



**RM6100 Technology Services 3  
Framework Schedule 4 Annex 1  
Lot 1 Order Form**

## Order Form

This Order Form is issued in accordance with the provisions of the Technology Services 3 Framework Agreement RM6100 dated 03/11/2022 between the Supplier (as defined below) and the Minister for the Cabinet Office (the "**Framework Agreement**") and should be used by Buyers after making a direct award or conducting a further competition under the Framework Agreement.

The Contract, referred to throughout this Order Form, means the contract between the Supplier and the Buyer (as defined below) (entered into pursuant to the terms of the Framework Agreement) consisting of this Order Form and the Call-Off Terms. The Call-Off Terms are substantially the terms set out in Annex 2 to Schedule 4 to the Framework Agreement and copies of which are available from the Crown Commercial Service website. The agreed Call-Off Terms for the Contract being set out as the Annex 1 to this Order Form.

The Supplier shall provide the Services and Deliverables specified in this Order Form (including any attachments to this Order Form) to the Buyer on and subject to the terms of the Contract for the duration of the Contract Period.

In this Order Form, capitalised expressions shall have the meanings set out in Schedule (Definitions) of the Call-Off Terms.

This Order Form shall comprise:

1. This document headed "Order Form";
2. Attachment 1 – Services Specification;
3. Attachment 2 – Schedule of Processing, Personal Data and Data Subjects;
4. Attachment 3 – Transparency Reports; and
5. Annex 1 – Call-Off Terms.

The Order of Precedence shall be as set out in Clause 2.2 of the Call-Off Terms being:

- a) the Framework, except Framework Schedule 18 (Tender);
- b) the Order Form and its Attachments;
- c) the Call-Off Terms; and
- d) Framework Schedule 18 (Tender).



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## Section A

### General information

Contract Details	
Contract Reference:	C5505
Contract Title:	Architecture Strategies, Roadmaps, Standards, Policies and Guardrails
Contract Description:	Developing the maturity of Defra's Enterprise Architecture through delivery of Technical Strategies, Roadmaps Standards, Policies and Guardrails.
Commencement Date: this should be the date of the last signature on Section D of this Order Form 23/12/2022	

Buyer details
<b>Buyer organisation name</b> Department for Environment, Food and Rural Affairs
<b>Billing address</b> Your organisation's billing address - please ensure you include a postcode Nobel House 17 Smith Square London SW1P 3JR
<b>Buyer representative name</b> The name of your point of contact for this Order Stephen Reynolds
<b>Buyer representative contact details</b> Email and telephone contact details for the Buyer's representative. This must include an email for the purpose of Clause 34.2 of the Contract. [REDACTED]
<b>Buyer Project Reference</b> Please provide the customer project reference number. DDTS9999 CCC10020329
Supplier details
<b>Supplier name</b>



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The supplier organisation name, as it appears in the Framework Agreement  
Netcompany Ltd

**Supplier address**

Supplier's registered address

1st Floor, Northburgh House, Northburgh Street, London, EC1V 0AT

**Supplier representative name**

The name of the Supplier point of contact for this Order

[REDACTED]

**Supplier representative contact details**

Email and telephone contact details of the supplier's representative

[REDACTED]

**Order reference number or the Supplier's Catalogue Service Offer Reference Number**

A unique number provided by the supplier at the time of the Further Competition Procedure. Please provide the order reference number, this will be used in management information provided by suppliers to assist CCS with framework management. If a Direct Award, please refer to the Supplier's Catalogue Service Offer Reference Number.

[REDACTED]



## Section B

### Part 1 - The Services Requirement

#### Commencement Date

See above in Section A

#### Contract Period

*Guidance Note – this should be a period in months from the Commencement Date, up to the maximum permitted Contract Period of 24 months (2 years)*

12 Months

#### Services

The Supplier shall provide the Services to the Buyer as set out in Attachment 1, Services Specification.

#### Deliverables

The Supplier shall provide the following Deliverables to the Buyer as part of the Services:

As defined in agreed sprint backlogs against the abovementioned Services, determined at monthly sprint review & prioritisation meetings or fortnightly checkpoint meetings. Deliverables will be in a format agreed with the Buyer.

#### Sites for the provision of the Services

*Guidance Note - Insert details of the sites at which the Supplier will provide the Services and/or Deliverables, which shall include details of the Buyer Premises, Supplier premises and any third party premises.*

The Supplier shall provide the Services and/or Deliverables from the following Sites:

##### Buyer Premises:

Not Applicable

##### Supplier Premises:

10 Northburgh House, Northburgh Street, London, EC1V 0AT

12 Greek St, Leeds LS1 5RU

##### Third Party Premises:

Not Applicable



### Additional Standards

*Guidance Note: see Clause 7 (Standards) and the definition of Standards in Schedule 1 of the Call-Off Terms. Specify any particular standards that should apply to this Contract over and above the Standards.*

Not Applicable

### Key Supplier Personnel

*Guidance Note: see Clauses 6.4 – 6.8 of the Call-Off Terms. Include any Key Supplier Personnel (and their Key Roles).*

Key Supplier Personnel	Key Role(s)	Duration
[REDACTED]	Delivery Manager	Contract Period
[REDACTED]	Chief Architect	Contract Period
[REDACTED]	Lead Architect	Contract Period

### Buyer Property

*Guidance Note: see definition of Buyer Property in Schedule (Definitions) of the Call-Off Terms. Include details of any property other than real property or IPR below.*

Not Applicable

### Buyer Security Policy

*Guidance Note: where the Supplier is required to comply with the Buyer's Security Policy then append to this Order Form below.*



Defra Group  
Security Policy v8.0.p

### Buyer Enhanced Security Requirements

*Guidance Note: if the Supplier has access to the Buyer System then the Buyer should consider including additional enhanced security requirements here to govern the Supplier's use of such system – this might include incorporating an ICT policy. These requirements are in addition to those set out in the Security Policy (if any) above.*

Not Applicable

### Insurance

*Guidance Note: if the Call Off Contract requires a higher level of insurance cover than the £1m default in Framework Agreement or the Buyer requires any additional insurances please specify the details below.*

Third Party Public Liability Insurance (£) - Not Applicable

Professional Indemnity Insurance (£) - Not Applicable

### Key Sub-Contractors

*Guidance Note: see Framework Schedule 7 (Key Sub-Contractors) for detail and include here details of any Key Sub-Contractors which are applicable to this Contract.*

Not Applicable



## Part 2 – Charges, Payment and Invoicing

### Contract Charges (excluding VAT)

*Guidance Note - insert the applicable Charges having regard to Framework Schedule 3 (Framework Prices and Charging Structure) and include details of time and materials and any fixed price. Also include details of any agreed expenses and terms relating to such expenses.*

Time and materials against agreed deliverables in workplan according to the following ratecard:

Role	G-Cloud 12 SFIA Rate	Rate
Enterprise Architect	6	
Delivery Manager	6	
Lead Domain Architect	5	
Domain Architect	4	
Lead Data Architect	5	
Data Architect	4	

Where required to attend Buyer or Third Party Premises at the request of the Buyer, the Supplier will be able to recharge reasonable Travel and Subsistence costs in accordance with the Buyers Travel and Subsistence Policy:



LIT 55530 - Defra  
Staff Travel and Sub

All Charges shall be payable by the Buyer in accordance with the Payment Profile set out below.

### Payment Profile

*Guidance Note – insert details of payment profile which may be monthly or quarterly in arrears or the parties may agree to include payments associated with the achievement of milestones, in which case details of milestones payments should be included here.*

The payment profile for this Contract is monthly in arrears.

### Invoice Details

The Supplier will issue Electronic Invoices in accordance with the agreed Payment Profile.

All invoices must be sent to:

By email: [APinvoices-DEF-U@gov.sscl.com](mailto:APinvoices-DEF-U@gov.sscl.com)

Or:



## Crown Commercial Service

Shared Services Connected Limited  
DEF Procure to Pay  
PO Box 790  
Newport  
NP10 8FZ

All invoices must include:

- Purchase Order reference
- Contract reference
- Effort (resource days by role x rate against specified deliverables)
- Any applicable Travel & Subsistence charges

### Method of Payment

*Guidance Note – insert method of payment e.g. BACS.*

The payment method for this Contract is BACS

**Contract Anticipated Potential Value:** Up to £1.95M

*Guidance Note: for procurement purposes the Buyer will need to include details of the overall anticipated potential value of this Contract over the Contract Period*

## Part 3 – Additional and Alternative Buyer Terms

### Additional Schedules and Alternative Clauses (see Annex 3 of Framework Schedule 4)

*This Annex can be found on the RM6100 CCS webpage. The document is titled RM6100 Additional and Alternative Terms and Conditions Lot 1.*

#### Additional Schedules

*Guidance Note: Tick any applicable boxes below*

Additional Schedules	Tick as applicable
S1: Business Continuity and Disaster Recovery	<input type="checkbox"/>
S2: Continuous Improvement	<input type="checkbox"/>
S3: Supply Chain Visibility	<input type="checkbox"/>

Where selected above the Additional Schedules set out in document RM6100 Additional Terms and Conditions Lot 1 shall be incorporated into this Contract.

#### Alternative Clauses

*Guidance Note: Tick any applicable boxes below*

The following Alternative Clauses will apply:

Alternative Clauses	Tick as applicable
Scots Law	<input type="checkbox"/>
Northern Ireland Law	<input type="checkbox"/>





Where selected above the Alternative Clauses set out in document RM6100 Additional and Alternative Terms and Conditions Lot 1 shall be incorporated into this Contract.

#### Liability

*Guidance Note: to the extent that the Buyer would like to **increase** the limits of liability contained in Clause 12.1 of the Call-Off Terms, then specify the alternative limit below. Neither party is permitted to lower the limits set out in Clause 12.1 of the Call-Off Terms.*

Not Applicable

#### Termination for Convenience

*Guidance Note: insert details of the notice period for termination for convenience where such period needs to be shorter or longer than the standard position under the Call-Off Terms.*

: Not Applicable

## Section C Supplier response

#### Commercially Sensitive information

Any confidential information that the Supplier considers sensitive for the duration of an awarded Contract should be included here. Please refer to definition of Commercially Sensitive Information in the Contract – *use specific references to sections rather than copying the relevant information here.*

1. The rate card as provided under Part 2 (Charges, Payment and Invoicing) above.

## Section D Contract award

This Contract is awarded in accordance with the provisions of the Technology Services 3 Framework Agreement RM6100.

#### SIGNATURES

##### For and on behalf of the Supplier

Name	
Job role/title	Country Managing Partner







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Signature	
Date	03/11/2022

**For and on behalf of the Buyer**

Name	
Job role/title	<b>Category Manager</b>
Signature	
Date	23/12/2022



## Attachment 1 – Services Specification

The Supplier shall provide the following Services to the Buyer upon request:

Ref	Service Group	Indicative Deliverables	Frequency
A01	Enterprise architecture operating models, governance & assurance	<ul style="list-style-type: none"><li>EA operating model</li><li>Technical governance model</li><li>Design and document reviews and assurance</li></ul>	As requested
A02	Strategies, Blueprints & Roadmaps	<ul style="list-style-type: none"><li>Technical vision, strategy &amp; roadmap</li><li>Application transformation strategy, blueprint &amp; roadmap</li><li>Integration strategy for Defra</li><li>Technical domain strategies, blueprints &amp; roadmaps</li><li>Product strategies, blueprints &amp; roadmaps</li><li>Platform strategies, blueprints &amp; roadmaps</li></ul>	As requested
A03	Policies and Standards	<ul style="list-style-type: none"><li>Technical policies</li><li>Technical standards</li></ul>	As requested
A04	Guardrails, patterns & technical guidance	<ul style="list-style-type: none"><li>Technical component descriptions and models</li><li>Implementation patterns</li><li>Implementation guidance</li><li>Reference architectures</li></ul>	As requested
A05	Solution architectures	<ul style="list-style-type: none"><li>Solution roadmaps</li><li>Solution designs</li></ul>	As requested
A06	Technology innovation & advice	<ul style="list-style-type: none"><li>Technology position papers</li></ul>	As requested
A07	Data architecture	<ul style="list-style-type: none"><li>Data models</li><li>Data standards</li></ul>	As requested

The Supplier shall provide the following Deliverables to the Buyer as part of the Services:

As defined in agreed sprint backlogs against the abovementioned Services, determined at monthly sprint review & prioritisation meetings or fortnightly checkpoint meetings. Deliverables will be in a format agreed with the Buyer.



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## **Attachment 2 – Schedule of Processing, Personal Data and Data Subjects**

Not Applicable as the Supplier shall not be authorised to process and Personal Data under this Contract.



### Attachment 3 – Transparency Reports

The Supplier shall provide the following reporting & engagement to the Buyer:

- Weekly progress update on status of current deliverables, by email
- Fortnightly progress checkpoint meeting, via MS Teams
- Monthly service report, by email comprising:
  - Deliverables completed in the period
  - Summary of effort in the period (number or resource days against deliverables)
  - Financial summary (charges for services in period, including recharge information where the services have been delivered to a rechargeable project, cumulative charges from commencement to date)
  - Risks and issues
  - Other relevant information
- Monthly service & sprint review & prioritisation meeting, via MS Teams or face to face
- Quarterly strategic review meeting, face to face



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## **Annex 1 – Call-Off Terms and Additional Schedules and Alternative Clauses**

Not Applicable.