

**Health Systems Support Framework: Template Order Form**

<b><u>References and Date</u></b>							
<b>Order Reference Number</b>	HSSF22-033						
<b>Date of Order Form</b>	25 <sup>th</sup> July 2022						
<b><u>Parties and Key Persons</u></b>							
<b>Authority</b>	Health Education England 1st Floor, Blenheim House, Duncombe Street, Leeds LS1 4PL						
<b>Suppliers</b>	South Central and West Commissioning Support Unit						
<b>Principal Supplier(s)</b>	N/A						
<b>Key Roles for the supply or performance of the Deliverables and the personnel who will fill those Key Roles (“Key Personnel”)</b>	Project Manager: [REDACTED] Programme Lead: [REDACTED] Lead Head of Pharmacy: [REDACTED]						
<b>Contract Managers</b>	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;"><i>Authority’s Manager</i></td> <td style="text-align: center;"><i>Contract</i></td> <td style="text-align: center;">[REDACTED]</td> </tr> <tr> <td style="text-align: center;"><i>Supplier’s Manager(s)</i></td> <td style="text-align: center;"><i>Contract</i></td> <td style="text-align: center;">[REDACTED]</td> </tr> </table>	<i>Authority’s Manager</i>	<i>Contract</i>	[REDACTED]	<i>Supplier’s Manager(s)</i>	<i>Contract</i>	[REDACTED]
<i>Authority’s Manager</i>	<i>Contract</i>	[REDACTED]					
<i>Supplier’s Manager(s)</i>	<i>Contract</i>	[REDACTED]					
<b>Lead Contract Manager (if applicable)</b>	<p><i>Insert the Lead Contract Manager at the commencement of this Contract</i></p> <table border="1" style="width: 100%;"> <tr> <td style="text-align: center;"><i>Authority’s Lead Contract Manager</i></td> <td style="text-align: center;">[REDACTED]</td> </tr> <tr> <td style="text-align: center;"><i>Supplier’s Lead Contract Manager</i></td> <td style="text-align: center;">[REDACTED]</td> </tr> </table>	<i>Authority’s Lead Contract Manager</i>	[REDACTED]	<i>Supplier’s Lead Contract Manager</i>	[REDACTED]		
<i>Authority’s Lead Contract Manager</i>	[REDACTED]						
<i>Supplier’s Lead Contract Manager</i>	[REDACTED]						

<p><b>Person(s) to receive notices under the Contract</b></p>	<table border="1"> <tr> <td data-bbox="608 282 975 501"> <p><i>Authority's nominated person and contact details for service of notices</i></p> </td> <td data-bbox="975 282 1342 501"> <p>Name <b>TBD</b>  Postal Address  Email Address:</p> </td> </tr> <tr> <td data-bbox="608 501 975 1167"> <p><i>Supplier's nominated person and contact details for service of notices</i></p> </td> <td data-bbox="975 501 1342 1167"> <p>Name [REDACTED]  Postal Address <b>NHS South, Central and West Commissioning Support Unit</b>  Jubilee House, 5510 John Smith Drive, Oxford Business Park South, Cowley, Oxford, OX4 2LH</p> <p>Email [REDACTED] Address [REDACTED]</p> </td> </tr> </table>	<p><i>Authority's nominated person and contact details for service of notices</i></p>	<p>Name <b>TBD</b>  Postal Address  Email Address:</p>	<p><i>Supplier's nominated person and contact details for service of notices</i></p>	<p>Name [REDACTED]  Postal Address <b>NHS South, Central and West Commissioning Support Unit</b>  Jubilee House, 5510 John Smith Drive, Oxford Business Park South, Cowley, Oxford, OX4 2LH</p> <p>Email [REDACTED] Address [REDACTED]</p>
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<p><b>Notified Sub-contractors in the event of a TUPE transfer at a Relevant Commencement Date</b></p>	<p>N/A</p>				
<p style="text-align: center;"><b><u>General</u></b></p>					
<p><b>Status of Order Form</b></p>	<p>Issue of this Order Form is an "invitation to treat" by the Authority following the Suppliers' Call-Off ITT Response submitted by the Supplier(s) in response to the relevant mini-competition conducted under and in accordance with the Framework Agreement. On the signature of the Order Form by the Suppliers and its return to the Authority, the signature of the Order Form by the Authority shall be the point at which a contract is formed between the Authority and the Suppliers. This Order Form, together with the Call-Off Terms and Conditions and the applicable provisions of the Framework Agreement (and the other provisions as set out in the Call-Off Terms and Conditions) form a contract (defined as "the Contract")</p>				

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

<b>Call-Off ITT Response</b>	The Suppliers' response to the relevant Call-Off ITT submitted by the Suppliers in response to the relevant mini-competition conducted under and in accordance with the Framework Agreement and initiated by the issue of a Call-Off ITT by the Authority.
<b>Contract Meetings</b>	Contract review meetings will take place on a monthly basis.
<b>Fast-track Change values</b>	N/A
<b><u>Contract Term and Termination Provisions</u></b>	
<b>Term of the Contract</b>	The Term of the contract is 20 months (July 2022 to 31 March 2024).
<b>Extension of Term</b>	The Authority reserves the right for the contract to be extended for a period of up to 4 months.
<b>Unilateral Authority right of termination notice period</b>	The period of notice required for the Authority to exercise its right of unilateral termination pursuant to Clause 25 of Schedule 2 of these Call-Off Terms and Conditions, shall not be less than 1 month.
<b>Maximum Payments following Unilateral Authority right to terminate</b>	N/A
<b>Maximum Permitted Profit Margin</b>	N/A
<b>Variation to Termination Sum calculation</b>	N/A
<b>Insurance on Expiry or Termination</b>	On the expiry or earlier termination of this Contract, the Supplier is required to ensure that:  1) unless otherwise required in the Extra Key Provisions, any ongoing liability that they have or may have arising out of this Contract shall continue to be the subject of appropriate

	<p>insurance and/or indemnity arrangements and/or membership of the risk pooling statutory schemes for the period of six (6) years from termination or expiry of this Contract; and</p> <p>2) where the Deliverables or any part of them could result in liability to any patient in respect of care and/or advice funded by an NHS body, any ongoing liability that the Suppliers have or may have arising out of this Contract shall continue to be the subject of appropriate insurance and/or indemnity arrangements and/or membership of the risk pooling statutory schemes for the period of up to twenty-one (21) years from termination or expiry of this Contract.</p> <p>(See Clauses 20.8 and 20.9 of Schedule 2 of the Call-Off Terms and Conditions, respectively)</p>									
<p><b><u>Contract Deliverables</u></b></p>										
<p><b>Deliverables</b></p>	<p>The Deliverables to be provided by the Supplier(s) under the Contract shall be the Services and/or Ad Hoc Services and/or Goods and/or any other requirement whatsoever (including without limitation any item, feature, material, outcome or output). The Deliverables are described at Annex 1 Part 1 of this Order Form (“the Specification”), shall be provided from the Deliverables Commencement Date set out below in accordance with the KPIs set out in the Specification.</p> <p>Where the Suppliers are comprised of more than a single Supplier the Supplier Matrix at Annex 1 of the Order Form, shall indicate which portion of the Deliverables are to be provided by which of the Suppliers.</p>									
<p><b>Priority Deliverable</b></p>	<p>As detailed within the implementation plan submitted as part of the Call-Off ITT Response.</p>									
<p><b>Deliverables Commencement Date</b></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">1</td> <td style="width: 70%;">Stage 1 – Engagement, Research and Analysis</td> <td style="width: 25%;">Start by July 2022</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">Complete by December 2022</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Stage 2 – Product Design, Campaign Deliver and Evaluation - Approval of interim report, presentation and content</td> <td style="text-align: center;">Start January 2023</td> </tr> </table>	1	Stage 1 – Engagement, Research and Analysis	Start by July 2022			Complete by December 2022	2	Stage 2 – Product Design, Campaign Deliver and Evaluation - Approval of interim report, presentation and content	Start January 2023
1	Stage 1 – Engagement, Research and Analysis	Start by July 2022								
		Complete by December 2022								
2	Stage 2 – Product Design, Campaign Deliver and Evaluation - Approval of interim report, presentation and content	Start January 2023								

	3	Stage 2 – Product Design, Campaign Deliver and Evaluation - Approval of interim report - Approval of final report, presentation and content	Complete by March 2023
<b>Services Commencement Date</b>	July 2022		
<b>Goods Commencement Date</b>	N/A		
<b>Long Stop Date</b>	The first delivery stage (Stage 1) must have commenced by 29 <sup>th</sup> July 2022.		
<b>Implementation Plan</b>	The implementation plan submitted as part of the Call-Off ITT Response (if required by the relevant mini-competition conducted in accordance with the Call-Off ITT) and set out at Annex 4 below.		
<b>Quality Plans</b>	N/A		
<b>Information Security Management Plan</b>	The information security management plan submitted as part of the Call-Off ITT Response (if required by the relevant mini-competition conducted in accordance with the Call-Off ITT) and set out at Annex 5 below, as may be amended from time to time in accordance with Schedule 6 of the Call-Off Terms and Conditions.		
<b>Insurance</b>	<p>The Supplier shall put in place and maintain in force the following insurances with the following minimum cover per claim:</p> <ol style="list-style-type: none"> <li>1. Employer’s Liability – minimum cover of £5,000,000</li> <li>2. Public Liability – minimum cover of £5,000,000</li> <li>3. Professional Indemnity – minimum cover of £5,000,000</li> </ol>		
<b>Supplier Specific Standards</b>	N/A		
<b><u>Premises and Property</u></b>			
<b>Premises and Location(s) for the Delivery of the Deliverables</b>	N/A		

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

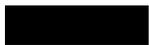
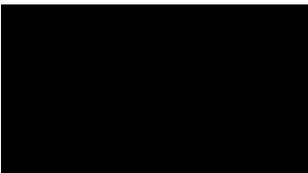
<b>Supplier Software and Third Party Software</b>	N/A
<b><u>Contract Price and Payment</u></b>	
<b>Contract Price</b>	The price(s) to be paid by the Authority to the Suppliers for the provision of the Services, as set out in the Call-Off ITT Response and reproduced at Annex 3.
<b>Financial Model</b>	The Suppliers' Financial Model, submitted if required by the Authority in the Supplier's Call-Off ITT Response and reproduced at Annex 3.
<b>Total Contract Price for the purposes of Clause 19 (Limitation of Liability)</b>	As outlined in Annex 3 of this Order Form
<b>Contracts conditional on the execution of a Guarantee</b>	N/A
<b>Guarantee in favour of NHSE</b>	N/A
<b>Payment Provisions</b>	The payment terms for the payment by the Authority to the Suppliers of the Contract Price for the Services, as set out in the Call-Off ITT and reproduced at Annex 3; and  The level of reimbursement by the Suppliers to the Authority relating to any service credits in respect of failures by the Suppliers to meet the KPIs, as set out in the Call-Off ITT and reproduced at Annex 3.

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

Name:		Signature:	.....  .....
Position:	SRO Pharmacy		

<i>(Insert an additional signature block for each additional Authority)</i>			
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**Signed by the authorised representative of the SUPPLIER**

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

## **Order Form Annexes**

### **Annex 1**

Part 1: Specification

Part 2: KPI Overview

Part 3: KPIs

Part 4: Calculation of Service Credits

Part 5: Termination Trigger for Accrued KPI Failures

Part 6: Excusing Events

### **Annex 2**

Extra Key Provisions

### **Annex 3**

Contract Price and Payment Terms

Maximum Payments on Unilateral Termination

Supplier's Financial Model

### **Annex 4**

Implementation Plan

### **Annex 5**

Information Security Management Plan

### **Annex 6**

Supplier Solution

### **Annex 7**

Processing of Personal Data

### **Annex 8**

Board Representations and Structures

### **Annex 9**

Standard Licence Terms

## **Annex 10**

Notified Sub-Contractors

## **Annex 11**

Supplier Software and Third Party Software

## **Annex 1**

### **Annex 1 Part 1: Specification**

#### **1.1 The Deliverables**

##### **Main objective:**

- HEE' Pharmacy Integration Programme (PhIP): Tender Specification: PhIP Marketing Strategy

# **Health Systems Support Framework: Bidder Information Pack**

## **Health Education England (HEE)**

### **Pharmacy Integration Programme (PhIP): Tender Specification: PhIP Marketing Strategy**

#### **Contents**

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HEE  
PhIP Marketing Strategy  
HSS Framework Reference Number - TBC

0

South Central and West Commissioning Support Unit's deliverables against timeline and staged payments:

Resource		Resource Cost (VAT AN/)	Payment Date
1	Project mobilisation	██████	At contract signing
2	Stage 1 – Engagement, Research and Analysis	██████	Start by July 2022  Complete by December 2022
3	Stage 2 – Product Design, Campaign Deliver and Evaluation - Approval of interim report / presentation / content	██████	Stage 2 – Product Design, Campaign Deliver and Evaluation - Approval of interim report, presentation, content  Start date Jan 2023 Complete by 2024
TOTAL (exc. VAT)		£148,429	
VAT @ 20%		N/A	
Contract Value (inc. VAT)		£148,429	

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

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

**Supplier Matrix**

supplier	Service
N/A	N/A

**Annex 1 Part 2: KPI Overview**

**Key Performance Indicators**

- 1 During the Term of the Contract the Suppliers shall provide the Deliverables so as to meet the standard under each of the KPIs described below.
- 2 Annex 1 Part 3 of this Order Form sets out the Key Performance Indicators that the Parties have agreed shall be used to measure the performance of the Deliverables by the Suppliers.

3 The Suppliers shall monitor their performance against each KPI and shall send the Authority a report detailing the level of service actually achieved in accordance with the provisions of this Contract.

4 Subject to:

(a) any breach of any express provision of this Contract by the Authority (unless, and to the extent, caused or contributed to by the Suppliers); and

(b) any deliberate act or omission of the Authority or any failure by the Authority to take reasonable steps to carry out its activities in a manner which minimises significant interference with the Suppliers' performance of the Deliverables (save where, and to the extent, caused or contributed to by the Suppliers);

a failure by the Suppliers to meet any of the KPIs shall be KPI Failure (as defined in the Call-Off Terms and Conditions). Failure to meet a Primary KPI shall be a Primary KPI Failure and failure to meet a Secondary KPI shall be a Secondary KPI Failure.

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

### **KPI Failure Points**

6 If the level of performance of the Suppliers during a Measurement Period achieves the Target Performance Level in respect of a KPI, no KPI Failure Points shall accrue to the Suppliers in respect of that KPI.

7 If the level of performance of the Suppliers during a Measurement Period is below the Target Performance Level in respect of a KPI, KPI Failure Points shall accrue to the Suppliers in respect of that KPI as set out in Annex 1 Part 4 of this Order Form

8 The number of KPI Failure Points that shall accrue to the Suppliers in respect of a KPI Failure shall be the applicable number as set out in Annex 1 Part 3 of this Order Form depending on whether the KPI Failure is a minor KPI Failure, a serious KPI Failure or a severe KPI Failure as indicated in Annex 1 Part 3 of this Order Form, unless the KPI Failure is a Repeat KPI Failure when the provisions of Paragraphs 9 and 10 of this Annex1 Part 2 shall apply.

## **Repeat KPI Failures**

### Repeat KPI Failures

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

$$SP = P \times 2$$

where:

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

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

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

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

**Example 1:**

*If the Suppliers achieve a service availability of 98.5% in a given Measurement Period, this will be a minor KPI Failure for this KPI in that Measurement Period and accordingly will accrue 1 KPI Failure Point. If, in the next Measurement Period, it achieves a service availability of 96.5%, this will be a severe KPI Failure and accordingly would normally accrue 3 KPI Failure Points, but as the failure will in these circumstances be a Repeat KPI Failure, this amount is doubled and so the Suppliers will incur 6 KPI Failure Points for this failure (i.e.  $SP = 3 \times 2$ ). If in the next Measurement Period it achieves a service availability of 96.5%, the Suppliers will again incur 6 KPI Failure Points.*

**Example 2:**

*If the Suppliers achieve a service availability of 96.5% in a given Measurement Period, this will be a severe KPI Failure for this KPI in that Measurement Period and accordingly accrue 3 KPI Failure Points. If, in the next Measurement Period, it achieves a service availability of 98.5%, this will be a minor KPI Failure and accordingly accrue 1 KPI Failure Point, but as the failure will in these circumstances be a Repeat KPI Failure, this amount is doubled and so the Suppliers will incur 2 KPI Failure Points for this failure (i.e.  $SP = 1 \times 2$ ). If in the next Measurement Period it achieves Service Availability of 96.5%, the Supplier will incur 6 KPI Failure Points.*

**Related KPI Failures**

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

## **Annex 1 Part 3: KPIs**

### **1 Primary Key Performance Indicators**

Not Used

### **2. Secondary Key Performance Indicators**

Not Used

### **3. Definitions**

N/A

## **Annex 1 Part 4: Calculation of Service Credits**

### ***Calculation of Service Credits – Primary KPIs***

NA

### ***Consequences of accruing Secondary Failure Points***

N/A

## **Annex 1 Part 5: Termination Trigger for Accrued KPI Failures**

### **Termination for accrued KPI Failures**

- NA

## **Annex 1 Part 6: Excusing Events**

*N/A*

**Annex 2**  
**Extra Key Provisions**

### Annex 3

#### Contract Price and Payment Terms

##### Contract Price

£148,429

##### Contract Price for permitted extensions to the Term

Pursuant to Clause 21 of Schedule 2 of the Call-Off Terms and Conditions, the maximum value of any extension (where the maximum extension term is 4 calendar months from the contract end date) is £14,843 inc. VAT).

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

*The total contract price is £148,429*

##### Payment Provisions

South Central and West Commissioning Support Unit's deliverables against timeline and staged payments:

<b>Resource</b>	<b>Cost</b>	<b>Payment Date</b>
1 Project mobilisation	████████	At contract signing
2 Stage 1 – Engagement, Research and Analysis	████████	Start by July 2022  Complete by December 2022
3 Stage 2 – Product Design, Campaign Deliver and Evaluation - Approval of interim report/presentation/content ???	████████	Stage 2 – Product Design, Campaign Deliver and Evaluation - Approval of interim report, presentation, content  Start date January 2023 Complete by 2024
TOTAL (exc. VAT)	£148,429	
VAT @ 20%	N/A	

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

- Name the Supplier;
- Include the Purchase Order number;
- The Supplier's bank details
- The email address for financial correspondence;
- Contain a brief description of Services provided.
- Be sent by post and addressed to: FAO: ██████████ Health Education England  
T73 Payables F485 Phoenix House, Topcliffe Lane Wakefield WF3 1WE
- Email to: sbs.invoicing@nhs.net and cc: fpp@hee.nhs.uk

Maximum Payments on Unilateral Termination by Authority

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

Suppliers' Financial Model (if applicable)

N/A

**Annex 4**

**Implementation Plan (if any)**

**Annex 5**

**Information Security Management Plan**

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

## Annex 6

### Supplier Solution

South Central and West Commissioning Support Unit's response to the Call-off ITT



## Pharmacy Integration Programme (PhIP)

## Marketing Strategy

A proposal for Health Education  
England

## **Annex 7**

### **Processing of Personal Data**

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

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

Description	Data
Subject matter of the processing	2 [This should be a high level, short description of what the processing is about i.e. its subject matter]
Duration of the processing	3 [Clearly set out the duration of the processing including dates]
Nature and purposes of the processing	<p>[Please be as specific as possible, but make sure that you cover all intended purposes.]</p> <p>The nature of the processing means any operation such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (whether or not by automated means) etc.]</p>
Type of Personal Data	[Examples here include: name, address, date of birth, NI number, telephone number, pay, images, biometric data etc.]
Categories of Data Subject	[Examples include patients, members of the public users of a particular website etc.]
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	[Describe how long the data will be retained for, how it will be returned or destroyed.]

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

**Annex 8**

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

**BOARD REPRESENTATIONS AND STRUCTURES**

**Service Management Board Representation and Structure**

<b>Authority Members of Service Management Board</b>		<b>(Chairperson)</b>
<b>Supplier Members of Service Management Board</b>		
<b>Start Date for Service Management meetings</b>		
<b>Frequency of Service Management meetings</b>		
<b>Location of Service Management meetings</b>		

**Program Board Representation and Structure**

<b>Authority Members of Programme Board</b>	<b>(Chairperson)</b>
<b>Supplier Members of Programme Board</b>	

<b>Start Date for Programme Board meetings</b>	
<b>Frequency of Programme Board meetings</b>	
<b>Location of Programme Board meetings</b>	

**Technical Board Representation and Structure**

<b>Authority Members of Technical Board</b>	<b>(Chairperson)</b>
<b>Supplier Members of Technical Board</b>	
<b>Start Date for Technical Board meetings</b>	
<b>Frequency of Technical Board meetings</b>	
<b>Location of Technical Board meetings</b>	

### Risk Management Board Representation and Structure

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

## **Annex 9**

### **Standard Licence Terms**

[Insert if any]

**Annex 10**

**Notified Sub-Contractors**

[Insert if applicable and if any]

## Annex 11

### Supplier Software and Third Party Software

#### Supplier Software

The Supplier Software includes the following items:

Software	Supplier (if an Affiliate of the Supplier)	Purpose	Number of Licences	Restrictions	Number of Copies	Type (COTS or Non- COTS)

#### Third Party Software

The Third Party Software includes the following items:

Third Party Software	Supplier	Purpose	Number of Licences	Restrictions	Number of Copies	Type (COTS or Non- COTS)