note
D91	Evaluation Plan (including methodology)	No		
D92	Evaluation Outcomes (including consultation log)	Yes	Sec / App	
D93	Other Evaluator deliverable (please identify)	No		

Complexity Definitions	
Sec	The deliverable will be made up of one or more defined document sections (including references, glossary and bibliography elements) contributing to the body of a Buyer report
App	The deliverable will be made up of one or more defined document appendices (including references, glossary and bibliography elements), and potentially document sections, contributing to the body of a Buyer report
Rep	The deliverable will be a full report including all references, glossary, bibliography, appendices, version control and document management
Let	The deliverable will be a letter to the Buyer of the formal endorsement of the information standard by a body of responsible professional opinion or other recognised representative stakeholder organisation

Delivery Notes are as follows:

1. [Note 1]
2. [Note 2]

A7 - Roles

The table summarises which high level role each party (Buyer, Agent [if applicable], or Supplier including any work sub-contracted via the Supplier) will hold. It uses a slightly extended version of the standard RACI terminology as follows:

- (R)esponsible - the primary party responsible for delivery (only one per role). A lower case (r) can be used to indicate if another party has partial responsibility (under the management of the primary responsible party)
- (A)ccountable - the party who is accountable for the role (only one per role) who has the ultimate decision-making ability about the role
- (C)onsulted - any party who must be routinely consulted with regard matters relating to the role (with evidence that this is the case)
- (I)nformed - if a party should be informed

Role	Buyer	Agent	Supplier	Ref to Note
Custodian	A			
Developer	CI		AR	
Assurer	AR			
Endorser			CI	
Publisher	AR		CI	
Promoter	AR		CI	
Implementor	AR		CI	
Evaluator	AR		CI	

Responsibility Notes are as follows:

1. [Note 1]
2. [Note 2]

A8 - Management

A8.1 - Control

Unless agreed as otherwise between the Buyer and the Supplier, the frequency of progress meetings will be:

Every 4 weeks

The purpose of the progress meeting is to:

- Understand progress to date and capture actual time taken to complete identified tasks (backlog items) for the purposes of continuously improving forward estimates
- Review the outstanding tasks (backlog item list) re-prioritising them, or evolving them - ideally into sprint sized activities - as progress is made through the backlog item list, and amending, deleting or supplementing them as necessary (recording any changes to scope and any material impact on the Charges and/or timescales)
- Planning for the next sprint accordingly, ensuring that criteria for marking agreed tasks as “done” are agreed in enough detail; and, if necessary bringing the work to closure

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- In the event of deciding to bring the work to closure, the Supplier acknowledges its obligations to bring the work to a mutually satisfactory conclusion (see termination) as part of final (sprint) planning

Unless otherwise agreed between the Buyer and the Supplier the Sprint duration will be the same duration as the frequency of progress meetings set out above.

A8.2 - Termination

Standard

A8.3 - Charging

Charging Method	Charging Method Selected
Fixed Price	Y
Incremental Fixed Price	N
Time and Materials	N

A8.4 - Special Requirements

Part B - Offer

B1 - Qualification

Redacted

B2 - Approach

Redacted

B3 - Price

Redacted

Part C – Contract Details

CALL-OFF INCORPORATED TERMS

The following documents are incorporated into this Call-Off Contract. If the documents conflict, the following order of precedence applies:

- 1. This Order Form including the Call-Off Special Terms and Call-Off Schedules.
- 2. The following Schedules:

Joint Schedule 1 (Definitions and Interpretation) [Must be included]	<input checked="" type="checkbox"/>	Joint Schedule 5 (Corporate Social Responsibility) [Must be included]	<input checked="" type="checkbox"/>
Joint Schedule 2 (Variation Form) [Must be included]	<input checked="" type="checkbox"/>	Joint Schedule 6 (Subcontractors)	<input type="checkbox"/>
Joint Schedule 3 (Insurance Requirements) [Must be included]	<input checked="" type="checkbox"/>	Joint Schedule 7 (Rectification Plan) [Must be included]	<input checked="" type="checkbox"/>
Joint Schedule 4 (Commercially Sensitive Information)	<input type="checkbox"/>	Joint Schedule 8 (Processing Data) [Optional]	<input type="checkbox"/>
Call-Off Schedule 1 (Transparency Reports)	<input type="checkbox"/>	Call-Off Schedule 5 (Key Supplier Staff)	<input type="checkbox"/>
Call-Off Schedule 2 (Staff Transfer)	<input type="checkbox"/>	Call-Off Schedule 6 (Security)	<input type="checkbox"/>
Call-Off Schedule 3 (Task Record) [Must be included]	<input checked="" type="checkbox"/>	Call-Off Schedule 7 (Implementation Plan)	<input type="checkbox"/>
Call-Off Schedule 4 (Additional Call-Off Pricing Details)	<input type="checkbox"/>	Call-Off Schedule 8 (Call-Off Management) [Must be included]	<input checked="" type="checkbox"/>

3. BIS DPS Core Terms

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of or added to this Order Form, or presented at the time of delivery.

CALL-OFF SPECIAL TERMS

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

[Insert terms to supplement Core Terms, Joint Schedules, Call Off Schedules; or none]

Special Term 1	
Special Term 2	
Special Term 3	

CALL-OFF TERM

Call-Off Start Date	12 th February 2020
Call-Off Expiry Date	31 st March 2021

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

INVOICING

The Supplier shall invoice the Buyer for all Tasks that were planned and completed as part of any given sprint at the end of each sprint and such invoices shall be payable in accordance with the Core Terms. Each invoice rendered shall include the Charges for the Tasks that have been agreed as completed in each sprint.

ADDITIONAL CALL-OFF CHARGES

See details in Call-Off Schedule 4 (Additional Call-Off Pricing Details)

ADDITIONAL COMMERCIAL SENSITIVE INFORMATION

In addition to those set out in Joint Schedule 4 (Commercially Sensitive Information), the Supplier should set out here any further information which it considers to be Commercially Sensitive Information.

No.	Date	Item(s)	Duration of Confidentiality
1	[insert date]	[insert]	[insert duration]
2	[insert date]	[insert]	[insert duration]

DATA PROCESSING

This table should be completed where Joint Schedule 8 (Processing Data) is to be used in the Call-Off Contract to which this Order Form applies.

If it is determined that the Supplier is acting as a Controller as well as, or instead of, acting as a Processor, then the Parties shall use their best endeavours to agree additional provisions with regard to any Processing.

Call-Off Contract	Building Professional Information Standards
Date:	
Jurisdiction of processing:	
Description of Authorised Processing	Details
Identity of the Controller and Processor:	
Subject matter of the processing	
Duration of the processing	
Nature and purposes of the processing	
Type of Personal data	
Categories of Data Subject	
Plan for return of the data once the Processing is complete unless requirement under union or member state law to preserve that type of data	
Data Protection Officer	

ADDITIONAL INSURANCES

[Parties to insert details of any Additional Insurances which are required in respect of this particular Call-Off Contract]

PAYMENT METHOD

Where HSCIC is the Buyer, P2P payment only via invoice to:

HSCIC,
T56 Payables A125,
Phoenix House,

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Topcliffe Lane,
Wakefield,
WF3 1WE

Where HSCIC is not the Buyer, insert below:

[insert]

Part D - Approval

Buyer Approval		
Authorised Representative	Print Name	
	Signature	
	Date	

Supplier Approval		
Authorised Representative	Print Name	
	Signature	
	Date	