

SECTION C

C1 – SDES requirements

C1.1 The Supplier shall provide and manage a Shared Data Environment System (SDES) which shall satisfy the following requirements:

Purpose

- ii. ensure the secure and efficient dissemination and (as may be required by the Customer) retention of information disclosed, generated or otherwise acquired in connection with and in furtherance of the Ordered Panel Services requested by the Customer under this Legal Services Contract;

Availability and Use

- iii. be accessible during [REDACTED] Normal Working Hours (as defined in Section B, paragraph 1.1) by (a) the Customer (and its authorised representatives including other external advisers of the Customer), and, (b) by the Customer's [REDACTED] Prime Contractor (as defined in Section B, paragraph 1.1) subject to appropriately restricted and controlled access (with each of a and b being the **Users** and individually a **User**), such as to allow communication with the SDES by the Users (to the extent authorised by the Customer), including:
 - 1. loading or placing of information on the SDES to make it accessible to the SDES such that it can be retrieved by one or more Users; and
 - 2. retrieval of information or communications with the SDES by the Users;
- iv. ensure that, if any part of the SDES is subject to change (including any change to the location or architecture of any element of the SDES), the Users' ability to access information in the SDES shall not be adversely affected, and in any case (to the extent such change shall result in the SDES failing to meet any of the requirements of this Section C, C1) no change shall be made without the prior consent of the Customer (not to be unreasonably withheld or delayed);

Storage capacity

- v. possess sufficient storage capacity for processing all information disclosed, generated or otherwise acquired in connection with and in furtherance of the Ordered Panel Services requested by Customer under this Legal Services Contract, without degradation to the performance of the SDES

User Experience

- vi. be user friendly and logically structured;
- vii. be reliable and efficient;

[REDACTED]

[REDACTED]

User accounts and controls

- ix. provide up to [REDACTED] accounts for the Users, as may be duly authorised by the Customer, including prompt termination of such accounts as may be required by the Customer for any reason;
- [REDACTED]
- [REDACTED]

Data management

- xii. provide a high-level of fidelity in the information held on the SDES in a digital form (hereafter referred to as "SDES Data") such that the SDES maintains SDES Data without corruption or disturbance to its content as it is processed by the SDES;
 - xiii. provide a high-level of integrity in the SDES Data held on the SDES such that the SDES Data is appropriately safeguarded and processed by the SDES;
 - xiv. operate an appropriately robust SDES Data configuration management control system;
 - xv. implement and maintain an appropriate SDES Data back-up policy, as may be agreed by the Customer;
 - xvi. be capable of transferring or otherwise making available to the Customer the information in the SDES (or part thereof, as may be specified by the Customer) on such medium and at such time as may be required by the Customer, and in all cases within 10 (ten) Working Days of such request by the Customer;
- [REDACTED]

Support

- xviii. the Supplier shall ensure the provision of service support facilities during [REDACTED] Normal Working Hours accessible by all Users including appropriate:

1. provision of a User protocol, setting out the overall architecture of the SDES, information management arrangements, technical interface requirements and administrative procedures necessary for Users to operate effectively within the SDES;
2. user guides;
3. training and support help desk;
4. maintenance services; and
5. appointment of a service administrator who shall be the principal contact for all Users for any matter relating to the operation of the SDES and shall oversee operation of the SDES to ensure that at a minimum it meets the requirements of this Section C, C1.

C1.2 The Supplier shall make such SDES available for use in accordance with this Section C, C1 on and from the date of award of this Legal Services Contract.

C2 - Applicable charge rates pursuant to Section B, paragraph 2.1a, sub-paragraph D

[Redacted]

C3 - Applicable charge rates pursuant to Section B, paragraph 2.1a, sub-paragraph E

[Redacted]

C4 – Mapping of Supplier Grades

[Redacted]

Annex 1 to Section C – DEFFORM 129J

Annex 2 to Section C – Security Aspects Letter

[Redacted]

Annex 3 to Section C – DEFFORM 702

Annex 4 to Section C – Security Protocol

[Redacted]

Annex 5 to Section C – Monthly progress report template

Shipping Form Design

Use the following design and complete the fields in accordance with Annex A:

DEFFORM 129J		Edn 09/17
From: 777 ANGEL ROAD St PAULS EDENVILLE HE6 40N		Unique Identifier:  823456-8234/823458234/82349245
Via:	To:	
Demand / Task Reference:  *BC278787*		
Description:		
RDD:	SPC:	UN Haz Code:
Date Shipped:	Batch Number:	Piece Number:
Weight:	Dimensions:	
NSN:  *5120996260953*		
IMC/DMC:	D of Q:	Qty in Package: Total this Delivery:

NB Four fields have been completed for illustration purposes only.

ANNEX A TO DEFFORM 129J

Shipping Form Attributes

The following table details the shipping form fields.

Field	Field Name	Field Description		Field Size	Data Type	Format	Mandatory for:
A	From	Details of the supplier providing the Goods or Service.		256	alphanumeric		Goods & Services
B	Unique Identifier (UOI, URRR or EUPI)	Unique Order Identifier (UOI) Produced by the Contracting, Purchasing and Finance (CP&F) electronic procurement tool for non inventory Purchase Orders	The identifier that CP&F uses to uniquely identify a specific shipment within a Purchase Order Line. These fields are joined together in the UOI. This field should be provided in both Bar Code Symbology 39 and human readable text.	30	Alphanumeric and Bar Code Symbology 39	The PO Number, PO Line Number and PO Shipment Number are separated by the forward slash character '/' If the PO Number is for a Blanket Purchase Agreement (BPA) then the format of the Number is: BPA Number and BPA Release Number delimited by the hyphen character '-'. Example of a UOI for a BPA: 123456-1234/12345/1234 If the PO Number is for a Standard PO and Contract Purchase Agreement (CPA) then the format of the Number is: Numeric Example of a UOI for a Standard PO or CPA: 23456/12345/1234	Goods & Services

Field	Field Name	Field Description		Field Size	Data Type	Format	Mandatory for:
		Unique Receipt Reference Identifier (URRI) Produced by CP&F for Inventory Orders	An alpha/numeric sequence that links the item received to original Purchase Order/Dues-In. For each full or part item delivery the Trading Partner will add an alpha suffix to the Unique Receipt Reference Number.	6	This attribute is provided in both Bar Code 39 and human readable text format.	5 or 6 alphanumeric in the following formats: For deliveries to Sea: Sxxxxxa e.g. S1234AA For deliveries to Land: Lxxxxxa e.g. L1234BA For deliveries to Air: xxxxxA e.g. 12345A	Goods and Services
		Electronic Business Capability Unique Package Identifier (EUPI)	An alphanumeric sequence generated by the supplier.	12	alphanumeric		Goods
C	Via	Intermediate Address responsible for forwarding the package to the final destination. The address to which the supplier should send the delivery if filled in.		256	alphanumeric		Goods and Services
D	To	The Final Address to which the package shall be delivered or, in the case of a service, the address of the receiving authority. Unit name Delivery Address 1 Delivery Address 2 Delivery Address 3 Delivery Address 4 Delivery Address 5		256	alphanumeric		Goods and Services

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Field	Field Name	Field Description	Field Size	Data Type	Format	Mandatory for:	
		Delivery Address Post Code Country					
E	Demand / Task Reference	Orders from CP&F (Where the Unique Identifier is either the UOI or URRI)	Contract Number identifying the MoD contract placed on a supplier responsible for the supply of specific goods <i>And if an inventory order</i>	12	alphanumeric		Goods and Services
		Inventory Orders from CP&F (where the Unique Identifier is the URRI)	Order Number identifying Purchase Order / warrant Order / Requisition placed against an Enabling Contract for the delivery of goods against that Contract. This attribute is provided in both Bar Code 39 and human readable test format.	20	alphanumeric & Barcode 39		Goods
		Non CP&F electronic Orders (Where the Unique Identifier is the EUPI)	Demand Date + Serial Number + Line number + UIN	8+5+6+6	alphanumeric	DDMMYYYY + 12345678 + 12345 + 123456 + 123456	Goods
F	Description	Description of the item or service as defined in the contract.	240	alphanumeric		Goods and Services	
G	RDD	Required Delivery Date (RDD) that the package is required at the demander's point of delivery.	8	numeric	DD/MM/YYYY	Goods	
H	SPC	The Standard Priority Code denoting at what speed the package should be handled within MoD Supply Chain.	2	numeric		Goods	

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Field	Field Name	Field Description	Field Size	Data Type	Format	Mandatory for:
J	UN Haz Code	UN Hazard Class. Denotes the potential hazard of the items within the package References: DEFCON 68 and DEFCON 129	2	alphanumeric		Goods
K	Date Shipped	Date package dispatched from the supplier or service provided.	8	Numeric	DD/MM/YYYY	Goods and Services
L	Batch Number	Batch Production Number indicated on the goods if required				Goods
M	Piece Number	The specific number of the package as a constituent of a number of packages delivered to complete one order. i.e. 1 of 1, 2 of 2 or 4 of 10	6	alphanumeric		Goods
N	Weight	The gross weight of the package in metric format.	8	numeric		Goods
P	Dimensions	The size of the package in L x B x H in metric format	15	alphanumeric		Goods
Q	NSN	The NATO Stock number. The NATO supply Classification code (NSC), Nation Code (NC) and Item Identity Number (IIN) that denotes the unique identification of a line item within the inventory system. This 13 character attribute (NSC 4, NC2, IIN 7) is provided in both Barcode 39 and human readable test format.	13	numeric & Barcode 39		Goods
R	IMC/DMC	The Inventory Management Code (IMC) / Domestic management Code (DMC) code given to a range of like or linked items managed by MoD Inventory manager	6	alphanumeric		Goods

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Field	Field Name	Field Description	Field Size	Data Type	Format	Mandatory for:
S	DofQ	Denomination of Quantity of the items in the package	2	alphanumeric		Goods
T	Qty in Package	The total quantity of the item contained within the package	7	numeric		Goods
T	Total This Delivery	The total quantity of the item being delivered for a specific order shipment	9	numeric		Goods

Employee's Acknowledgement to Employer of Obligations Relating to Confidentiality

Employee:

Name of Employer:

MOD Contract/Task No:

Title:

1. I, the above named employee, confirm that I am fully aware that, as part of my duties with my Employer in performing the above Contract, I shall receive confidential information of a sensitive nature (which may include particularly commercially sensitive information), whether documentary, electronic, aural or in any other form, belonging to or controlled by the Secretary of State for Defence or third parties. I may also become aware, as a result of my work in connection with the Contract, of other information concerning the business of the Secretary of State for Defence or third parties, which is by its nature confidential.
2. I am aware that I should not use or copy for purposes other than assisting my Employer in carrying out the Contract, or disclose to any person not authorised to receive the same, any information mentioned in paragraph 1 unless my Employer (whether through me or by alternative means) has obtained the consent of the Secretary of State. I understand that "disclose", in this context, includes informing other employees of my Employer who are not entitled to receive the information.
3. Unless otherwise instructed by my Employer, if I have in the course of my employment received documents, software or other materials from the Secretary of State or other third party for the purposes of my duties under the above Contract then I shall promptly return them to the Secretary of State or third party (as the case may be) at the completion of the Contract via a representative of my Employer who is an authorised point of contact under the Contract and (in the case of information referred to under paragraph 1 above) is also authorised under paragraph 2. Alternatively, at the option of the Secretary of State for Defence or the third party concerned, I shall arrange for their proper destruction and notify the above authorised point of contact under the Contract to supply a certificate of destruction to the Secretary of State. Where my Employer may legitimately retain materials to which this paragraph applies after the end of the Contract, I shall notify the authorised representative of my Employer to ensure that

they are stored and access is controlled in accordance with my Employer's rules concerning third party confidential information.

4. I understand that any failure on my part to adhere to my obligations in respect of confidentiality may render me subject to disciplinary measures under the terms of my employment.

Signed:

Date:



Burges Salmon LLP

Monthly Progress Report

Date:



Summary of Project Status

Insert summary of current status of draft documentation, next scheduled meetings with Customer and or the Customer's suppliers and expected dates for contract close and other key dates and key dependencies

Summary of actions

This Month (dd/yyyy)
1
2
3
Known actions/deliverables/attendance (beyond this month).
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[Redacted]

Summary of Costs

Payment Period and Pricing Type		Total Sum: £ (excluding VAT)							
Description of Payment	Invoice No.	Costs billed	[Redacted]	[Redacted]	[Redacted]	[Redacted]	VAT	Total	Status

[Redacted]

[Redacted]

Aggregate Totals (payments to date)

[REDACTED]	
[REDACTED]	£
[REDACTED]	£
Total VAT billed to date	£
Total including VAT billed to date	£
Total paid to date	£