

G-Cloud 12 Call-Off Contract

This Call-Off Contract for the G-Cloud 12 Framework Agreement (RM1557.12) includes:

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# Part A: Order Form

Buyers must use this template order form as the basis for all call-off contracts and must refrain from accepting a supplier’s prepopulated version unless it has been carefully checked against template drafting.

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| **Digital Marketplace service ID number** | 2162-3634-4674-178 |
| **Call-Off Contract reference** | PS/22/97 |
| **Call-Off Contract title** | Provision of a Design and Implementation review for Power Platform |
| **Call-Off Contract description** | Microsoft Power Platform is a group of products offered by Microsoft to develop and build complex business solutions, analyse, and draw data visualizations, automate a business process, or build virtual agents for communication.Power Platform covers (Power Apps, Power Automate, Power Bi, Power Virtual Agents).Given DVLA’s lack of expertise in this area, DVLA are seeking to engage a supplier to deliver the design and implementation of an Operating Model for Power Platform. This will include:* Define strategy for the adoption of Power Platform (which will include PowerApps). Including an environment strat- egy, security and data policies.
* Production of an Operating model for Power Platform. Including the delivery of Digital Guardrails, Governance and Guidance.
* Integration of Power Apps into our build pipeline using Git/Azure DevOps, drone and spinnaker.
* Training / Knowledge sharing which could be as either 'train-the-trainer' model, direct to up to 10 users or as knowledge sharing throughout the duration of the con- tract.
* Conducting a maturity assessment of DVLA’s Power Platform capability

**Mandatory:** Must be a Microsoft Gold Partner |

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| **Start date** | 3rd October 2022 |
| **Expiry date** | 25th November 2022 |
| **Call-Off Contract value** | £79,938.00 |
| **Charging method** | Fixed Price |
| **Purchase order number** | Purchase Order numbers to be confirmed within 72 hours of signature of this Call-Off Contract by the parties. |

This Order Form is issued under the G-Cloud 12 Framework Agreement (RM1557.12).

Buyers can use this Order Form to specify their G-Cloud service requirements when placing an Order.

The Order Form cannot be used to alter existing terms or add any extra terms that materially change the Deliverables offered by the Supplier and defined in the Application.

There are terms in the Call-Off Contract that may be defined in the Order Form. These are identified in the contract with square brackets.

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| **From the Buyer** | The Driver and Vehicle Licensing Agency (DVLA) Buyer’s main address:Longview Road Morriston SwanseaSA6 7JL |

#### To the Supplier

Avanade UK Limited

Supplier’s main address: 30 Cannon St

London EC4M 6XH

**Together the ‘Parties’**

## Principal contact details

#### For the Buyer:

Title: DVLA Contract Owner XXXXXX “redacted under FOIA section No 40 – Personal Information Email: XXXXXX “redacted under FOIA section No 40 – Personal Information Phone: 01792 384319

#### For the Supplier:

Title: Avanade UK Limited Name XXXXXX “redacted under FOIA section No 40 – Personal Information Email: XXXXXX “redacted under FOIA section No 40 – Personal Information Phone: XXXXXX “redacted under FOIA section No 40 – Personal Information

## Call-Off Contract term

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| **Start date** | This Call-Off Contract Starts on **3rd October 2022** and is valid until the 25th November 2022. |
| **Ending (termination)** | The Call-off Contract expires after 25th November 2022.The notice period for the Supplier needed for Ending the Call- Off Contract is at least 30 Days from the date of written notice for undisputed sums (as per clause 18.6) to expire on or before the expiry date.The notice period for the Buyer is a maximum of **30** days from the date of written notice for Ending without cause (as per clause 18.1). |
| **Extension period** | There shall be no option to extend this contract |

## Buyer contractual details

This Order is for the G-Cloud Services outlined below. It is acknowledged by the Parties that the volume of the G-Cloud Services used by the Buyer may vary during this Call-Off Contract.

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| **G-Cloud lot** | This Call-Off Contract is for the provision of Services under: Lot 3 Cloud Support |

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| **G-Cloud services required** | The Services to be provided by the Supplier under the above Lot are listed in Framework Section 2, outlined on the Altius / Avanade Power Platform - Digital Marketplace (2162-3634- 4674-178), but detailed in Schedule 1. |
| **Additional Services** | Not Applicable |
| **Location** |  |
| The Services will be delivered remotely to DVLA offices in Swansea (DVLA, Morriston, Swansea & DVLA, RLDC, Swansea).Remotely (Supplier staff will access systems from home); and/orWorkshops will be conducted either in person or virtually via Microsoft Teams or skype (or similar).The location of work will depend upon the latest guidance for travel and working practice in relation to Covid-19. |  |
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| **Quality standards** | The quality standards required for this Call-Off Contract are detailed in Schedule 1. |

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| **Technical standards:** | The technical standards used as a requirement for this Call- Off Contract are detailed in Schedule 1**.** |
| **Service level agreement:** | The service level and availability criteria required for this Call- Off Contract are detailed in Schedule 1. |
| **Onboarding** | The onboarding plan for this Call-Off Contract is set out in Schedule 1. |
| **Offboarding** | Where the buyer (the DVLA) decides one of the Supplier’s Staff is not suitable to work on a contract, the Supplier must replace them with a suitably qualified alternative within ten working days, unless otherwise agreed by the Parties.The Supplier is required to ensure the orderly transition of the service from the Supplier to the Buyer and/or Replacement Supplier in the event of termination or expiry of this contract;This section sets out the principles of the exit and service transfer arrangements that are intended to achieve an orderly transition which shall form the basis of the Exit Plan;The Supplier will, within three months after the award of the contract, deliver to the Buyer an Exit Plan which sets out the Supplier’s proposed methodology for achieving an orderly transition of Services from the Supplier to the Buyer and/or its replacement Supplier on the expiry or termination of this contract;The Exit Plan will comply with the requirements set out below: |

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|  | Within 30 days after the submission of the Exit Plan, the parties will user their respective reasonable endeavours to agree the contents of the Exit Plan.The Exit Plan should contain as a minimum:* The management structure to be employed during both the transfer and cessation of the services
* A detailed description of both the transfer and cessa- tion processes, including a timetable for the transition of the Services to the Buyer and/or a Replacement Supplier.
 |
| **Collaboration agreement** | Not Applicable. |
| **Limit on Parties’ liability** | The annual total liability of either Party for all Property Defaults will not exceed £100,000.00.The annual total liability for Buyer Data Defaults will not exceed **£100,000.00** or 125**%** of the Charges payable by the Buyer to the Supplier during the Call-Off Contract Term (whichever is the greater).The annual total liability for all other Defaults will not exceed 125**%** of the Charges payable by the Buyer to the Supplier during the Call-Off Contract Term. |

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| **Insurance** | The insurance(s) required will be:* a minimum insurance period of [6 years] following the expiration or Ending of this Call-Off Contract
* professional indemnity insurance cover to be held by the Supplier and by any agent, Subcontractor or consultant involved in the supply of the G-Cloud Services. This professional indemnity insurance cover will have a minimum limit of indemnity of $1,000,000 for each individual claim or any higher limit the Buyer requires (and as required by Law)
* employers' liability insurance with a minimum limit of

$5,000,000 or any higher minimum limit required by Law.Clause 9 in Part B below should be read subject to this section.Buyer accepts as evidence of policy cover in this section and in clauses 9.2.1 – 9.2.3 of Part B Terms and Conditions evidence of policies includes policies issued in USD equivalent amounts.Buyer accepts for the purposes of clause 9.4 of Part B Terms and Conditions, that the type of evidence of in-force programs to be provided by the Supplier is limited to certificates of insurance issued by the insurers or brokers. Premium receipts and other types of evidence are not available. |
| **Force majeure** | A Party may End this Call-Off Contract if the Other Party is affected by a Force Majeure Event that lasts for more than 30 consecutive days.[This section relates to clause 23.1 in Part B below.] |
| **Audit** | Not Applicable |
| **Buyer’s responsibilities Where applicable,** | Buyer Responsibilities are set out in Schedule 1. |

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| **Buyer’s equipment** | The Buyer will not supply Buyer’s equipment to the Sup- plier for this Call-Off contract. |

## Supplier’s information

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| **Subcontractors or partners** | Not Applicable. |

## Call-Off Contract charges and payment

The Call-Off Contract charges and payment details are in the table below. See Schedule 2 for a full breakdown.

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| **Payment method** | The payment method for this Call-Off Contract is BACS via purchase order numbers. |
| **Payment profile** | The payment profile for this Call-Off Contract is monthly in arrears-on completion of the agreed monthly deliverable milestones as set out in Schedule 1 and/or Schedule 2.It will be the responsibility of the DVLA Business Representative to sign-off all agreed milestones in order to release monthly payment. |
| **Invoice details** | The Supplier will issue an electronic invoice. The Buyer will pay the Supplier within 30 days of receipt of a valid invoice. For the purposes of this Call-Off Contract, ‘valid invoice’ |

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|  | shall mean invoice issued in accordance with the ‘Invoice information required’ section below. |
| **Who and where to send invoices to** | Invoices will be sent via email to:ssa.invoice@sharedservicesarvato.co.ukPostal Address: Shared Services Arvato 5 Sandringham Park Swansea Vale, SA7 0EA. |
| **Invoice information required** | All invoices must include Purchase Order Number. Please fol- low the Invoicing Procedures below:**General**You should not provide goods or services without receipt of a valid Purchase OrderThe contract specification will set out the timing of invoicesIt is important that invoices contain the correct information, or they will be returned to you. Invoices should be submitted in a timely manner after the despatch of goods or provision of services. Be aware that the following data must be in- cluded on every invoice:* Business unit (e.g. DVLA)
* Valid Purchase Order (PO) number relevant to the goods/services being invoiced. The PO number must be in the format 8000XXXXXX or 450XXXXXX. This will be found on the Purchase Order you receive
* Quantities / prices (as applicable) consistent with those on the original PO
* Reference the Service ID containing clear and detailed text describing the goods or services and period of ac- tivity the costs are attributed against

We would expect to contract with your legally registered com- pany name (legal entity) but can incorporate a ‘trading as’ name in our finance system if required. Any communica- tion received (such as invoices) from the ‘trading as’ entity will need to make clear reference to the legal entity or de- lays in payment may occurDo not undertake new work or supply goods or services in ex- cess of the original Purchase Order Value.All invoices or credit notes must be an original documentIf an incorrect Purchase Order number or no Purchase Order number is quoted, the invoice will be returned to you. You will be able to handwrite the correct Purchase Order num- |

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|  | bers on the invoices that are returned, however it is prefer- able that you change it on your system and reissue to en- sure any future invoices are referenced correctlyYou must identify the business unit the invoice or credit note relates to e.g. DVLA.E-invoices must not include profanities, as these will also be blocked by arvato email security filters and may delay/stop the invoice being receivedIf an invoice needs to be withdrawn for any reason, you will need to send a credit note. Credit notes should quote the Purchase Order number and your original invoice refer- ence along with details of what the credit note applies to, particularly if it is not for the full value of the invoiceAny correspondence or enquiry sent to the designated email address for invoices/credit notes which is not an original document will be deleted, with no action being takenUnless we specify otherwise, payment will be made by BACS no later than 30 days of receipt of a valid invoice. We will aim to pay you within 10 days.**Transmission of Invoices**All invoices and/or credit notes will either need to be sent elec- tronically as an attachment to an email or as a hard copy document through the post to the designated address listed below:Email: **ssa.invoice@sharedservicesarvato.co.uk**Postal Address: Shared Services arvato 5 Sandringham ParkSwansea Vale SA7 0EAIf an original invoice and/or credit note is sent electronically, then the same document must not be sent as a hard copy through the post and vice versaAll e-invoices and/or credit notes must be sent in a PDF format. Any documents that are received and are not in a PDF for- mat will be deleted with no action being taken.A 10Mb maximum file size per email is applicableIf the e-invoice is encrypted, this could result in the invoice be- ing blocked by arvato email security filtersShared Services arvato cannot be responsible for any e-invoice until it has been received. Responsibility for ensuring thee-invoice is received by arvato in a timely manner lies with the supplier**How to Notify a Change**If you change important information, such as your organisa- tion’s contact or bank details, you need to provide written |

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|  | official confirmation. Please notify Shared Services arvato as soon as possible:Tel: 0344 892 0343Email: support@sharedservicesarvato.co.uk (Please do not email original invoices/credit notes to this email address)Postal Address:Shared Services arvato 5 Sandringham Park Swansea Vale SA7 0EA**Enquiring about progress of payments**All supplier invoices and payment enquiries must be directed to Shared Services arvato. If you contact the relevant busi- ness unit directly, they will direct you to Shared Services arvatoFor all payment and invoice queries you will need to contact the Shared Services arvato Service and Support Desk di- rectly on 0344 892 0343. When calling you should quote the Purchase Order number, your vendor account number (if known) and the business unit you are invoicing e.g.DVLAYou should ask for your communication to be logged on a “ser- vice ticket” along with your contact details. This will allow all issues relating to your query to be logged under a unique reference numberYou should quote the service ticket number in any follow up conversationsIf Shared Services arvato has the invoice but cannot release it for payment, you are required to take appropriate action to ensure it can be paidIf the invoice has not been received by Shared Services arvato, the responsibility is on you to get the invoice to Shared Services arvato. If you are sending invoices to anyone other than Shared Services arvato, please change your customer invoicing address to Shared Services arvatoIf a response from Shared Services arvato is required, one will be provided to you within 10 working daysIf you have any remittance queries, these should be discussed with Shared Services arvato:Tel: 0344 892 0343Email: support@sharedservicesarvato.co.uk (Please do not email originalinvoices/credit notes to this email address)You must also ensure that a statement is sent to Shared Ser- vices arvato monthly to aid prompt payment of invoices (email and postal address as above) |

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| **Invoice frequency** | Charges for the Services will be invoiced to the Buyer monthly in arrears, according to the following payment schedule:50% of total value (£39,969.00 excluding VAT & expenses) after the first 4 weeks of the project, to be invoiced on or after 28th October 2022.50% of total value (£39,969.00 excluding VAT & expenses) on completion of the project, to be invoiced on or after delivery of the Services or if later, on or after 25th November 2022) . |
| **Call-Off Contract value** | The total value of this Call-Off Contract is up to £79,938.00excluding VAT & expenses. |
| **Call-Off Contract charges** | The charges set out in Schedule 2 are the basis against which charges for the Services in Schedule 1 shall be calculated. |

## Additional Buyer terms

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| **Performance of the Service and Deliverables** | **As specified in Schedule 1.** |
| **Guarantee** | Not Applicable. |

|  |  |
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| **Warranties, representations** | Not Applicable. |
| **Supplemental requirements in addition to the Call-Off terms** | Not Applicable. |
| **Alternative clauses** | Not Applicable. |
| **Buyer specific amendments to/refinements of the Call-Off Contract terms** | Not Applicable. |
| **Public Services Network (PSN)** | Not Applicable. |
| **Personal Data and Data Subjects** | Please see Annex 1 of Schedule 7. |

## Formation of contract

* 1. By signing and returning this Order Form (Part A), the Supplier agrees to enter into a Call- Off Contract with the Buyer.
	2. The Parties agree that they have read the Order Form (Part A) and the Call-Off Contract terms and by signing below agree to be bound by this Call-Off Contract.
	3. This Call-Off Contract will be formed when the Buyer acknowledges receipt of the signed copy of the Order Form from the Supplier.
	4. In cases of any ambiguity or conflict, the terms and conditions of the Call-Off Contract (Part

B) and Order Form (Part A) will supersede those of the Supplier Terms as per the order of precedence set out in clause 8.3 of the Framework Agreement.

## Background to the agreement

* 1. The Supplier is a provider of G-Cloud Services and agreed to provide the Services under the terms of Framework Agreement number RM1557.12.
	2. The Buyer provided an Order Form for Services to the Supplier.

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| **Signed** | Supplier | Buyer |
| **Name** | XXXXXX “redacted under FOIA section No 40 – Personal Information | XXXXXX “redacted under FOIA section No 40 – Personal Information |
| **Title** | Chief Operating Officer | Category Lead |
| **Signature** | XXXXXX “redacted under FOIA section No 40 – Personal Information | XXXXXX “redacted under FOIA section No 40 – Personal Information |
| **Date** | 30 September 2022[**Enter date**] | 30 September 2022[**Enter date**] |

# Schedule 1: Services

### The G-Cloud 12 offering -CRM Platform Development, Migration & Support Services is to be provided by the supplier to deliver the requirement as specified in the call-off contract Part A Schedule 1 below.

#### Scope of Work

Background

DVLA wants to establish a Power Platform Centre of Excellence (CoE) and wants to engage a Supplier to deliver the design and implementation of an Operating Model for Power Platform. This will include:

* + - Assist DVLA in the development and deployment of Power Platform CoE as outlined in this Part A Schedule 1.
		- Define strategy for the adoption of Power Platform (which will include PowerApps). Including an environment strategy, security and data policies.
		- Production of an Operating model for Power Platform. Including the delivery of Digital Guardrails, Governance and Guidance.
		- Integration of Power Apps into our build pipeline using Git/Azure DevOps, drone and spinnaker.
		- Training / Knowledge sharing which could be as either 'train-the-trainer' model, direct to up to 10 users or as knowledge sharing throughout the duration of the contract.
		- Conducting a maturity assessment of DVLA’s Power Platform capability

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The Project is based on a sequence of phases. This Schedule 1 defines among other terms the activities and work products to be supported and Schedule 2 defines the fees.

In support of delivering the Programme objectives, Supplier will perform the services in relation to (the “Services”), as outlined in the table below, for the Client on the terms set out in this Schedule 1 and/or Schedule 2:

|  |  |
| --- | --- |
| **Phase / Stage / Discipline** | **Activities** |
| Maturity assessment | Through two workshops as part of the maturity assessment workstream, Supplier and DVLA will execute on Suppliers CoE maturity assessment framework to establish a benchmark of the current state and also set a target for growth. Define gaps up front and determine how to progress forward with some keydeliverable goals we’d like to achieve. |
| Strategy | * Create First iterations of DVLA strategies for environment, DLP, ALM, security, support and governance and operations.
 |
| Operating model | * Support DVLA in the first iteration of the design of their Operating model for Power Platform.
* Assist DVLA to deploy and configure the Guard rails for Power Platform
 |
| Integration | * Support DVLA to begin the build out their integration of

Power Apps into DVLA build pipeline using Azure DevOps. |
| Training / Knowledge sharing | * Knowledge sharing with the DVLA designated CoE

owners during the workstream sessions, and any defined “working together” sessions. |

The indicative overall plan to deliver these Services has several assumptions and client dependencies outlined below. Please note this is an indicative plan and subject to change which subject to discussion between the Parties and agreement pursuant to the Variation Process, might result in changes to timeline and/or fees:



The Meetings and workshop schedule proposed for this plan is outlined in the table below. Please note that timings in here are indicative, and there may be a greater requirement of time from DVLA than is outlined in this table:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Event Title** | **Purpose** | **Attendees** | **Duration** | **Proposed Date Time** |
| Kick off | Start project and confirm all pre- requisites in place, schedule and ways ofworking | DVLA core project team and stakeholders | 60 mins | Monday PM 03 Oct |
| Power Platform Maturity Assessment Session 1 | Set the benchmark and begin quantifying DVLAs current and target maturity expectations for PowerPlatform CoE | DVLA core project team, Security, Privacy, other governanceteams | 60 – 120mins | Monday PM 10 Oct |
| Power Platform Maturity Assessment Session 2 | Set the benchmark and begin quantifying DVLAs current and target maturity expectations for PowerPlatform CoE | DVLA core project team, Security, Privacy, other governanceteams | 60 – 120mins | Wednesday PM 12 Oct |
| Environment Strategy Workshop | Establish our Environment Strategy to govern working areas to manage risk and enable makers | DVLA core project team, Security, Privacy, other governanceteams | 60 – 120mins | Monday PM 17 Oct |
| DLP Strategy Workshop | Establish our DLP Strategy to control connectors to makers to | DVLA core project team, Security,Privacy, other | 60 mins– 120mins | Wednesday PM 19 Oct |

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| --- | --- | --- | --- | --- |
| **Event Title** | **Purpose** | **Attendees** | **Duration** | **Proposed Date Time** |
|  | manage risk and enable development | governance teams |  |  |
| Security Strategy Workshop | Establish how we manage security of Platform, Data, Solutions, Makers | DVLA core project team, Security, Privacy, other governanceteams | 60 - 120mins | Monday PM 24Oct |
| RACIworkshop | Building out the CoE team roles and responsibilities along with associated operational riskmanagement | DVLA core project team, Security, Privacy, other governanceteams | 60 – 120mins | Wednesday PM 26 Oct |
| Support workshop | Definition of typical support models based on solution categorisation, along with maintenance and management of solutions too (IT vsmaker ownership) | DVLA core project team, Security, Privacy, other governance teams | 60 – 120mins | Monday PM 31 Oct |
| Governance Strategy Workshop | Establish how the Power Platform Governance will integrate with existing DVLA governance frameworks andprocesses | DVLA core project team, Security, Privacy, other governance teams | 60 - 120mins | Wednesday PM 02 Nov |
| ALM workshop 1 | View of lifecycle management for Power Platform solutions and associated best practices for scale. | DVLA core project team, Security, Privacy, other governanceteams | 60 - 120mins | Monday PM 07 Nov |
| ALM workshop 2 | View of lifecycle management for Power Platform solutions and associated best practices for scale. | DVLA core project team, Security, Privacy, other governanceteams | 60 - 120mins | Wednesday PM 09 Nov |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Event Title** | **Purpose** | **Attendees** | **Duration** | **Proposed Date Time** |
| Opportunity Generation | Help the DVLA to establish a pattern for future pipeline and funnel management and technology selectionconsiderations. | DVLA core project team, Security, Privacy, other governance teams | 60 – 120mins | Monday PM 14 Nov |
| Vendor and Licensing | An introduction to understanding the power platform licensing model, what that means for internal DVLA team members, but also external vendor access to the platform. Also explores the cost and licenses associated with connectors (like service now and adobe sign), and discusses “other” costs such as API use, who manages that and what’s allowedetc | DVLA core project team, Security, Privacy, other governance teams | 60 – 120mins | Wednesday PM 16 Nov |
| Maker Best Practice | How to engage all spectrums of makers and ensure they're understanding the DVLAs governance model to building powerplatform applications. | DVLA core project team, Security, Privacy, other governance teams | 60 – 120mins | Monday PM 21 Nov |
| PP Strategy meeting | Engage with stakeholders on opportunity, vision, scalability and opportunities, and nextsteps | DVLA core project team and senior stakeholders | 60 mins | Wednesday PM 23 Nov |
| Weekly review meetings | Review progress, raise issues & blockers, get decisions | DVLA core project team | 30 mins | Every week from w/c 23 May - Friday AM |

For details of accompanying work products for these workshops and meetings can be found in the WORK PRODUCTS section of this Schedule.

#### OUT OF SCOPE

The Parties agree and acknowledge that, as at the Effective Date, the following activities are specifically excluded from scope:

(a) Anything not specifically defined as in scope in “Scope of Works” section above, or in the WORK PRODUCTS paragraph of this Schedule.

If any out of scope items referred to in the section above are proposed by the Buyer for inclusion as part of the scope of work after the Effective Date, the Variation Process shall apply.

#### ASSUMPTIONS

The following assumptions apply:

1. The resource provided covers an 8 week period between 3rd October 2022 and 25th November 2022. The plan and activities during this period will be defined in collaboration with the Client as they become known and, within the constraints of the time and resources set out in this Schedule.
2. Based upon the nature of the Project under this SOW, Supplier does not provide any warranty for any Artifacts set forth herein, notwithstanding the terms of the Agreement.
3. DVLA agrees that Supplier will not be granted access to any DVLA Personal information as part of the Services.
4. During the planning and kick-off session in week 1, Avanade will review the proposed workstream sessions with the DVLA to qualify their suitability. These may be changeable following agreement between both parties.
5. The Buyer shall ensure key stakeholders are available for workshops with the Supplier, where required.
6. The Buyer shall be responsible for the Variation Process and associated communications. (vii)\_All resource provided by the Supplier shall be UK based.

Where an assumption proves incorrect, Supplier shall not be liable for any failure to meet its obligations under this Schedule. If the scope of work, per Scope of Work section above, is impacted due to an assumption proving incorrect, subject to discussion and mutual agreement by the parties pursuant to the Variation Process, the Project schedule may be extended by an agreed period, and/or the fees in Schedule 2 adjusted to account for any additional work carried out or to be carried out by Supplier as a result of any assumption proving incorrect, which if agreed shall be invoiced by Supplier, and payable by Client, for a part or complete eight (8) hour business day (at the applicable time and materials (“T&M”)) in relation to a business day impacted by such an event.

#### BUYER RESPONSIBILITIES

The Buyer acknowledges that in order for Supplier to perform the scope of work under “Scope of Work” section above it will require the Buyer to collaborate with Supplier and execute certain actions under its control.

These responsibilities include, but are not limited to, undertaking the following activities:

1. to ensure the named Supplier staff has appropriate access to Buyer sites, systems and necessary information in order to deliver the service as described within this Call-Off Contract in accordance with its terms;
2. to obtain consent from its ISP and any third party suppliers of the System for the Services to be carried out and, when requested by the Supplier, to provide written evidence of such consent and to notify relevant employees that the Service has been scheduled and that the employees may be monitored. “System” means the systems and networks which the Buyer requires to be security tested or security monitored and/or scanned as part of the Services, together with any software, systems, networks, premises, equipment, data structures, protocols, computers, hardware and firmware linked to the same and data passing across or contained in any of the foregoing. “ISP” means Internet Service Provider;
3. to properly and fully back-up all data and copies of all computer programs and data which are held immediately prior to commencement of the Services, and which may be affected by the provision of the Services and, where appropriate, regularly perform backups during the performance of the Services, to enable straightforward recovery and/or reinstatement of any and all data and/or computer programs lost or damaged (whether in whole or part) through provision of the Services.
4. to provide the Supplier with a valid purchase order following acceptance of this Call off contract for the amount stated herein. The Supplier shall have no obligation to commence Services until a valid purchase order has been received.
5. Where required, the Buyer will provide the Supplier with the technology access to Buyer’s facilities and systems necessary to enable delivery of Services.
6. The Buyer will provide the supplier with working space and technology access to Buyer’s facilities and systems necessary to enable delivery of services.
7. To provide access to and input of Buyer subject matter experts (i.e. Buyer system or business processes or user representatives etc.), and/or relevant documentation or other materials in a timely manner.
8. To provide personnel needed to conduct required workshops and support the outcome of all work products.
9. To support with the scheduling of workshops and meetings with DVLA staff.
10. To directly manage all other non-Supplier managed Buyer third-party product or service providers, and such third parties’ dependencies or critical activities, or to support Supplier resource in directing and managing third-party providers where Supplier resource are acting on behalf of the Buyer.
11. To provide access to suitable workspaces, facilities, connectivity as needed for work activities including email and access to the internet.
12. To provide valid licenses to all necessary tools and Buyer procured third party products required for Avanade to complete a specific activity prior to commencement of the engagement.
13. To provide all requested feedback and input into work products and activities within two working days of the request.

The table below illustrates the key dependencies Supplier has on the Buyer:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Description | Type | Supplier Acceptance Criteria | Required By Date |
| DVLA team involvement | The Buyer will identify supporting resources to attend workshops and be available for guidance and direction | Resources | Named individuals who will be point of contact for workshops representing Power Platform team, Security, Privacy, GovernanceTeams | End of Week 1(7th Oct 2022) |
| User access and permissions | The Buyer will provide admin access to the Power Platform or by proxy via Teams meetings and screen sharing. | Access | All accounts in place and permissions granted for all team members | 3rd Oct 2022 |
| Comms and promotion | The Buyer will provide communication support to engage all customers of the Power Platform including makers andstakeholders | Resources | Named point of contact who will own communications plan and communications | End of Week 1(7th Oct 2022) |
| Change Management | The Buyer will provide Change Management expertise to define change management plan, and drive organizational change to support PowerPlatform adoption | Resources | Named point of contact who will own change management plan and it’s execution | End of Week 1(7th Oct 2022) |

CONSEQUENCES OF DELAY OR NON-PERFORMANCE

The failure of the Buyer to perform its obligations as specified above, may result in delays to the provision of Services by the Supplier resources assigned to the Project and increased effort to deliver the Services. In the event Supplier provides resources that are unable to undertake any of the scope of the work above, due to the Buyer’s failure to meet its responsibilities as contemplated under Buyer’s Responsibilities above, then Supplier will notify the Buyer of the potential impact of the delay or non-performance in relation to a business day impacted or likely to be impacted by

such an event during the relevant governance meeting outlined below, and the Parties will agree any adjustment to the Project duration, resource profile, or charges pursuant to a mutually agreed Variation pursuant to Clause 32 (Variation) Part B (Terms and Conditions).

GOVERNANCE

The Parties acknowledge the undertaking of the Project involves collaboration and coordination pursuant to the governance forums set out below:

|  |  |  |  |
| --- | --- | --- | --- |
| Forum Title | Objective | Participants | Periodic Frequencyand Estimated Duration |
| Daily Checkpoint / Scrum / Huddle | A daily virtual checkpoint to assess:Project activities completed since the last meetingProject activities to be completed by the next meetingImpediments to Project progress and make decisions to remove barriers | Supplier: Delivery LeadTechnical Architect Buyer:Project Manager (DVLA does not have a dedicated Project Manager, however Nick Myers (Enterprise Architect) will be performing the role)Team members with open actions will attend, attendee list will vary as Project progresses, butmeeting will be fixed. | Three times weekly, 30 minutes |
| Weekly Project Status Meeting | A weekly checkpoint to assess Project status and coordinate Project activities, review and make decisions regarding Project risks, issues, actions, dependencies and change requests, as well as:Activities completed this weekActivities planned, but not completed, this weekActivities to be completed next week | Supplier: Delivery LeadTechnical Architect Buyer:Project ManagerOther Buyer attendees, as required. | Weekly, one hour |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Impediments to progress and make decisions to removebarriers |  |  |

In the event of any conflict or dispute between the Parties during the delivery of the Services, the following the following represents the escalation paths to be followed:

1. The Project issue or problem will initially be brought to the attention of the Supplier Delivery Lead (Simon Owen) .
2. If the Supplier Delivery Lead and Client Programme Manager are unable or unwilling to address a Project issue or problem, it may next be taken directly to their supervisors Client Director (Paul Marsh) for Supplier;.
3. If, after ten (10) business days, the Project issue or problem remains unresolved, a Party may insist the Project issue or problem be raised to a senior executive (expected to be Director of Delivery (James Cawthorne) for Supplier).

KEY AND ESTIMATED PROJECT DELIVERY DATES

Estimated dates of performance of the Services are from 03/10/2022 to 25/11/2022. The indicative overall plan has several assumptions and Buyer dependencies. Please note this is an indicative plan and subject to discussion between the Parties and agreement pursuant to the Variation Process might result in changes to timeline and/or fees.



WORK PRODUCTS

As part of the Project, the following work products (“Work Products”) will be created and delivered by Supplier to the Buyer (for the avoidance of doubt, these are not Deliverables subject to acceptance criteria and the provision to Supplier of Buyer approval):

|  |  |  |
| --- | --- | --- |
| Work Product | Description | Output |
| Progress reports | Weekly progress reports of execution against plan,findings, outcomes, risks, | Format: PowerPoint Size: Up to 5 slides |

|  |  |  |
| --- | --- | --- |
|  | blockers, and strategic considerations. |  |
| Power Platform Reporting | A single report to give insightsinto platform adoption, usage, complexity, and risk. | Format: Power BI Report Size: N/A |
| Power Platform CoE Tooling | Installation and configuration of Microsoft Starter Kit tooling to manage and automate processes, and to enablemakers. | Format: Power Apps, Power Automate FlowsSize: N/A |
| Workshop agendas and presentation materials | Definition of workshop agendas & materials to define minimum governance and guardrails. | Format: PowerPointSize: Up to 20 slides per workshop |
| Workshop outputs | Documentation outputs from the workstream sessions.There will likely be a document per workstream, although there are two maturity assessment workshops, this will form a single document. The sameapplies for ALM. | Format: PowerPointSize: Up to 20 slides per workstream |

Risk

|  |  |  |
| --- | --- | --- |
| Description | Likelihood | Severity |
| Key Supplier resources will not be available as required with the correcttechnical attributes | Low | High |
| Key Buyer resources are not available as required, or Buyer actions are delayed or not performed impacting delivery time line, resource effort levelrequired and/or cost. | Med | High |

# Schedule 2: Call-Off Contract charges

The detailed Charges breakdown and applicable rates for the provision of Services in Schedule 1 during the Term are set out below:



Avanade Pricing Schedule 24082022.x

The charges for the Services will be invoiced to the Buyer monthly in arrears, according to the following payment schedule.:

50% of total value (£39,969.00 excluding VAT & expenses) after the first 4 weeks of the project, to be invoiced on or after the start date (28th 3 October 2022.

50% of total value (£39,969.00 excluding VAT & expenses) on completion of the project, and following DVLA acceptance of any deliverables or review and confirmation of agreement to any Work Products (to the extent they meet the descriptions and outputs) as detailed in Annex 1’. To be invoiced on or after delivery of the Services or if later, on or after 25th November 2022.

While this project will be delivered remotely and no expenses are expected, in the event that Buyer requests for Supplier to deliver Services at Buyer location, any claim(s) for Travel and Subsistence will be agreed upfront by the DVLA Business Representative in writing before proceeding in all circumstances. All claims that have not been agreed will be rejected. Claims for Travel and Subsistence are based on DVLA’s standard rates referred to below



Travel and Accomodation Rates.p

All invoices received will require management information to support the claim.

The Travel and Subsistence payments of £90 per day will only be paid if the supplier’s employee is working at the DVLA Swansea site. The supplier may charge T&S by including it in their day rates only where applicable at the following maximum rates (excluding VAT): 1. For T&S including travel but no overnight stay: Suppliers plain day rate plus £45.00. 2. For T&S including overnight stay: Suppliers plain day rate plus £90.00.

The supplier shall charge expenses monthly in arrears and only with the prior written agreement of DVLA. The supplier shall not charge T&S for any staff residing locally to the principal locations, or for any staff on days when they are working from home. For the purpose of this clause, “Locally” means “within a 75-mile journey in each direction”. This is based on the distance that would be reasonable to expect a person to commute to the principal location(s).

# Part B: Terms and conditions

## Call-Off Contract Start date and length

* 1. The Supplier must start providing the Services on the date specified in the Order Form.
	2. This Call-Off Contract will expire on the Expiry Date in the Order Form. It will be for up to 24 months from the Start date unless Ended earlier under clause 18 or extended by the Buyer under clause 1.3.
	3. The Buyer can extend this Call-Off Contract, with written notice to the Supplier, by the period in the Order Form, provided that this is within the maximum permitted under the Framework Agreement of 2 periods of up to 12 months each.
	4. The Parties must comply with the requirements under clauses 21.3 to 21.8 if the Buyer reserves the right in the Order Form to extend the contract beyond 24 months.

## Incorporation of terms

* 1. The following Framework Agreement clauses (including clauses and defined terms referenced by them) as modified under clause 2.2 are incorporated as separate Call-Off Contract obligations and apply between the Supplier and the Buyer:
		+ 4.1 (Warranties and representations)
		+ 4.2 to 4.7 (Liability)
		+ 4.11 to 4.12 (IR35)
		+ 5.4 to 5.5 (Force majeure)
		+ 5.8 (Continuing rights)
		+ 5.9 to 5.11 (Change of control)
		+ 5.12 (Fraud)
		+ 5.13 (Notice of fraud)
		+ 7.1 to 7.2 (Transparency)
		+ 8.3 (Order of precedence)
		+ 8.6 (Relationship)
		+ 8.9 to 8.11 (Entire agreement)
		+ 8.12 (Law and jurisdiction)
		+ 8.13 to 8.14 (Legislative change)
		+ 8.15 to 8.19 (Bribery and corruption)
		+ 8.20 to 8.29 (Freedom of Information Act)
		+ 8.30 to 8.31 (Promoting tax compliance)
		+ 8.32 to 8.33 (Official Secrets Act)
		+ 8.34 to 8.37 (Transfer and subcontracting)
		+ 8.40 to 8.43 (Complaints handling and resolution)
		+ 8.44 to 8.50 (Conflicts of interest and ethical walls)
		+ 8.51 to 8.53 (Publicity and branding)
		+ 8.54 to 8.56 (Equality and diversity)
		+ 8.59 to 8.60 (Data protection
		+ 8.64 to 8.65 (Severability)
		+ 8.66 to 8.69 (Managing disputes and Mediation)
		+ 8.80 to 8.88 (Confidentiality)
		+ 8.89 to 8.90 (Waiver and cumulative remedies)
		+ 8.91 to 8.101 (Corporate Social Responsibility)
		+ paragraphs 1 to 10 of the Framework Agreement glossary and interpretation
		+ any audit provisions from the Framework Agreement set out by the Buyer in the Order Form
	2. The Framework Agreement provisions in clause 2.1 will be modified as follows:
		1. a reference to the ‘Framework Agreement’ will be a reference to the ‘Call-Off Contract’
		2. a reference to ‘CCS’ will be a reference to ‘the Buyer’
		3. a reference to the ‘Parties’ and a ‘Party’ will be a reference to the Buyer and Supplier as Parties under this Call-Off Contract
	3. The Parties acknowledge that they are required to complete the applicable Annexes contained in Schedule 4 (Processing Data) of the Framework Agreement for the purposes of this Call-Off Contract. The applicable Annexes being reproduced at Schedule 7 of this Call-Off Contract.
	4. The Framework Agreement incorporated clauses will be referred to as incorporated Framework clause ‘XX’, where ‘XX’ is the Framework Agreement clause number.
	5. When an Order Form is signed, the terms and conditions agreed in it will be incorporated into this Call-Off Contract.

## Supply of services

* 1. The Supplier agrees to supply the G-Cloud Services and any Additional Services under the terms of the Call-Off Contract and the Supplier’s Application.
	2. The Supplier undertakes that each G-Cloud Service will meet the Buyer’s acceptance criteria, as defined in the Order Form.

## Supplier staff

* 1. The Supplier Staff must:
		1. be appropriately experienced, qualified and trained to supply the Services
		2. apply all due skill, care and diligence in faithfully performing those duties
		3. obey all lawful instructions and reasonable directions of the Buyer and provide the Services to the reasonable satisfaction of the Buyer
		4. respond to any enquiries about the Services as soon as reasonably possible
		5. complete any necessary Supplier Staff vetting as specified by the Buyer
	2. The Supplier must retain overall control of the Supplier Staff so that they are not considered to be employees, workers, agents or contractors of the Buyer.
	3. The Supplier may substitute any Supplier Staff as long as they have the equivalent experience and qualifications to the substituted staff member.
	4. The Buyer may conduct IR35 Assessments using the ESI tool to assess whether the Supplier’s engagement under the Call-Off Contract is Inside or Outside IR35.
	5. The Buyer may End this Call-Off Contract for Material Breach as per clause 18.5 hereunder if the Supplier is delivering the Services Inside IR35.
	6. The Buyer may need the Supplier to complete an Indicative Test using the ESI tool before the Start date or at any time during the provision of Services to provide a preliminary view of whether the Services are being delivered Inside or Outside IR35. If the Supplier has completed the Indicative Test, it must download and provide a copy of the PDF with the 14- digit ESI reference number from the summary outcome screen and promptly provide a copy to the Buyer.
	7. If the Indicative Test indicates the delivery of the Services could potentially be Inside IR35, the Supplier must provide the Buyer with all relevant information needed to enable the Buyer to conduct its own IR35 Assessment.
	8. If it is determined by the Buyer that the Supplier is Outside IR35, the Buyer will provide the ESI reference number and a copy of the PDF to the Supplier.

## Due diligence

* 1. Both Parties agree that when entering into a Call-Off Contract they:
		1. have made their own enquiries and are satisfied by the accuracy of any information supplied by the other Party
		2. are confident that they can fulfil their obligations according to the Call-Off Contract terms
		3. have raised all due diligence questions before signing the Call-Off Contract
		4. have entered into the Call-Off Contract relying on its own due diligence

## Business continuity and disaster recovery

* 1. The Supplier will have a clear business continuity and disaster recovery plan in their service descriptions.
	2. The Supplier’s business continuity and disaster recovery services are part of the Services and will be performed by the Supplier when required.
	3. If requested by the Buyer prior to entering into this Call-Off Contract, the Supplier must ensure that its business continuity and disaster recovery plan is consistent with the Buyer’s own plans.

## Payment, VAT and Call-Off Contract charges

* 1. The Buyer must pay the Charges following clauses 7.2 to 7.11 for the Supplier’s delivery of the Services.
	2. The Buyer will pay the Supplier within the number of days specified in the Order Form on receipt of a valid invoice.
	3. The Call-Off Contract Charges include all Charges for payment Processing. All invoices submitted to the Buyer for the Services will be exclusive of any Management Charge.
	4. If specified in the Order Form, the Supplier will accept payment for G-Cloud Services by the Government Procurement Card (GPC). The Supplier will be liable to pay any merchant fee levied for using the GPC and must not recover this charge from the Buyer.
	5. The Supplier must ensure that each invoice contains a detailed breakdown of the G-Cloud Services supplied. The Buyer may request the Supplier provides further documentation to substantiate the invoice.
	6. If the Supplier enters into a Subcontract it must ensure that a provision is included in each Subcontract which specifies that payment must be made to the Subcontractor within 30 days of receipt of a valid invoice.
	7. All Charges payable by the Buyer to the Supplier will include VAT at the appropriate Rate.
	8. The Supplier must add VAT to the Charges at the appropriate rate with visibility of the amount as a separate line item.
	9. The Supplier will indemnify the Buyer on demand against any liability arising from the Supplier's failure to account for or to pay any VAT on payments made to the Supplier under this Call-Off Contract. The Supplier must pay all sums to the Buyer at least 5 Working Days before the date on which the tax or other liability is payable by the Buyer.
	10. The Supplier must not suspend the supply of the G-Cloud Services unless the Supplier is entitled to End this Call-Off Contract under clause 18.6 for Buyer’s failure to pay undisputed sums of money. Interest will be payable by the Buyer on the late payment of any undisputed sums of money properly invoiced under the Late Payment of Commercial Debts (Interest) Act 1998.
	11. If there’s an invoice dispute, the Buyer must pay the undisputed portion of the amount and return the invoice within 10 Working Days of the invoice date. The Buyer will provide a covering statement with proposed amendments and the reason for any non-payment. The Supplier must notify the Buyer within 10 Working Days of receipt of the returned invoice if it accepts the amendments. If it does then the Supplier must provide a replacement valid invoice with the response.
	12. Due to the nature of G-Cloud Services it isn’t possible in a static Order Form to exactly define the consumption of services over the duration of the Call-Off Contract. The Supplier agrees that the Buyer’s volumes indicated in the Order Form are indicative only.

## Recovery of sums due and right of set-off

* 1. If a Supplier owes money to the Buyer, the Buyer may deduct that sum from the Call-Off Contract Charges.

## Insurance

* 1. The Supplier will maintain the insurances required by the Buyer including those in this clause.
	2. The Supplier will ensure that:
		1. during this Call-Off Contract, Subcontractors hold third party public and products liability insurance of the same amounts that the Supplier would be legally liable to pay as damages, including the claimant's costs and expenses, for accidental death or bodily injury and loss of or damage to Property, to a minimum of £1,000,000
		2. the third-party public and products liability insurance contains an ‘indemnity to principals’ clause for the Buyer’s benefit
		3. all agents and professional consultants involved in the Services hold professional indemnity insurance to a minimum indemnity of £1,000,000 for each individual claim during the Call-Off Contract, and for 6 years after the End or Expiry Date
		4. all agents and professional consultants involved in the Services hold employers liability insurance (except where exempt under Law) to a minimum indemnity of

£5,000,000 for each individual claim during the Call-Off Contract, and for 6 years after the End or Expiry Date

* 1. If reasonably requested by the Buyer, the Supplier will obtain additional insurance policies, or extend existing policies bought under the Framework Agreement.
	2. If requested by the Buyer, the Supplier will provide the following to show compliance with this clause:
		1. a broker's verification of insurance
		2. receipts for the insurance premium
		3. evidence of payment of the latest premiums due
	3. Insurance will not relieve the Supplier of any liabilities under the Framework Agreement or this Call-Off Contract and the Supplier will:
		1. take all risk control measures using Good Industry Practice, including the investigation and reports of claims to insurers
		2. promptly notify the insurers in writing of any relevant material fact under any Insurances
		3. hold all insurance policies and require any broker arranging the insurance to hold any insurance slips and other evidence of insurance
	4. The Supplier will not do or omit to do anything, which would destroy or impair the legal validity of the insurance.
	5. The Supplier will notify CCS and the Buyer as soon as possible if any insurance policies have been, or are due to be, cancelled, suspended, Ended or not renewed.
	6. The Supplier will be liable for the payment of any:
		1. premiums, which it will pay promptly
		2. excess or deductibles and will not be entitled to recover this from the Buyer

## Confidentiality

* 1. Subject to clause 24.1 the Supplier must during and after the Term keep the Buyer fully indemnified against all Losses, damages, costs or expenses and other liabilities (including legal fees) arising from any breach of the Supplier's obligations under the Data Protection Legislation or under incorporated Framework Agreement clauses 8.80 to 8.88. The indemnity doesn’t apply to the extent that the Supplier breach is due to a Buyer’s instruction.

## Intellectual Property Rights

* 1. Unless otherwise specified in this Call-Off Contract, a Party will not acquire any right, title or interest in or to the Intellectual Property Rights (IPRs) of the other Party or its Licensors.
	2. The Supplier grants the Buyer a non-exclusive, transferable, perpetual, irrevocable, royalty- free licence to use the Project Specific IPRs and any Background IPRs embedded within the Project Specific IPRs for the Buyer’s ordinary business activities.
	3. The Supplier must obtain the grant of any third-party IPRs and Background IPRs so the Buyer can enjoy full use of the Project Specific IPRs, including the Buyer’s right to publish the IPR as open source.
	4. The Supplier must promptly inform the Buyer if it can’t comply with the clause above and the Supplier must not use third-party IPRs or Background IPRs in relation to the Project Specific IPRs if it can’t obtain the grant of a licence acceptable to the Buyer.
	5. The Supplier will, on written demand, fully indemnify the Buyer and the Crown for all Losses which it may incur at any time from any claim of infringement or alleged infringement of a third party’s IPRs because of the:
		1. rights granted to the Buyer under this Call-Off Contract
		2. Supplier’s performance of the Services
		3. use by the Buyer of the Services
	6. If an IPR Claim is made, or is likely to be made, the Supplier will immediately notify the Buyer in writing and must at its own expense after written approval from the Buyer, either:
		1. modify the relevant part of the Services without reducing its functionality or performance
		2. substitute Services of equivalent functionality and performance, to avoid the infringement or the alleged infringement, as long as there is no additional cost or burden to the Buyer
		3. buy a licence to use and supply the Services which are the subject of the alleged infringement, on terms acceptable to the Buyer
	7. Clause 11.5 will not apply if the IPR Claim is from:
		1. the use of data supplied by the Buyer which the Supplier isn’t required to verify under this Call-Off Contract
		2. other material provided by the Buyer necessary for the Services
	8. If the Supplier does not comply with clauses 11.2 to 11.6, the Buyer may End this Call-Off Contract for Material Breach. The Supplier will, on demand, refund the Buyer all the money paid for the affected Services.

## Protection of information

* 1. The Supplier must:
		1. comply with the Buyer’s written instructions and this Call-Off Contract when Processing Buyer Personal Data
		2. only Process the Buyer Personal Data as necessary for the provision of the G-Cloud Services or as required by Law or any Regulatory Body
		3. take reasonable steps to ensure that any Supplier Staff who have access to Buyer Personal Data act in compliance with Supplier's security processes
	2. The Supplier must fully assist with any complaint or request for Buyer Personal Data including by:
		1. providing the Buyer with full details of the complaint or request
		2. complying with a data access request within the timescales in the Data Protection Legislation and following the Buyer’s instructions
		3. providing the Buyer with any Buyer Personal Data it holds about a Data Subject (within the timescales required by the Buyer)
		4. providing the Buyer with any information requested by the Data Subject
	3. The Supplier must get prior written consent from the Buyer to transfer Buyer Personal Data to any other person (including any Subcontractors) for the provision of the G-Cloud Services.

## Buyer data

* 1. The Supplier must not remove any proprietary notices in the Buyer Data.
	2. The Supplier will not store or use Buyer Data except if necessary to fulfil its obligations.
	3. If Buyer Data is processed by the Supplier, the Supplier will supply the data to the Buyer as requested.
	4. The Supplier must ensure that any Supplier system that holds any Buyer Data is a secure system that complies with the Supplier’s and Buyer’s security policies and all Buyer requirements in the Order Form.
	5. The Supplier will preserve the integrity of Buyer Data processed by the Supplier and prevent its corruption and loss.
	6. The Supplier will ensure that any Supplier system which holds any protectively marked Buyer Data or other government data will comply with:
		1. the principles in the Security Policy Framework: https://[www.gov.uk/government/publications/security-policy-framework](http://www.gov.uk/government/publications/security-policy-framework) and the Government Security Classification policy:

https:/[www.gov.uk/government/publications/government-security-classifications](http://www.gov.uk/government/publications/government-security-classifications)

* + 1. guidance issued by the Centre for Protection of National Infrastructure on Risk Management:

https://[www.cpni.gov.uk/content/adopt-risk-management-approach](http://www.cpni.gov.uk/content/adopt-risk-management-approach) and Protection of Sensitive Information and Assets: https://[www.cpni.gov.uk/protection-sensitive-information-and-assets](http://www.cpni.gov.uk/protection-sensitive-information-and-assets)

* + 1. the National Cyber Security Centre’s (NCSC) information risk management guidance:

https://[www.ncsc.gov.uk/collection/risk-management-collection](http://www.ncsc.gov.uk/collection/risk-management-collection)

* + 1. government best practice in the design and implementation of system components, including network principles, security design principles for digital services and the secure email blueprint:

https://[www.gov.uk/government/publications/technology-code-of-](http://www.gov.uk/government/publications/technology-code-of-) practice/technology-code-of-practice

* + 1. the security requirements of cloud services using the NCSC Cloud Security Principles and accompanying guidance: https://[www.ncsc.gov.uk/guidance/implementing-cloud-security-principles](http://www.ncsc.gov.uk/guidance/implementing-cloud-security-principles)
		2. buyer requirements in respect of AI ethical standards that are explicitly specified in the Order Form.
	1. The Buyer will specify any security requirements for this project in the Order Form.
	2. If the Supplier suspects that the Buyer Data has or may become corrupted, lost, breached or significantly degraded in any way for any reason, then the Supplier will notify the Buyer immediately and will (at its own cost if corruption, loss, breach or degradation of the Buyer Data was caused by the action or omission of the Supplier) comply with any remedial action reasonably proposed by the Buyer.
	3. The Supplier agrees to use the appropriate organisational, operational and technological processes to keep the Buyer Data safe from unauthorised use or access, loss, destruction, theft or disclosure.
	4. The provisions of this clause 13 will apply during the term of this Call-Off Contract and for as long as the Supplier holds the Buyer’s Data.

## Standards and quality

* 1. The Supplier will comply with any standards in this Call-Off Contract, the Order Form and the Framework Agreement.
	2. The Supplier will deliver the Services in a way that enables the Buyer to comply with its obligations under the Technology Code of Practice, which is at: https://[www.gov.uk/government/publications/technology-code-of-practice/technology-code-](http://www.gov.uk/government/publications/technology-code-of-practice/technology-code-) of-practice
	3. If requested by the Buyer, the Supplier must, at its own cost, ensure that the G-Cloud Services comply with the requirements in the PSN Code of Practice.
	4. If any PSN Services are Subcontracted by the Supplier, the Supplier must ensure that the services have the relevant PSN compliance certification.
	5. The Supplier must immediately disconnect its G-Cloud Services from the PSN if the PSN Authority considers there is a risk to the PSN’s security and the Supplier agrees that the Buyer and the PSN Authority will not be liable for any actions, damages, costs, and any other Supplier liabilities which may arise.

## Open source

* 1. All software created for the Buyer must be suitable for publication as open source, unless otherwise agreed by the Buyer.
	2. If software needs to be converted before publication as open source, the Supplier must also provide the converted format unless otherwise agreed by the Buyer.

## Security

* 1. If requested to do so by the Buyer, before entering into this Call-Off Contract the Supplier will, within 15 Working Days of the date of this Call-Off Contract, develop (and obtain the Buyer’s written approval of) a Security Management Plan and an Information Security

Management System. After Buyer approval the Security Management Plan and Information Security Management System will apply during the Term of this Call-Off Contract. Both plans will comply with the Buyer’s security policy and protect all aspects and processes associated with the delivery of the Services.

* 1. The Supplier will use all reasonable endeavours, software and the most up-to-date antivirus definitions available from an industry-accepted antivirus software seller to minimise the impact of Malicious Software.
	2. If Malicious Software causes loss of operational efficiency or loss or corruption of Service Data, the Supplier will help the Buyer to mitigate any losses and restore the Services to operating efficiency as soon as possible.
	3. Responsibility for costs will be at the:
		1. Supplier’s expense if the Malicious Software originates from the Supplier software or the Service Data while the Service Data was under the control of the Supplier, unless the Supplier can demonstrate that it was already present, not quarantined or identified by the Buyer when provided
		2. Buyer’s expense if the Malicious Software originates from the Buyer software or the Service Data, while the Service Data was under the Buyer’s control
	4. The Supplier will immediately notify the Buyer of any breach of security of Buyer’s Confidential Information (and the Buyer of any Buyer Confidential Information breach). Where the breach occurred because of a Supplier Default, the Supplier will recover the Buyer’s Confidential Information however it may be recorded.
	5. Any system development by the Supplier should also comply with the government’s ‘10 Steps to Cyber Security’ guidance:

https://[www.ncsc.gov.uk/guidance/10-steps-cyber-security](http://www.ncsc.gov.uk/guidance/10-steps-cyber-security)

* 1. If a Buyer has requested in the Order Form that the Supplier has a Cyber Essentials certificate, the Supplier must provide the Buyer with a valid Cyber Essentials certificate (or equivalent) required for the Services before the Start date.

## Not Applicable.

## Ending the Call-Off Contract

* 1. The Buyer can End this Call-Off Contract at any time by giving 30 days’ written notice to the Supplier, unless a shorter period is specified in the Order Form. The Supplier’s obligation to provide the Services will end on the date in the notice.
	2. The Parties agree that the:
		1. Buyer’s right to End the Call-Off Contract under clause 18.1 is reasonable considering the type of cloud Service being provided
		2. Call-Off Contract Charges paid during the notice period is reasonable compensation and covers all the Supplier’s avoidable costs or Losses
	3. Subject to clause 24 (Liability), if the Buyer Ends this Call-Off Contract under clause 18.1, it will indemnify the Supplier against any commitments, liabilities or expenditure which result in any unavoidable Loss by the Supplier, provided that the Supplier takes all reasonable steps to mitigate the Loss. If the Supplier has insurance, the Supplier will reduce its unavoidable costs by any insurance sums available. The Supplier will submit a fully itemised and costed list of the unavoidable Loss with supporting evidence.
	4. The Buyer will have the right to End this Call-Off Contract at any time with immediate effect by written notice to the Supplier if either the Supplier commits:
		1. a Supplier Default and if the Supplier Default cannot, in the reasonable opinion of the Buyer, be remedied
		2. any fraud
	5. A Party can End this Call-Off Contract at any time with immediate effect by written notice if:
		1. the other Party commits a Material Breach of any term of this Call-Off Contract (other than failure to pay any amounts due) and, if that breach is remediable, fails to remedy it within 15 Working Days of being notified in writing to do so
		2. an Insolvency Event of the other Party happens
		3. the other Party ceases or threatens to cease to carry on the whole or any material part of its business
	6. If the Buyer fails to pay the Supplier undisputed sums of money when due, the Supplier must notify the Buyer and allow the Buyer 5 Working Days to pay. If the Buyer doesn’t pay within 5 Working Days, the Supplier may End this Call-Off Contract by giving the length of notice in the Order Form.
	7. A Party who isn’t relying on a Force Majeure event will have the right to End this Call-Off Contract if clause 23.1 applies.

## Consequences of suspension, ending and expiry

* 1. If a Buyer has the right to End a Call-Off Contract, it may elect to suspend this Call-Off Contract or any part of it.
	2. Even if a notice has been served to End this Call-Off Contract or any part of it, the Supplier must continue to provide the Ordered G-Cloud Services until the dates set out in the notice.
	3. The rights and obligations of the Parties will cease on the Expiry Date or End Date whichever applies) of this Call-Off Contract, except those continuing provisions described in clause 19.4.
	4. Ending or expiry of this Call-Off Contract will not affect:
		1. any rights, remedies or obligations accrued before its Ending or expiration
		2. the right of either Party to recover any amount outstanding at the time of Ending or expiry
		3. the continuing rights, remedies or obligations of the Buyer or the Supplier under clauses
			+ 7 (Payment, VAT and Call-Off Contract charges)
			+ 8 (Recovery of sums due and right of set-off)
			+ 9 (Insurance)
			+ 10 (Confidentiality)
			+ 11 (Intellectual property rights)
			+ 12 (Protection of information)
			+ 13 (Buyer data)
			+ 19 (Consequences of suspension, ending and expiry)
			+ 24 (Liability); incorporated Framework Agreement clauses: 4.2 to 4.7 (Liability)
			+ 8.44 to 8.50 (Conflicts of interest and ethical walls)
			+ 8.89 to 8.90 (Waiver and cumulative remedies)
		4. any other provision of the Framework Agreement or this Call-Off Contract which expressly or by implication is in force even if it Ends or expires
	5. At the end of the Call-Off Contract Term, the Supplier must promptly:
		1. return all Buyer Data including all copies of Buyer software, code and any other software licensed by the Buyer to the Supplier under it
		2. return any materials created by the Supplier under this Call-Off Contract if the IPRs are owned by the Buyer
		3. stop using the Buyer Data and, at the direction of the Buyer, provide the Buyer with a complete and uncorrupted version in electronic form in the formats and on media agreed with the Buyer
		4. destroy all copies of the Buyer Data when they receive the Buyer’s written instructions to do so or 12 calendar months after the End or Expiry Date, and provide written confirmation to the Buyer that the data has been securely destroyed, except if the retention of Buyer Data is required by Law
		5. work with the Buyer on any ongoing work
		6. return any sums prepaid for Services which have not been delivered to the Buyer, within 10 Working Days of the End or Expiry Date
	6. Each Party will return all of the other Party’s Confidential Information and confirm this has been done, unless there is a legal requirement to keep it or this Call-Off Contract states otherwise.
	7. All licences, leases and authorisations granted by the Buyer to the Supplier will cease at the end of the Call-Off Contract Term without the need for the Buyer to serve notice except if this Call-Off Contract states otherwise.

## Notices

* 1. Any notices sent must be in writing. For the purpose of this clause, an email is accepted as being 'in writing'.
		+ Manner of delivery: email
		+ Deemed time of delivery: 9am on the first Working Day after sending
		+ Proof of service: Sent in an emailed letter in PDF format to the correct email address without any error message
	2. This clause does not apply to any legal action or other method of dispute resolution which should be sent to the addresses in the Order Form (other than a dispute notice under this Call-Off Contract).

## Exit plan

* 1. The Supplier must provide an exit plan in its Application which ensures continuity of service and the Supplier will follow it.
	2. When requested, the Supplier will help the Buyer to migrate the Services to a replacement supplier in line with the exit plan. This will be at the Supplier’s own expense if the Call-Off Contract Ended before the Expiry Date due to Supplier cause.
	3. If the Buyer has reserved the right in the Order Form to extend the Call-Off Contract Term beyond 24 months the Supplier must provide the Buyer with an additional exit plan for approval by the Buyer at least 8 weeks before the 18 month anniversary of the Start date.
	4. The Supplier must ensure that the additional exit plan clearly sets out the Supplier’s methodology for achieving an orderly transition of the Services from the Supplier to the Buyer or its replacement Supplier at the expiry of the proposed extension period or if the contract Ends during that period.
	5. Before submitting the additional exit plan to the Buyer for approval, the Supplier will work with the Buyer to ensure that the additional exit plan is aligned with the Buyer’s own exit plan and strategy.
	6. The Supplier acknowledges that the Buyer’s right to extend the Term beyond 24 months is subject to the Buyer’s own governance process. Where the Buyer is a central government department, this includes the need to obtain approval from GDS under the Spend Controls process. The approval to extend will only be given if the Buyer can clearly demonstrate that the Supplier’s additional exit plan ensures that:
		1. the Buyer will be able to transfer the Services to a replacement supplier before the expiry or Ending of the extension period on terms that are commercially reasonable and acceptable to the Buyer
		2. there will be no adverse impact on service continuity
		3. there is no vendor lock-in to the Supplier’s Service at exit
		4. it enables the Buyer to meet its obligations under the Technology Code Of Practice
	7. If approval is obtained by the Buyer to extend the Term, then the Supplier will comply with its obligations in the additional exit plan.
	8. The additional exit plan must set out full details of timescales, activities and roles and responsibilities of the Parties for:
		1. the transfer to the Buyer of any technical information, instructions, manuals and code reasonably required by the Buyer to enable a smooth migration from the Supplier
		2. the strategy for exportation and migration of Buyer Data from the Supplier system to the Buyer or a replacement supplier, including conversion to open standards or other standards required by the Buyer
		3. the transfer of Project Specific IPR items and other Buyer customisations, configurations and databases to the Buyer or a replacement supplier
		4. the testing and assurance strategy for exported Buyer Data
		5. if relevant, TUPE-related activity to comply with the TUPE regulations
		6. any other activities and information which is reasonably required to ensure continuity of Service during the exit period and an orderly transition

## Handover to replacement supplier

* 1. At least 10 Working Days before the Expiry Date or End Date, the Supplier must provide any:
		1. data (including Buyer Data), Buyer Personal Data and Buyer Confidential Information in the Supplier’s possession, power or control
		2. other information reasonably requested by the Buyer
	2. On reasonable notice at any point during the Term, the Supplier will provide any information and data about the G-Cloud Services reasonably requested by the Buyer (including information on volumes, usage, technical aspects, service performance and staffing). This will help the Buyer understand how the Services have been provided and to run a fair competition for a new supplier.
	3. This information must be accurate and complete in all material respects and the level of detail must be sufficient to reasonably enable a third party to prepare an informed offer for replacement services and not be unfairly disadvantaged compared to the Supplier in the buying process.

## Force majeure

* 1. If a Force Majeure event prevents a Party from performing its obligations under this Call-Off Contract for more than the number of consecutive days set out in the Order Form, the other Party may End this Call-Off Contract with immediate effect by written notice.

## Liability

* 1. Subject to incorporated Framework Agreement clauses 4.2 to 4.7, each Party's Yearly total liability for Defaults under or in connection with this Call-Off Contract (whether expressed as an indemnity or otherwise) will be set as follows:
		1. Property: for all Defaults by either party resulting in direct loss to the property (including technical infrastructure, assets, IPR or equipment but excluding any loss or damage to Buyer Data) of the other Party, will not exceed the amount in the Order Form
		2. Buyer Data: for all Defaults by the Supplier resulting in direct loss, destruction, corruption, degradation or damage to any Buyer Data, will not exceed the amount in the Order Form
		3. Other Defaults: for all other Defaults by either party, claims, Losses or damages, whether arising from breach of contract, misrepresentation (whether under common law or statute), tort (including negligence), breach of statutory duty or otherwise will not exceed the amount in the Order Form.

## Premises

* 1. If either Party uses the other Party’s premises, that Party is liable for all loss or damage it causes to the premises. It is responsible for repairing any damage to the premises or any objects on the premises, other than fair wear and tear.
	2. The Supplier will use the Buyer’s premises solely for the performance of its obligations under this Call-Off Contract.
	3. The Supplier will vacate the Buyer’s premises when the Call-Off Contract Ends or expires.
	4. This clause does not create a tenancy or exclusive right of occupation.
	5. While on the Buyer’s premises, the Supplier will:
		1. comply with any security requirements at the premises and not do anything to weaken the security of the premises
		2. comply with Buyer requirements for the conduct of personnel
		3. comply with any health and safety measures implemented by the Buyer
		4. immediately notify the Buyer of any incident on the premises that causes any damage to Property which could cause personal injury
	6. The Supplier will ensure that its health and safety policy statement (as required by the Health and Safety at Work etc Act 1974) is made available to the Buyer on request.

## Equipment

* 1. The Supplier is responsible for providing any Equipment which the Supplier requires to provide the Services.
	2. Any Equipment brought onto the premises will be at the Supplier's own risk and the Buyer will have no liability for any loss of, or damage to, any Equipment.
	3. When the Call-Off Contract Ends or expires, the Supplier will remove the Equipment and any other materials leaving the premises in a safe and clean condition.

## The Contracts (Rights of Third Parties) Act 1999

* 1. Except as specified in clause 29.8, a person who isn’t Party to this Call-Off Contract has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any of its terms. This does not affect any right or remedy of any person which exists or is available otherwise.

## Environmental requirements

* 1. The Buyer will provide a copy of its environmental policy to the Supplier on request, which the Supplier will comply with.
	2. The Supplier must provide reasonable support to enable Buyers to work in an environmentally friendly way, for example by helping them recycle or lower their carbon footprint.

## The Employment Regulations (TUPE)

* 1. The Supplier agrees that if the Employment Regulations apply to this Call-Off Contract on the Start date then it must comply with its obligations under the Employment Regulations and (if applicable) New Fair Deal (including entering into an Admission Agreement) and will indemnify the Buyer or any Former Supplier for any loss arising from any failure to comply.
	2. Twelve months before this Call-Off Contract expires, or after the Buyer has given notice to End it, and within 28 days of the Buyer’s request, the Supplier will fully and accurately

disclose to the Buyer all staff information including, but not limited to, the total number of staff assigned for the purposes of TUPE to the Services. For each person identified the Supplier must provide details of:

* + 1. the activities they perform
		2. age
		3. start date
		4. place of work
		5. notice period
		6. redundancy payment entitlement
		7. salary, benefits and pension entitlements
		8. employment status
		9. identity of employer
		10. working arrangements
		11. outstanding liabilities
		12. sickness absence
		13. copies of all relevant employment contracts and related documents
		14. all information required under regulation 11 of TUPE or as reasonably requested by the Buyer
	1. The Supplier warrants the accuracy of the information provided under this TUPE clause and will notify the Buyer of any changes to the amended information as soon as reasonably possible. The Supplier will permit the Buyer to use and disclose the information to any prospective Replacement Supplier.
	2. In the 12 months before the expiry of this Call-Off Contract, the Supplier will not change the identity and number of staff assigned to the Services (unless reasonably requested by the Buyer) or their terms and conditions, other than in the ordinary course of business.
	3. The Supplier will co-operate with the re-tendering of this Call-Off Contract by allowing the Replacement Supplier to communicate with and meet the affected employees or their representatives.
	4. The Supplier will indemnify the Buyer or any Replacement Supplier for all Loss arising from both:
		1. its failure to comply with the provisions of this clause
		2. any claim by any employee or person claiming to be an employee (or their employee representative) of the Supplier which arises or is alleged to arise from any act or omission by the Supplier on or before the date of the Relevant Transfer
	5. The provisions of this clause apply during the Term of this Call-Off Contract and indefinitely after it Ends or expires.
	6. For these TUPE clauses, the relevant third party will be able to enforce its rights under this clause but their consent will not be required to vary these clauses as the Buyer and Supplier may agree.

## Additional G-Cloud services

* 1. The Buyer may require the Supplier to provide Additional Services. The Buyer doesn’t have to buy any Additional Services from the Supplier and can buy services that are the same as or similar to the Additional Services from any third party.
	2. If reasonably requested to do so by the Buyer in the Order Form, the Supplier must provide and monitor performance of the Additional Services using an Implementation Plan.

## Collaboration

* 1. If the Buyer has specified in the Order Form that it requires the Supplier to enter into a Collaboration Agreement, the Supplier must give the Buyer an executed Collaboration Agreement before the Start date.
	2. In addition to any obligations under the Collaboration Agreement, the Supplier must:
		1. work proactively and in good faith with each of the Buyer’s contractors
		2. co-operate and share information with the Buyer’s contractors to enable the efficient operation of the Buyer’s ICT services and G-Cloud Services

## Variation process

* 1. The Buyer can request in writing a change to this Call-Off Contract if it isn’t a material change to the Framework Agreement/or this Call-Off Contract. Once implemented, it is called a Variation.
	2. The Supplier must notify the Buyer immediately in writing of any proposed changes to their G-Cloud Services or their delivery by submitting a Variation request. This includes any changes in the Supplier’s supply chain.
	3. If Either Party can’t agree to or provide the Variation, the Buyer may agree to continue performing its obligations under this Call-Off Contract without the Variation, or End this Call- Off Contract by giving 30 days notice to the Supplier.

## Data Protection Legislation (GDPR)

* 1. Pursuant to clause 2.1 and for the avoidance of doubt, clauses 8.59 and 8.60 of the Framework Agreement are incorporated into this Call-Off Contract. For reference, the appropriate GDPR templates which are required to be completed in accordance with clauses 8.59 and 8.60 are reproduced in this Call-Off Contract document at schedule 7.

# Schedule 3: Collaboration agreement

Not Applicable.

# Schedule 4: Alternative clauses

## Introduction

* 1. This Schedule specifies the alternative clauses that may be requested in the Order Form and, if requested in the Order Form, will apply to this Call-Off Contract.

## Clauses selected

* 1. The Customer may, in the Order Form, request the following alternative Clauses:
		1. Scots Law and Jurisdiction
		2. References to England and Wales in incorporated Framework Agreement clause 8.12 (Law and Jurisdiction) of this Call-Off Contract will be replaced with Scotland and the wording of the Framework Agreement and Call-Off Contract will be interpreted as closely as possible to the original English and Welsh Law intention despite Scots Law applying.
		3. Reference to England and Wales in Working Days definition within the Glossary and interpretations section will be replaced with Scotland.
		4. References to the Contracts (Rights of Third Parties) Act 1999 will be removed in clause 27.1. Reference to the Freedom of Information Act 2000 within the defined terms for ‘FoIA/Freedom of Information Act’ to be replaced with Freedom of Information (Scotland) Act 2002.
		5. Reference to the Supply of Goods and Services Act 1982 will be removed in incorporated Framework Agreement clause 4.2.
		6. References to “tort” will be replaced with “delict” throughout
	2. The Customer may, in the Order Form, request the following Alternative Clauses:
		1. Northern Ireland Law (see paragraph 2.3, 2.4, 2.5, 2.6 and 2.7 of this Schedule)

## Discrimination

* + 1. The Supplier will comply with all applicable fair employment, equality of treatment and anti-discrimination legislation, including, in particular the:
* Employment (Northern Ireland) Order 2002
* Fair Employment and Treatment (Northern Ireland) Order 1998
* Sex Discrimination (Northern Ireland) Order 1976 and 1988
* Employment Equality (Sexual Orientation) Regulations (Northern Ireland) 2003
* Equal Pay Act (Northern Ireland) 1970
* Disability Discrimination Act 1995
* Race Relations (Northern Ireland) Order 1997
* Employment Relations (Northern Ireland) Order 1999 and Employment Rights (Northern Ireland) Order 1996
* Employment Equality (Age) Regulations (Northern Ireland) 2006
* Part-time Workers (Prevention of less Favourable Treatment) Regulation 2000
* Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
* The Disability Discrimination (Northern Ireland) Order 2006
* The Employment Relations (Northern Ireland) Order 2004
* Equality Act (Sexual Orientation) Regulations (Northern Ireland) 2006
* Employment Relations (Northern Ireland) Order 2004
* Work and Families (Northern Ireland) Order 2006

and will use his best endeavours to ensure that in his employment policies and practices and in the delivery of the services required of the Supplier under this Call-Off Contract he promotes equality of treatment and opportunity between:

* + - 1. persons of different religious beliefs or political opinions
			2. men and women or married and unmarried persons
			3. persons with and without dependants (including women who are pregnant or on maternity leave and men on paternity leave)
			4. persons of different racial groups (within the meaning of the Race Relations (Northern Ireland) Order 1997)
			5. persons with and without a disability (within the meaning of the Disability Discrimination Act 1995)
			6. persons of different ages
			7. persons of differing sexual orientation
		1. The Supplier will take all reasonable steps to secure the observance of clause

2.3.1 of this Schedule by all Supplier Staff.

## Equality policies and practices

* + 1. The Supplier will introduce and will procure that any Subcontractor will also introduce and implement an equal opportunities policy in accordance with guidance from and to the satisfaction of the Equality Commission. The Supplier will review these policies on a regular basis (and will procure that its Subcontractors do likewise) and the Customer will be entitled to receive upon request a copy of the policy.
		2. The Supplier will take all reasonable steps to ensure that all of the Supplier Staff comply with its equal opportunities policies (referred to in clause 2.3 above). These steps will include:
			1. the issue of written instructions to staff and other relevant persons
			2. the appointment or designation of a senior manager with responsibility for equal opportunities
			3. training of all staff and other relevant persons in equal opportunities and harassment matters
			4. the inclusion of the topic of equality as an agenda item at team, management and staff meetings

The Supplier will procure that its Subcontractors do likewise with their equal opportunities policies.

* + 1. The Supplier will inform the Customer as soon as possible in the event of:
1. the Equality Commission notifying the Supplier of an alleged breach by it or any Subcontractor (or any of their shareholders or directors) of the Fair Employment and Treatment (Northern Ireland) Order 1998 or
2. any finding of unlawful discrimination (or any offence under the Legislation mentioned in clause 2.3 above) being made against the Supplier or its Subcontractors during the Call-Off Contract Period by any Industrial or Fair Employment Tribunal or court,

The Supplier will take any necessary steps (including the dismissal or replacement of any relevant staff or Subcontractor(s)) as the Customer directs and will seek the advice of the Equality Commission in order to prevent any offence or repetition of the unlawful discrimination as the case may be.

* + 1. The Supplier will monitor (in accordance with guidance issued by the Equality Commission) the composition of its workforce and applicants for employment and will provide an annual report on the composition of the workforce and applicants to the Customer. If the monitoring reveals under-representation or lack of fair participation of particular groups, the Supplier will review the operation of its relevant policies and take positive action if appropriate. The Supplier will impose on its Subcontractors obligations similar to those undertaken by it in this clause 2.4 and will procure that those Subcontractors comply with their obligations.
		2. The Supplier will provide any information the Customer requests (including Information requested to be provided by any Subcontractors) for the purpose of assessing the Supplier’s compliance with its obligations under clauses 2.4.1 to 2.4.5 of this Schedule.

## Equality

* + 1. The Supplier will, and will procure that each Subcontractor will, in performing its/their obligations under this Call-Off Contract (and other relevant agreements), comply with the provisions of Section 75 of the Northern Ireland Act 1998, as if they were a public authority within the meaning of that section.
		2. The Supplier acknowledges that the Customer must, in carrying out its functions, have due regard to the need to promote equality of opportunity as contemplated by the Northern Ireland Act 1998 and the Supplier will use all reasonable endeavours to assist (and to ensure that relevant Subcontractor helps) the Customer in relation to same.

## Health and safety

* + 1. The Supplier will promptly notify the Customer of any health and safety hazards which may arise in connection with the performance of its obligations under the Call- Off Contract. The Customer will promptly notify the Supplier of any health and safety hazards which may exist or arise at the Customer premises and which may affect the Supplier in the performance of its obligations under the Call-Off Contract.
		2. While on the Customer premises, the Supplier will comply with any health and safety measures implemented by the Customer in respect of Supplier Staff and other persons working there.
		3. The Supplier will notify the Customer immediately in the event of any incident occurring in the performance of its obligations under the Call-Off Contract on the Customer premises if that incident causes any personal injury or damage to property which could give rise to personal injury.
		4. The Supplier will comply with the requirements of the Health and Safety at Work (Northern Ireland) Order 1978 and any other acts, orders, regulations and codes of practice relating to health and safety, which may apply to Supplier Staff and other persons working on the Customer premises in the performance of its obligations under the Call-Off Contract.
		5. The Supplier will ensure that its health and safety policy statement (as required by the Health and Safety at Work (Northern Ireland) Order 1978) is made available to the Customer on request.

## Criminal damage

* + 1. The Supplier will maintain standards of vigilance and will take all precautions as advised by the Criminal Damage (Compensation) (Northern Ireland) Order 1977 or as may be recommended by the police or the Northern Ireland Office (or, if replaced, their successors) and will compensate the Customer for any loss arising directly from a breach of this obligation (including any diminution of monies received by the Customer under any insurance policy).
		2. If during the Call-Off Contract Period any assets (or any part thereof) is or are damaged or destroyed by any circumstance giving rise to a claim for compensation under the provisions of the Compensation Order the following provisions of this clause 2.7 will apply.
		3. The Supplier will make (or will procure that the appropriate organisation make) all appropriate claims under the Compensation Order as soon as possible after the CDO Event and will pursue any claim diligently and at its cost. If appropriate, the Customer will also make and pursue a claim diligently under the Compensation Order. Any appeal against a refusal to meet any claim or against the amount of the award will be at the Customer’s cost and the Supplier will (at no additional cost to the Customer) provide any help the Customer reasonably requires with the appeal.
		4. The Supplier will apply any compensation paid under the Compensation Order in respect of damage to the relevant assets towards the repair, reinstatement or replacement of the assets affected.

# Schedule 5: Guarantee

Not Applicable.

# Schedule 6: Glossary and interpretations

In this Call-Off Contract the following expressions mean:

|  |  |
| --- | --- |
| Expression | Meaning |
| **Additional Services** | Any services ancillary to the G-Cloud Services that are in the scope of Framework Agreement Section 2 (Services Offered) which a Buyer may request. |
| **Admission Agreement** | The agreement to be entered into to enable the Supplier to participate in the relevant Civil Service pension scheme(s). |
| **Application** | The response submitted by the Supplier to the Invitation to Tender (known as the Invitation to Apply on the Digital Marketplace). |
| **Audit** | An audit carried out under the incorporated Framework Agreement clauses specified by the Buyer in the Order (if any). |
| **Background IPRs** | For each Party, IPRs:* owned by that Party before the date of this Call-Off Contract (as may be enhanced and/or modified but not as a consequence of the Services) including IPRs contained in any of the Party's Know-How, documentation and processes
* created by the Party independently of this Call-Off Contract, or

For the Buyer, Crown Copyright which isn’t available to the Supplier otherwise than under this Call-Off Contract, but excluding IPRs owned by that Party in Buyer software or Supplier software. |
| **Buyer** | The contracting authority ordering services as set out in the Order Form. |
| **Buyer Data** | All data supplied by the Buyer to the Supplier including Personal Data and Service Data that is owned and managed by the Buyer. |
| **Buyer Personal Data** | The Personal Data supplied by the Buyer to the Supplier for purposes of, or in connection with, this Call-Off Contract. |
| **Buyer Representative** | The representative appointed by the Buyer under this Call-Off Contract. |

|  |  |
| --- | --- |
| **Buyer Software** | Software owned by or licensed to the Buyer (other than under this Agreement), which is or will be used by the Supplier to provide the Services. |
| **Call-Off Contract** | This call-off contract entered into following the provisions of the Framework Agreement for the provision of Services made between the Buyer and the Supplier comprising the Order Form, the Call-Off terms and conditions, the Call-Off schedules and the Collaboration Agreement. |
| **Charges** | The prices (excluding any applicable VAT), payable to the Supplier by the Buyer under this Call-Off Contract. |
| **Collaboration Agreement** | An agreement, substantially in the form set out at Schedule 3, between the Buyer and any combination of the Supplier and contractors, to ensure collaborative working in their delivery of the Buyer’s Services and to ensure that the Buyer receives end-to-end services across its IT estate. |
| **Commercially Sensitive Information** | Information, which the Buyer has been notified about by the Supplier in writing before the Start date with full details of why the Information is deemed to be commercially sensitive. |
| **Confidential Information** | Data, Personal Data and any information, which may include (but isn’t limited to) any:* information about business, affairs, developments, trade secrets, know-how, personnel, and third parties, including all Intellectual Property Rights (IPRs), together with all information derived from any of the above
* other information clearly designated as being confidential or which ought reasonably be considered to be confidential (whether or not it is marked 'confidential').
 |
| **Control** | ‘Control’ as defined in section 1124 and 450 of the Corporation Tax Act 2010. 'Controls' and 'Controlled' will be interpreted accordingly. |
| **Controller** | Takes the meaning given in the GDPR. |
| **Crown** | The government of the United Kingdom (including the Northern Ireland Assembly and Executive Committee, the Scottish Executive and the National Assembly for Wales), including, but not limited to, government ministers and government departments and particular bodies, persons, commissions or agencies carrying out functions on its behalf. |

|  |  |
| --- | --- |
| **Data Loss Event** | Event that results, or may result, in unauthorised access to Personal Data held by the Processor under this Framework Agreement and/or actual or potential loss and/or destruction of Personal Data in breach of this Agreement, including any Personal Data Breach. |
| **Data Protection Impact Assessment (DPIA)** | An assessment by the Controller of the impact of the envisaged Processing on the protection of Personal Data. |
| **Data Protection Legislation (DPL)** | Data Protection Legislation means:1. the GDPR, the LED and any applicable national implementing Laws as amended from time to time
2. the DPA 2018 to the extent that it relates to Processing of Personal Data and privacy
3. all applicable Law about the Processing of Personal Data and privacy including if applicable legally binding guidance and codes of practice issued by the Information Commissioner
 |
| **Data Subject** | Takes the meaning given in the GDPR |
| **Default** | Default is any:* breach of the obligations of the Supplier (including any fundamental breach or breach of a fundamental term)
* other Default, negligence or negligent statement of the Supplier, of its Subcontractors or any Supplier Staff (whether by act or omission), in connection with or in relation to this Call-Off Contract

Unless otherwise specified in the Framework Agreement the Supplier is liable to CCS for a Default of the Framework Agreement and in relation to a Default of the Call-Off Contract, the Supplier is liable to the Buyer. |
| **Deliverable(s)** | The G-Cloud Services the Buyer contracts the Supplier to provide under this Call-Off Contract. |
| **Digital Marketplace** | The government marketplace where Services are available for Buyers to buy. (https://[www.digitalmarketplace.service.gov.uk/)](http://www.digitalmarketplace.service.gov.uk/%29) |
| **DPA 2018** | Data Protection Act 2018. |
| **Employment Regulations** | The Transfer of Undertakings (Protection of Employment) Regulations 2006 (SI 2006/246) (‘TUPE’) which implements the Acquired Rights Directive. |
| **End** | Means to terminate; and Ended and Ending are construed accordingly. |

|  |  |
| --- | --- |
| **Environmental Information Regulations or EIR** | The Environmental Information Regulations 2004 together with any guidance or codes of practice issued by the Information Commissioner or relevant government department about the regulations. |
| **Equipment** | The Supplier’s hardware, computer and telecoms devices, plant, materials and such other items supplied and used by the Supplier (but not hired, leased or loaned from CCS or the Buyer) in the performance of its obligations under this Call-Off Contract. |
| **ESI Reference Number** | The 14 digit ESI reference number from the summary of the outcome screen of the ESI tool. |
| **Employment Status Indicator test tool or ESI tool** | The HMRC Employment Status Indicator test tool. The most up-to- date version must be used. At the time of drafting the tool may be found here:https://[www.gov.uk/guidance/check-employment-status-for-tax](http://www.gov.uk/guidance/check-employment-status-for-tax) |
| **Expiry Date** | The expiry date of this Call-Off Contract in the Order Form. |
| **Force Majeure** | A force Majeure event means anything affecting either Party's performance of their obligations arising from any:* acts, events or omissions beyond the reasonable control of the affected Party
* riots, war or armed conflict, acts of terrorism, nuclear, biological or chemical warfare
* acts of government, local government or Regulatory

Bodies* fire, flood or disaster and any failure or shortage of power or fuel
* industrial dispute affecting a third party for which a substitute third party isn’t reasonably available

The following do not constitute a Force Majeure event:* any industrial dispute about the Supplier, its staff, or failure in the Supplier’s (or a Subcontractor's) supply chain
* any event which is attributable to the wilful act, neglect or failure to take reasonable precautions by the Party seeking to rely on Force Majeure
* the event was foreseeable by the Party seeking to rely on Force Majeure at the time this Call-Off Contract was entered into
* any event which is attributable to the Party seeking to rely on Force Majeure and its failure to comply with its own business continuity and disaster recovery plans
 |
| **Former Supplier** | A supplier supplying services to the Buyer before the Start date that are the same as or substantially similar to the Services. This also includes any Subcontractor or the Supplier (or any subcontractor of the Subcontractor). |

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| **Framework Agreement** | The clauses of framework agreement RM1557.12 together with the Framework Schedules. |
| **Fraud** | Any offence under Laws creating offences in respect of fraudulent acts (including the Misrepresentation Act 1967) or at common law in respect of fraudulent acts in relation to this Call-Off Contract or defrauding or attempting to defraud or conspiring to defraud the Crown. |
| **Freedom of Information Act or FoIA** | The Freedom of Information Act 2000 and any subordinate legislation made under the Act together with any guidance or codes of practice issued by the Information Commissioner or relevant government department in relation to the legislation. |
| **G-Cloud Services** | The cloud services described in Framework Agreement Section 2 (Services Offered) as defined by the Service Definition, the Supplier Terms and any related Application documentation, which the Supplier must make available to CCS and Buyers and those services which are deliverable by the Supplier under the Collaboration Agreement. |
| **GDPR** | General Data Protection Regulation (Regulation (EU) 2016/679) |
| **Good Industry Practice** | Standards, practices, methods and process conforming to the Law and the exercise of that degree of skill and care, diligence, prudence and foresight which would reasonably and ordinarily be expected from a skilled and experienced person or body engaged in a similar undertaking in the same or similar circumstances. |
| **Government Procurement Card** | The government’s preferred method of purchasing and payment for low value goods or services. |
| **Guarantee** | The guarantee described in Schedule 5. |
| **Guidance** | Any current UK government guidance on the Public Contracts Regulations 2015. In the event of a conflict between any current UK government guidance and the Crown Commercial Service guidance, current UK government guidance will take precedence. |
| **Implementation Plan** | The plan with an outline of processes (including data standards for migration), costs (for example) of implementing the services which may be required as part of Onboarding. |
| **Indicative test** | ESI tool completed by contractors on their own behalf at the request of CCS or the Buyer (as applicable) under clause 4.6. |

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| **Information** | Has the meaning given under section 84 of the Freedom of Information Act 2000. |
| **Information security management system** | The information security management system and process developed by the Supplier in accordance with clause 16.1. |
| **Inside IR35** | Contractual engagements which would be determined to be within the scope of the IR35 Intermediaries legislation if assessed using the ESI tool. |
| **Insolvency event** | Can be:* a voluntary arrangement
* a winding-up petition
* the appointment of a receiver or administrator
* an unresolved statutory demand
* a Schedule A1 moratorium
 |
| **Intellectual Property Rights or IPR** | Intellectual Property Rights are:* copyright, rights related to or affording protection similar to copyright, rights in databases, patents and rights in inventions, semi-conductor topography rights, trade marks, rights in internet domain names and website addresses and other rights in trade names, designs, Know-How, trade secrets and other rights in Confidential Information
* applications for registration, and the right to apply for registration, for any of the rights listed at (a) that are capable of being registered in any country or jurisdiction
* all other rights having equivalent or similar effect in any country or jurisdiction
 |
| **Intermediary** | For the purposes of the IR35 rules an intermediary can be:* the supplier's own limited company
* a service or a personal service company
* a partnership

It does not apply if you work for a client through a Managed Service Company (MSC) or agency (for example, an employment agency). |
| **IPR claim** | As set out in clause 11.5. |
| **IR35** | IR35 is also known as ‘Intermediaries legislation’. It’s a set of rules that affect tax and National Insurance where a Supplier is contracted to work for a client through an Intermediary. |
| **IR35 assessment** | Assessment of employment status using the ESI tool to determine if engagement is Inside or Outside IR35. |

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| **Know-How** | All ideas, concepts, schemes, information, knowledge, techniques, methodology, and anything else in the nature of know-how relating to the G-Cloud Services but excluding know-how already in the Supplier’s or CCS’s possession before the Start date. |
| **Law** | Any law, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, bye-law, enforceable right within the meaning of Section 2 of the European Communities Act 1972, regulation, order, regulatory policy, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements with which the relevant Party is bound to comply. |
| **LED** | Law Enforcement Directive (EU) 2016/680. |
| **Loss** | All losses, liabilities, damages, costs, expenses (including legal fees), disbursements, costs of investigation, litigation, settlement, judgment, interest and penalties whether arising in contract, tort (including negligence), breach of statutory duty, misrepresentation or otherwise and '**Losses**' will be interpreted accordingly. |
| **Lot** | Any of the 3 Lots specified in the ITT and Lots will be construed accordingly. |
| **Malicious Software** | Any software program or code intended to destroy, interfere with, corrupt, or cause undesired effects on program files, data or other information, executable code or application software macros, whether or not its operation is immediate or delayed, and whether the malicious software is introduced wilfully, negligently or without knowledge of its existence. |
| **Management Charge** | The sum paid by the Supplier to CCS being an amount of up to 1% but currently set at 0.75% of all Charges for the Services invoiced to Buyers (net of VAT) in each month throughout the duration of the Framework Agreement and thereafter, until the expiry or End of any Call-Off Contract. |
| **Management Information** | The management information specified in Framework Agreement section 6 (What you report to CCS). |
| **Material Breach** | Those breaches which have been expressly set out as a Material Breach and any other single serious breach or persistent failure to perform as required under this Call-Off Contract. |
| **Ministry of Justice Code** | The Ministry of Justice’s Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the Freedom of Information Act 2000. |

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| **New Fair Deal** | The revised Fair Deal position in the HM Treasury guidance: “Fair Deal for staff pensions: staff transfer from central government” issued in October 2013 as amended. |
| **Order** | An order for G-Cloud Services placed by a contracting body with the Supplier in accordance with the ordering processes. |
| **Order Form** | The order form set out in Part A of the Call-Off Contract to be used by a Buyer to order G-Cloud Services. |
| **Ordered G-Cloud Services** | G-Cloud Services which are the subject of an order by the Buyer. |
| **Outside IR35** | Contractual engagements which would be determined to not be within the scope of the IR35 intermediaries legislation if assessed using the ESI tool. |
| **Party** | The Buyer or the Supplier and ‘Parties’ will be interpreted accordingly. |
| **Personal Data** | Takes the meaning given in the GDPR. |
| **Personal Data Breach** | Takes the meaning given in the GDPR. |
| **Processing** | Takes the meaning given in the GDPR. |
| **Processor** | Takes the meaning given in the GDPR. |
| **Prohibited act** | To directly or indirectly offer, promise or give any person working for or engaged by a Buyer or CCS a financial or other advantage to:* induce that person to perform improperly a relevant function or activity
* reward that person for improper performance of a relevant function or activity
* commit any offence:
	+ under the Bribery Act 2010
	+ under legislation creating offences concerning Fraud
	+ at common Law concerning Fraud
	+ committing or attempting or conspiring to commit Fraud
 |
| **Project Specific IPRs** | Any intellectual property rights in items created or arising out of the performance by the Supplier (or by a third party on behalf of the Supplier) specifically for the purposes of this Call-Off Contract including databases, configurations, code, instructions, technical |

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|  | documentation and schema but not including the Supplier’s Background IPRs. |
| **Property** | Assets and property including technical infrastructure, IPRs and equipment. |
| **Protective Measures** | Appropriate technical and organisational measures which may include: pseudonymisation and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of such measures adopted by it. |
| **PSN or Public Services Network** | The Public Services Network (PSN) is the government’s high- performance network which helps public sector organisations work together, reduce duplication and share resources. |
| **Regulatory body or bodies** | Government departments and other bodies which, whether under statute, codes of practice or otherwise, are entitled to investigate or influence the matters dealt with in this Call-Off Contract. |
| **Relevant person** | Any employee, agent, servant, or representative of the Buyer, any other public body or person employed by or on behalf of the Buyer, or any other public body. |
| **Relevant Transfer** | A transfer of employment to which the employment regulations applies. |
| **Replacement Services** | Any services which are the same as or substantially similar to any of the Services and which the Buyer receives in substitution for any of the services after the expiry or Ending or partial Ending of the Call- Off Contract, whether those services are provided by the Buyer or a third party. |
| **Replacement supplier** | Any third-party service provider of replacement services appointed by the Buyer (or where the Buyer is providing replacement Services for its own account, the Buyer). |
| **Security management plan** | The Supplier's security management plan developed by the Supplier in accordance with clause 16.1. |
| **Services** | The services ordered by the Buyer as set out in the Order Form. |
| **Service data** | Data that is owned or managed by the Buyer and used for the G- Cloud Services, including backup data. |

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| **Service definition(s)** | The definition of the Supplier's G-Cloud Services provided as part of their Application that includes, but isn’t limited to, those items listed in Section 2 (Services Offered) of the Framework Agreement. |
| **Service description** | The description of the Supplier service offering as published on the Digital Marketplace and confirmed in Schedule 1. |
| **Service Personal Data** | The Personal Data supplied by a Buyer to the Supplier in the course of the use of the G-Cloud Services for purposes of or in connection with this Call-Off Contract. |
| **Spend controls** | The approval process used by a central government Buyer if it needs to spend money on certain digital or technology services, see https://[www.gov.uk/service-manual/agile-delivery/spend-controls-](http://www.gov.uk/service-manual/agile-delivery/spend-controls-) check-if-you-need-approval-to-spend-money-on-a-service |
| **Start date** | The Start date of this Call-Off Contract as set out in the Order Form. |
| **Subcontract** | Any contract or agreement or proposed agreement between the Supplier and a subcontractor in which the subcontractor agrees to provide to the Supplier the G-Cloud Services or any part thereof or facilities or goods and services necessary for the provision of the G- Cloud Services or any part thereof. |
| **Subcontractor** | Any third party engaged by the Supplier under a subcontract (permitted under the Framework Agreement and the Call-Off Contract) and its servants or agents in connection with the provision of G-Cloud Services. |
| **Subprocessor** | Any third party appointed to process Personal Data on behalf of the Supplier under this Call-Off Contract. |
| **Supplier** | The person, firm or company identified in the Order Form. |
| **Supplier Representative** | The representative appointed by the Supplier from time to time in relation to the Call-Off Contract. |
| **Supplier staff** | All persons employed by the Supplier together with the Supplier’s servants, agents, suppliers and subcontractors used in the performance of its obligations under this Call-Off Contract. |
| **Supplier terms** | The relevant G-Cloud Service terms and conditions as set out in the Terms and Conditions document supplied as part of the Supplier’s Application. |

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| **Term** | The term of this Call-Off Contract as set out in the Order Form. |
| **Variation** | This has the meaning given to it in clause 32 (Variation process). |
| **Working Days** | Any day other than a Saturday, Sunday or public holiday in England and Wales. |
| **Year** | A contract year. |

# Schedule 7: GDPR Information

This schedule reproduces the annexes to the GDPR schedule contained within the Framework Agreement and incorporated into this Call-off Contract.

## Annex 1: Processing Personal Data

This Annex shall be completed by the Controller, who may take account of the view of the Processors, however the final decision as to the content of this Annex shall be with the Buyer at its absolute discretion.

* 1. The contact details of the Buyer’s Data Protection Officer are: XXXXXX “redacted under FOIA section No 40 – Personal Information
	2. The contact details of the Supplier’s Data Protection Officer are: XXXXXX “redacted under FOIA section No 40 – Personal Information
	3. The Processor shall comply with any further written instructions with respect to Processing by the Controller.
	4. Any such further instructions shall be incorporated into this Annex.

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| **Descriptions** | **Details** |
| Identity of Controller for each Category of Personal Data | **The Buyer is Controller and the Supplier is Processor**The Parties acknowledge that in accordance with paragraph 2-15 Framework Agreement Schedule 4 (Where the Party is a Controller and the other Party is Processor) and for the purposes of the Data Protection Legislation, the Buyer is the Controller and the Supplier is the Processor of the following Personal Data:* N/A

**The Supplier is Controller and the Buyer is Processor**The Parties acknowledge that for the purposes of the Data Protection Legislation, the Supplier is the Controller and the Buyer is the Processor in accordance with paragraph 2 to paragraph 15 of the following Personal Data:* N/A

**The Parties are Joint Controllers**The Parties acknowledge that they are Joint Controllers for the purposes of the Data Protection Legislation in respect of:* N/A
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|  | **The Parties are Independent Controllers of Personal Data**The Parties acknowledge that they are Independent Controllers for the purposes of the Data Protection Legislation in respect of:* Business contact details of Supplier Personnel for which the Supplier is the Controller
* Business contact details of any directors, officers, employees, agents, consultants and contractors of Buyer (excluding the Supplier Personnel) engaged in the performance of the Buyer’s duties under the Contract) for which the Buyer is the Controller
 |
| Duration of the Processing | Contractors will not have access to Personal Data throughout the duration of the contract outlined in Part A. |
| Nature and purposes of the Processing | N/A |
| Type of Personal Data | Business contact details |
| Categories of Data Subject | Business contact details of any directors, officers, employees, agents, consultants and contractors of Buyer |
| 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 | No Customer data is transferred off DVLA systems.In the event that DVLA data is held by the Supplier, following Call Off Contract expiry, any data held by the Supplier will be returned or deleted to the extent technically feasible following 6 (six) months following completion of the Services. If the Supplier is unable, us- ing reasonable endeavours, to delete or de- stroy any of the data (including, for example, backup copies of the data) it shall ensure that such data is encrypted or protected by secu- rity measures so that it is not readily available or accessible by the Supplier. |