

DIPS Order Form / Statement of Requirements Template

Requirement Holder Guidance

This Order Form, when completed and executed by both the Authority and the Supplier, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system. It is important that if you, as the Requirement Holder, add to or amend any aspect of any Call-Off Contract, including related Schedules 1 to 4 therein, then you must send the updated Schedule/s with the revised Order Form to the Supplier after it has been reviewed and approved by the Commercial Officer.

Document Text Highlighting Instructions

This table explains who and at which stage each cell which contains highlighted text must be completed. This instructions section and table are to be deleted prior to the document being signed by the Authority and the Supplier.

| <u>DOCUMENT TEXT HIGHLIGHTING INSTRUCTIONS</u> (this table must be deleted prior to issuing document for Further Competition) | |
|---|---|
| YELLOW TEXT | To be completed by Requirement Holder <u>before</u> Direct Award or Further Competition being issued. Yellow highlighting is also used for any Guidance text which <u>must</u> be deleted prior to Direct Award or Further Competition being issued. |
| BLUE TEXT | To be completed by Requirement Holder <u>after</u> Direct Award or Further Competition being completed |
| GREEN TEXT | To be completed by Commercial Officer / Team <u>before or after</u> Direct Award or Further Competition being issued |
| RED TEXT | To be completed by Supplier <u>after</u> Direct Award or Further Competition being issued |

ORDER FORM

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the DIPS Framework Contract with a unique reference number RM6249/DIPS(1)/065 which must be obtained from **DD PS Commercial Team**.

The DIPS Framework and this Call-Off Contract are to be for the delivery of service-based outcomes only. This Framework is not for the request and delivery of resource. If specific resources are needed alternative sourcing methods must be used, such as Public Sector Resourcing.

During the Call-Off Contract Period, the Requirement Holder and the Supplier may agree and execute a Statement of Work (in the form of the template set out in Schedule 3 to this **Order Form / Statement of Requirements Template¹**). Upon execution of any Statement of Work the provisions detailed therein shall be incorporated into the Call-Off Contract to which this Order Form relates.

The Parties agree that when the Requirement Holder seeks further Deliverables within the initial scope of the original Call-off contract from the Supplier that are not provided for in this Call-Off Contract, the Requirement Holder and Supplier will agree and execute a Call-Off Variation Form.

¹ This represents DIPS Framework Schedule 6

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All capitalised terms in this **Order Form / Statement of Requirements Template** shall have the meanings set out in DIPS Framework Joint Schedule 1 (Definitions) unless otherwise stated.

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1. DIPS Requirement Identification

| | | | | | |
|--------------------------------|---|----------------|-----|------|------------|
| Call-Off Lot | Lot 1 - Solution, Enterprise and Technical Architecture, Data, Innovation, Technical Assurance and Knowledge & Information Management | | | | |
| Call-Off Reference | DIPS Ref: RM6249(1)/065 PS483 | Version Number | 1.0 | Date | 11/10/2024 |
| Call-Off Contract title: | External Support to Lead Solution Architecture | | | | |
| Call-Off Contract description: | Support to Service Owner areas within Defence Digital to assure and advise the Service Owners on all aspects of solution and technical architecture ensuring compliance with extant solutions and interoperability. This includes providing situational awareness of technical and security matters across Defence and its partners, whilst providing an independent solution assurance function to the Service Owners and the Project teams. | | | | |

Commercial Strategy (Direct Award to allow continuation of LSA services whilst an open competition under DIPS Lot 1 is conducted

| | | |
|---------------------|-------------------------------------|---|
| Further Competition | <input type="checkbox"/> | Competitive award criteria to be used for undertaking evaluation of proposal(s) |
| Direct Award* | <input checked="" type="checkbox"/> | |

Contract Charges Estimated Contract Value (excluding VAT) for Call-Off Contract based on Financial Approvals

[REDACTED]

Total Contract Value: £1,390,985.45

The Charges include the following Services subject to individual funding requirements:

[REDACTED]

Timescales (Prior to Further Competition enter anticipated dates. Following Further Competition update with actual dates)

| | |
|-------------------------|-------------------------------|
| Call-Off Start Date | 14 th October 2024 |
| Call-Off Initial Period | 5.5 Months |
| Call-Off Expiry Date | 31 st March 2025 |

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| | |
|------------------------------------|---|
| Call-Off Optional Extension Period | 5 month extension of OSM LSA only from 1 st November 24 to 31 st March 2025 Subject to Financial Approval |
|------------------------------------|---|

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| | |
|---|---|
| | 3 month extension from 1 st April 25 to 30 th June 2025 Subject to Financial Approval. This 3month option requires a RFQ response to be requested and agreed with the supplier. |
| Minimum notice period prior to a Call-Off Optional Extension Period <i>(i.e. 3-months minimum in line with DIPS Core Terms 10.1.2)</i> | 2-weeks |

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| 2. Contact details | | | |
|--|---|--|--|
| Government Directorate / Organisation Title | Defence Digital | Name of Supplier | AtkinsRéalis UK Ltd |
| Name of Requirement Holder's Authorised Representative | | Name of Supplier's Authorised Representative | |
| Post title | | Post title | |
| Requirement Holder's Address | Spur E3, Building 405, MoD Corsham SN13 9NR | Supplier Address | Woodcote Grove Ashley Road Epsom Surrey |
| Postcode | | Postcode | KT18 5BW |
| Telephone | | Telephone | |
| Email | | Email | |
| Name of Requirement Holder's Project Lead | | Project Lead's Contact Email | |

| 3. Statement of Requirements (SOR) |
|--|
| SEE ALSO SCHEDULE 1 |
| Background/justification for Call-Off Contract |

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There is a need for a new Lead Solution Architect (LSA) Call-off Contract to follow on from an existing Contract Ref. (PS422) under CSS G-Cloud 13 (RM1557.13), for a 5.5 month term, in order to maintain existing levels of business critical expertise and support, within Defence Digital.

Funding has already been approved via the SIAM TLB budget.

The recommended option for delivery via a 5.5-month contract for contractor skills will enable the development of a further Competition under DIPS Lot 1 for future LSA Services, and allow MoD's capacity to manage business through a more cost effective, longer-term solution through the recruitment of new crown servant staff, with skills and knowledge transfer taking place from the contracted capability.

Additionally, this will allow for a gradual release of contractor personnel, as civil servants become adequately SQEP to take on these roles, thus reducing costs over the longer term and achieving value for money.

The current contract is an step change from predecessor contracts including PS442 under G-Cloud, insofar as it is for architecture outputs that align to the Common Approach to Architecture. This contract will further develop that model and seek additional outputs whilst also upskilling the current Crown Servants

Description of Services to be provided under the Call-Off Contract

SOR attached at Schedule 1

Activities required to be undertaken under the Call-Off Contract

The team will work alongside such functions as Enterprise Architecture (EA) to drive commonality and repeatable solutions whilst removing duplication within the Service Executive Model. A "pragmatic" approach to solutions where a suitable directive from EA is not available and or in development

Outputs to be provided under the Call-Off Contract

see SOR and 1.d below

Acceptance/rejection criteria / provisions

At the end of each month period, the supplier will provide each of the respective service owner area they are supporting with a Solution Architecture Management Report summarising the status and work completed across all the Common Approach to Architecture outputs. This report will be used to inform the monthly meetings with the Authority. The report will summarise progress, actions, issues, risks, dependencies of the work undertaken, including the outputs and deliverables progressed in accordance with the Common Approach to Architecture.

Material KPIs / Critical Service Level Failure

Throughout the contract, if there are disagreements as to the acceptability of the Authority expected outputs / deliverables, this will be raised first at the monthly contract review with the supplier. Should agreement not be achieved then the Service Owner Manager will raise the issue to the LSA project manager. In the extremely unlikely event of a resolution not being achieved Defence Digital Commercial will be asked to discuss the issue with the supplier.

3.

Statement of Requirements (SOR)

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The following Material KPIs shall apply to this Call-Off Contract in accordance with DIPS Framework Schedule 4 (Framework Management):

Material KPIs

N/A

The following shall constitute a Critical Service Level Failure for the purposes of this Call-Off Contract in accordance with DIPS Framework Call-Off Schedule 14 (Service Levels):

Critical Service Level Failure

Not providing suitably SQEP'd and SC/DV Vetted resource required to deliver the defined outputs.

The applicable Service Levels are as specified in Annex A to Part A of DIPS Framework Call-Off Schedule 14 (Service Levels).

List all Requirement Holder Assets applicable to the Services that shall be issued to the Supplier and returned to the Requirement Holder at termination of the Call-Off Contract

MODNet(O) Accounts, Laptop and Ancillaries for all supplier staff.

MODNet(S) Accounts and Access at key sites including MOD Corsham, MOD AbbeyWood, MOD Main Building and RAF Wyton.

ROSA laptops where applicable

Additional quality requirements & standards (in addition to any quality requirements & standards detailed in the addition to the DIPS Framework Call-off Schedules)

From the Call-Off Start Date, the Supplier shall comply with the relevant (and current as of the Call-Off Start Date) Standards, including those referred to in DIPS Framework Schedule 1 (Specification). The Requirement Holder requires the Supplier to comply with the following additional Standards for this Call-Off Contract:

AQAP 2131 Edition C Version 1 NATO Quality Assurance Requirements for Final Inspection and Test. CoC shall be provided in accordance with DEFCON 627

No Deliverable Quality Plan is required reference DEFCON 602B

Concessions shall be managed in accordance with Def Stan. 05-061 Part 1, Issue 7 - Quality Assurance Procedural Requirements – Concessions

Any contractor working parties shall be provided in accordance with Def Stan. 05-061 Part 4, Issue 4 – Quality Assurance Procedural Requirements – Contractor Working Parties.

3.

Statement of Requirements (SOR)

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See DIPS Framework Schedule 1 (Specification).

Project and risk management

The Supplier shall appoint a Supplier's Authorised Representative and the Requirement Holder shall appoint a Requirement Holder's Authorised Representative, who unless otherwise stated in this Order Form shall each also act as Project Manager, for the purposes of this Contract through whom the provision of the Services and the Goods shall be managed day-to-day.

Both Parties shall pro-actively manage risks attributed to them under the terms of this Call-Off Contract. The Supplier shall develop, operate, maintain and amend, as agreed with the Requirement Holder, processes for: (i) the identification and management of risks; (ii) the identification and management of issues; and (iii) monitoring and controlling project plans.

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4. Call-Off Incorporated Terms

The following documents are incorporated into this Call-Off Contract. Where numbers are missing those DIPS Framework schedules are not being used in this Call-Off Contract. If the documents conflict, the following order of precedence applies:

1. This Order Form including the General Conditions in section 2(b) and the Call-Off Special Terms in section 2(c).
2. Joint Schedule 1 (Definitions)
3. Any Statement(s) of Work (in the form of the template set out in **Schedule 3** to this **Order Form / Statement of Requirements Template** (Framework Schedule 6)) executed by the Requirement Holder and the Supplier with a corresponding Call-Off Contract reference Not Applicable
4. [Framework Special Terms] Not Applicable
5. The following Schedules in equal order of precedence:
 - Joint Schedules ○ Joint Schedule 2 (Variation Form) ○ Joint Schedule 3 (Insurance Requirements) ○ Joint Schedule 4 (Commercially Sensitive Information) ○ Joint Schedule 5 (Corporate Social Responsibility) ○ Joint Schedule 7 (Financial Difficulties) [Optional] [Not Used] ○ Joint Schedule 10 (Rectification Plan) ○ Joint Schedule 11 (Processing Data [Not Used])
 - Call-Off Schedules ○ Call-Off Schedule 2 (Staff Transfer), Parts A, B, C [**A, B and C Optional – see guidance note within Call-Off Schedule 2**] and D.
 - Call-Off Schedule 3 (Continuous Improvement) ○ Call-Off Schedule 5 (Pricing Details and Expenses Policy) ○ Call-Off Schedule 6 (Intellectual Property Rights and Additional Terms on Digital Deliverables) ○ Call-Off Schedule 8 (Business Continuity and Disaster Recovery) [Optional] [Not Used] ○ Call-Off Schedule 9 (Security) ○ Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 13 (Implementation Plan and Testing) [Not Used] ○ Call-Off Schedule 14 (Service Levels) [Optional] [Not Used] ○ Call-Off Schedule 17 (MOD Terms) [Optional] [Not Used] ○ Call-Off Schedule 25 (Ethical Walls Agreement) ○ Call-Off Schedule 26 (Cyber)
- 1 Core Terms (DIPS version)
- 2 Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Requirement Holder (as decided by the Requirement Holder and Commercial) take precedence over the documents above.

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

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5a. General Conditions

Additional general DEFCON/conditions and DEFFORMs applicable to providing the Deliverables, are to be listed here: (e.g. IR35 Assessment Status, Cyber Risk Assessment details)

Additional Conditions: None



5b. Call-Off Special Terms

The following Special Terms are incorporated into this Call-Off Contract:

None.

5c. Maximum Liability

The limitation of the Supplier's liability for this Call-Off Contract is stated in Clause 11.4 of the Core Terms.

5d. Requirement Holder's Security Policy

Not Applicable

5e. Cyber Essentials Scheme

The Requirement Owner to tick one of the following options, in accordance with DIPS Framework Call-Off Schedule 26 (Cyber): -

Cyber Essentials Plus: The Requirement Holder requires the Supplier to have / maintain a **Cyber Essentials Plus** level Certificate for the work undertaken under this Call-Off Contract.



Cyber Essentials: The Requirement Holder requires the Supplier to have / maintain a **Cyber Essentials** level Certificate for the work undertaken under this Call-Off Contract.



The Requirement Holder requires **no level of Cyber Essentials**



5f. Requirement Holder's Environmental Policy

Available online at: Management of environmental protection in defence (JSP 418) - GOV.UK (www.gov.uk) This version is dated 18th August 2023

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5g. Social Value Commitment

Not Applicable.

5h. Quality Assurance Conditions

Note: QA is listed at Page 6.

According to the product or scope of the work to be carried out, the Supplier shall meet the following requirements:

| | |
|--|--------------------------|
| Allied Quality Assurance Publications (AQAP) 2110 – North Atlantic Treaty Organization (NATO) Quality Assurance Requirements for Design, Development and Production. Certificate of Conformity shall be provided in accordance with DEFCON 627 (<i>Edn12/10</i>). | <input type="checkbox"/> |
|--|--------------------------|

Deliverable Quality Plan requirements:

| | | | |
|--|--------------------------|---|--------------------------|
| DEFCON 602A (<i>Edn 12/17</i>) - Quality Assurance with Quality Plan | <input type="checkbox"/> | DEFCON 602B (<i>Edn 12/06</i>) - Quality Assurance without Quality Plan | <input type="checkbox"/> |
|--|--------------------------|---|--------------------------|

| | |
|---|--------------------------|
| AQAP 2105:2 – NATO Requirements for Deliverable Quality Plans | <input type="checkbox"/> |
|---|--------------------------|

Software Quality Assurance requirements

| | |
|--|--------------------------|
| Allied Quality Assurance Publications (AQAP) 2210 – North Atlantic Treaty Organization (NATO) Supplementary Software Quality Assurance Requirements to AQAP-2110 shall apply | <input type="checkbox"/> |
|--|--------------------------|

Air Environment Quality Assurance requirements

| | |
|---|--------------------------|
| Defence Standard (DEF STAN) 05-100 – Ministry of Defence Requirements for Certification for Aircraft Flight and Ground Running (Mandatory where flying and/or ground running of issued aircraft is a requirement of the Task) | <input type="checkbox"/> |
|---|--------------------------|

| | |
|---|--------------------------|
| Relevant MAA Regulatory Publications (See attachment for details) | <input type="checkbox"/> |
|---|--------------------------|

| | |
|--|--------------------------|
| Additional Quality Requirements (See attachment for details) | <input type="checkbox"/> |
|--|--------------------------|

Planned maintenance schedule requirement

| | |
|----------------|--------------------------|
| Not applicable | <input type="checkbox"/> |
|----------------|--------------------------|

5i. Implementation Plan

| | |
|----------------|--------------------------|
| Not Applicable | <input type="checkbox"/> |
|----------------|--------------------------|

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3. Additional Insurances

Not Applicable

4. Guarantee

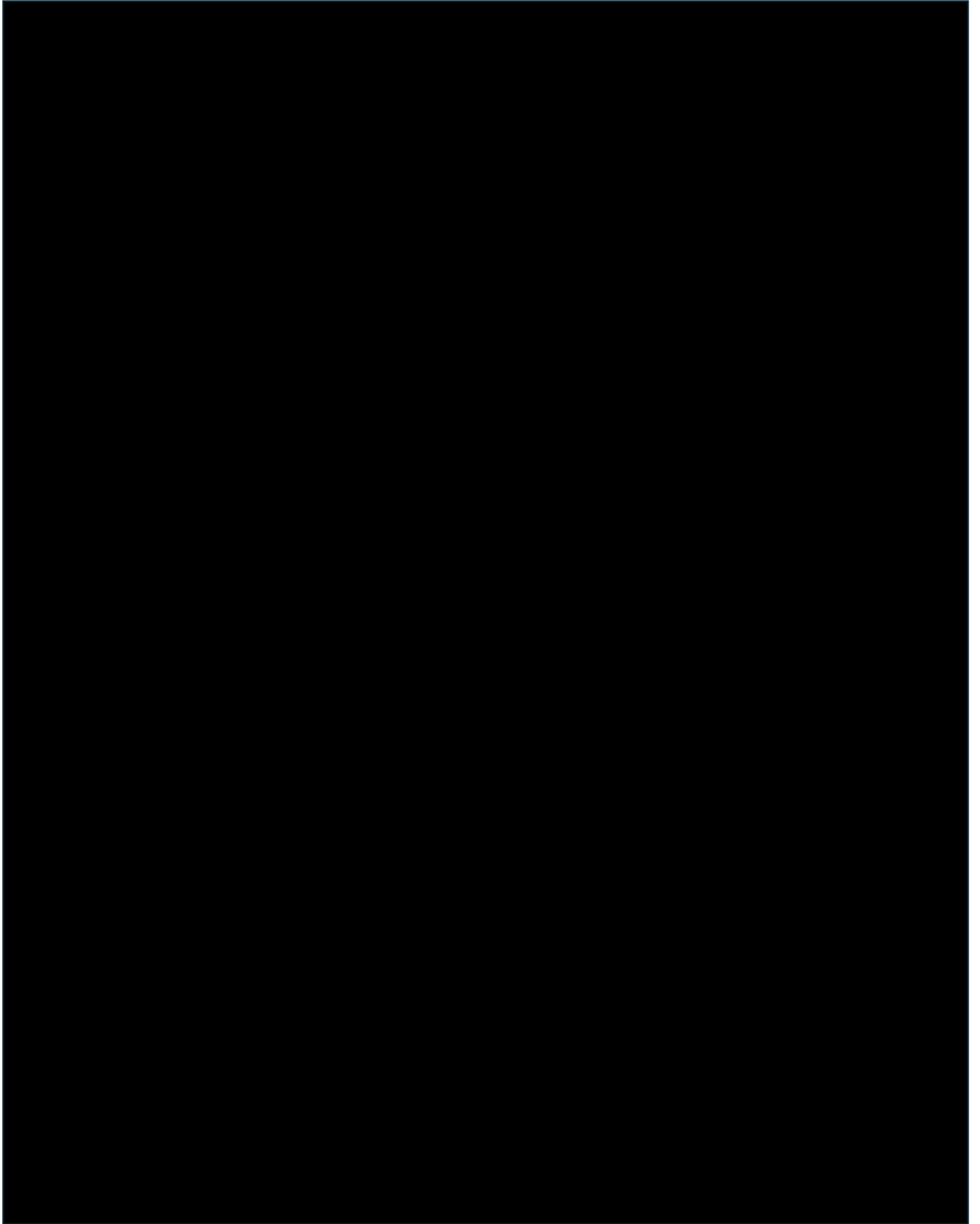
Not Applicable

5i. Proposed Subcontractor(s)

5j. Commercially Sensitive Information

All pricing information including daily rates, bases of estimate, costing templates, discounts and Price in delivery of this Call-Off Contract. Also, AtkinsRéalis technical and commercial responses.

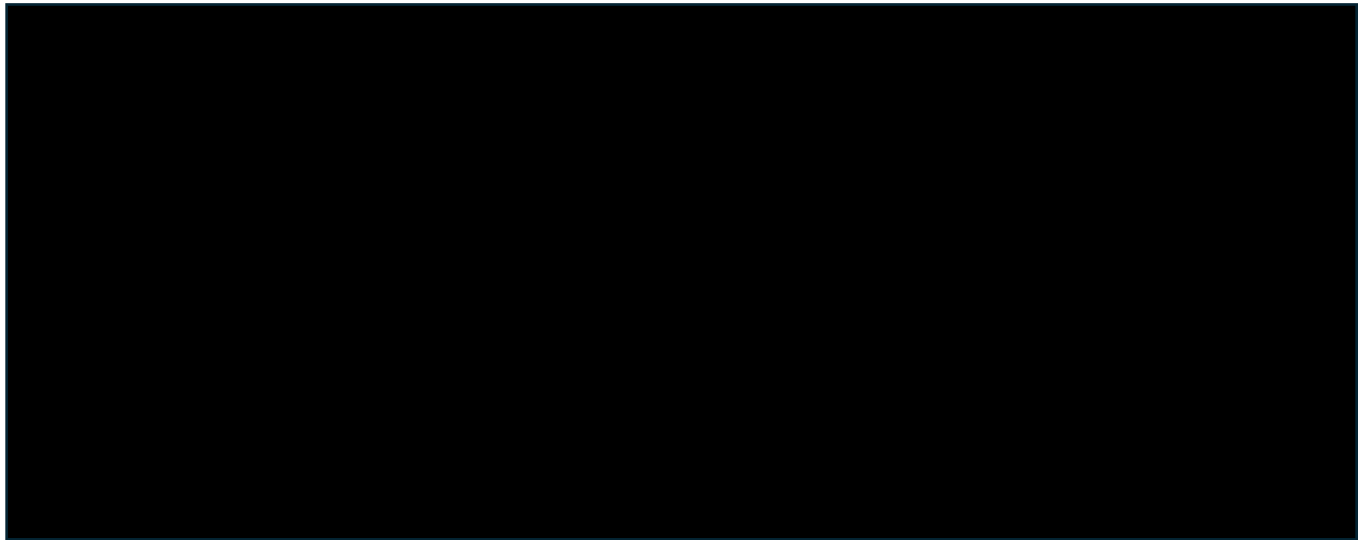
Schedule 1 – Statement of Requirements (SOR)



OFFICIAL SENSITIVE (when complete)

Schedule 2 – Pricing Response

Call Off Contract Charges



Resource Submission

The Authority has requested a Lead Solution Architect Support service based upon Firm Price charging mechanism.

The DIPS Rate Card has been used as a basis of determining the contract charges under this Order Form, noting that the price is a Firm Price based on the successful Supplier's **Pricing Response** schedule detailing the Role Rates for the DIPS Lot specified and the associated Labour Resource allowances provided within their commercial submission and included at this Schedule 2.

Reimbursable Expenses:

The proposed service and associated deliverables charges shall not include for routine travel and subsistence costs to the base location. Any attendance at any events beyond this routine requirement, will require Project authority before travelling.



Schedule 3 – Statement of Work

Not Applicable

Schedule 4- Security Aspects Letter

Not Applicable