

STATEMENT OF WORK

This Statement of Work is dated **23/06/2023** and is entered into between:

- (1) **Constellia Public Limited** incorporated and registered in England and Wales with company number 08664789 whose registered office is at 43 Berkley Square, London W1J 5FJ ("Constellia"); and
- (2) **Home Office** whose address is **Home Office, Peel Building, 2 Marsham Street, London, England, SW1P 4DF, United Kingdom** (the "Authority")

This Statement of Work is entered into pursuant to the SEWTAPS Framework Agreement entered into on **19th April 2021** by Constellia and the County Council of the City and County of Cardiff and the SEWTAPS Call-Off Contract entered into by Constellia and the Authority for Services between Constellia and the Authority and forms part of that Agreement, all the terms of which apply to this Statement of Work.

1 PROJECT DETAILS	
1.1 Date	23/06/2023
1.2 Project name	UCD Resourcing Supplier (Home Office Contract reference C25339)
1.3 SEWTAPS Unique Reference Number	
1.4 Constellia Project Number	1223
1.5 Capital Code	
1.6 Cost Centre	
1.7 Purchase Order	Purchase Orders to be raised by each SOW requirements owner.
2 PARTIES	
2.1 Customer	Home Office
2.2 Customer Authorised Representative	Name: XXXXXXXXXX

2.3 Contractor	Constellia Public Limited whose registered office is at 43 Berkley Square, London W1J 5FJ
2.4 Contractor Company Number	08664789
2.5 Contractor Authorised Representative	<div style="background-color: black; width: 150px; height: 1.2em; margin-bottom: 2px;"></div> <div style="background-color: black; width: 150px; height: 1.2em; display: inline-block; vertical-align: middle;"></div> constellia.com Head of Operational Procurement
3 DURATION	
3.1 Contract Date	23/06/2023
3.2 Commencement Date	01/06/2023
3.3 Expiry Date	01/06/2024
4 SERVICES, SPECIFICATION, DELIVERABLES, KEY DATES, MILESTONES, CUSTOMER POLICIES AND CONSISTENT FAILURE	
4.1 Services	<p>The Home Office will be using the Constellia Neutral Vendor Solution to procure the services of suppliers with User-Centred Design capability on a call – off basis. The capability will supplement the Home Office Digital Data and Technology delivery with expertise, where they have resource gaps.</p> <p>Projects are across Immigration and Borders, Policing, Fire and Public Protection, Passports and various internal enabling systems. Our teams are often blended with civil servants and external delivery partners.</p> <p>Resource provided:</p> <ul style="list-style-type: none"> •must be inside IR35 (so if contract resource provided, this must be pay-rolled); •may be engaged either (depending on project requirements) on a fixed fee or time and materials/day rate basis; and •Security Cleared (or put through clearance process by you before beginning). <div style="background-color: black; width: 500px; height: 30px; margin-top: 10px;"></div>

Rates are outlined below and may be negotiated on a project-by-project basis.

Grade/Expertise	
User Researcher (SFIA 3)	
Senior User Researcher (SFIA 4)	
Principal User Researcher (SFIA 5)	
Interaction Designer (SFIA 3)	
Senior Interaction Designer (SFIA 4)	
Principal Interaction Designer (SFIA 5)	
Content Designer (SFIA 3)	
Senior Content Designer (SFIA 4)	
Principal Content Designer (SFIA 5)	
Service Designer (SFIA 3)	
Senior Service Designer (SFIA 4)	
Principal Service Designer (SFIA 5)	
Accessibility Consultant (SFIA 3)	
Senior Accessibility Consultant (SFIA 4)	
Principal Accessibility Consultant (SFIA 5)	

Note

- All rates exclude expenses & VAT
- All rates are inclusive of the Constellia Framework fee
- All rates are for a professional working day (no overtime payable) and remain current/not be subject to increase until 1 April 2024
- Where individuals will not be working full days they should be billed hourly at a rate of 1/8th of their daily rate

The process for Home Office is outlined below:

- 1.Home Office Resourcing Leads to be provided with Constellia contact details
- 2.As far as possible, Resourcing Leads to brief Constellia on future resource requirements, so that they can prepare suppliers
- 3.When specific resource required, Home Office Resourcing Lead to brief all 3 suppliers
- 4.3 suppliers then to notify Home Office Resourcing Lead if they have an immediately identifiable & available resource for a specific role (i.e. without searching)

	<p>5.If right resource not identified then Home Office Resourcing Lead to (with consideration of how competitive their rates are) give one supplier 2 week's exclusivity to conduct a search</p> <p>6.If the right resource still not identified then Home Office Resourcing Lead to invite all suppliers to search</p> <p>7.When right resource identified, Home Office Resourcing Lead to brief Constellia (██████@constellia.com) who will the prepare SoW</p> <p>8.Constellia to track and report on overall resourcing utilized</p>		
4.2 Specification	As per the Tender documentation on the Constellia portal		
4.3 Deliverables	As per the Tender documentation on the Constellia portal		
4.4 Key Dates and Milestones	Milestone	Date completion expected	
	To be agreed for each SOW	To be agreed for each SOW	
4.5 Customer Policies	<p>The relevant authority will grant access to the key personnel of the Service Provider to any of the following mandatory policies required or relevant to the statement of work.</p> <p>The Service provider will ensure that key personnel will access and read the mandatory policies once the relevant authority have provided access.</p> <p>Equal Opportunities Policy; Anti-Bribery Policy; Safeguarding Policy; Modern Slavery Policy; Ethical Supply Chain Policy; Health and Safety Policy; Quality Management Policy; Business Continuity Plan; IT Security Policy; Physical Security Policy.</p>		
4.6 Consistent Failure	<p>Consistent Failure shall mean:</p> <p>(a) the Customer serving 3 Remediation Notices set out in the Call-Off Contract Particulars in a 3 month period set out in the Call-Off Contract Particulars or the number of Default Notices the Call-Off Contract Particulars in a rolling twelve (12) month period; and/or</p> <p>(b) the Contractor repeatedly breaching any of the terms of this Call-Off Contract in such a manner as to reasonably justify the opinion that its conduct is inconsistent with it having the intention or ability to give effect to the terms of this Call-Off Contract.</p>		
5	APPROVED PROVIDERS AND KEY PERSONNEL		

5.1 Approved Provider	
5.2 Key Personnel	To be agreed for each SOW
6 CHARGES AND PAYMENT	
6.1 Neutral Vendor Services Charges	<p>The total budget which is available to be procured on a call-off basis is a maximum of £4,000,000.</p> <p></p>
6.2 Payment Plan	Supplier self-billing will be generated on the Constellia platform.
7 INSURANCE	
7.1 Required Insurance	<p>The Contractor shall at its own cost effect and maintain with a reputable insurance company a policy or policies of insurance providing as a minimum the levels the following insurances:</p> <ul style="list-style-type: none"> • public liability insurance with a limit of indemnity of not less than £5,000,000 in relation to any one claim or series of claims; • employer liability insurance with a limit of indemnity of not less than £5,000,000 or in accordance with any legal requirement for the time being in force, if higher, in relation to any one claim or series of claims; and • professional indemnity insurance with a limit of indemnity of not less than £1,000,000 in relation to any one claim or series of claims and shall ensure that all professional consultants or sub-contractors

	involved in the provision of the Neutral Vendor Services hold and maintain appropriate cover; The cover shall be in respect of all risks which may be incurred by the Contractor, arising out of the Contractor's performance of the Call-Off Contract, including death or personal injury, loss of or damage to property or any other loss. Such policies shall include cover in respect of any financial loss arising from any advice given or omitted to be given by the Contractor.
8 CONTRACT MANAGEMENT	
8.1 Management Report	As required by the Authority.
8.2 Meetings	As required by the Authority.
8.3 Commercially Sensitive Information	All project data, including the Approved Provider's response
8.4 Processing of Personal Data	As per the Tender documentation on the Constellia portal. The Contractor shall comply with any further written instructions with respect to processing by the Customer.
9 SCHEDULE OF DOCUMENTS	
9.1 SCHEDULE OF DOCUMENTS	N/A
10 OTHER	
10.1 Special Conditions	N/A

IN WITNESS whereof the Parties have entered into this Statement of Work on the date stated at the beginning of it.

Signed by



for and on behalf of **Constellia Public Limited**

Date: 29/06/2023

Signed by



for and on behalf of **Home Office**

Date: 29/06/2023