

# CALL-OFF CONTRACT

Quality Assurance and Testing for IT Systems 2 RM6148

# **DPS Schedule 6 (Order Form and Order Schedules)**

# **Order Form**

ORDER REFERENCE:	QAT068 Home Office DDaT – QA Engineering Services - Migration and Borders Technology Portfolio (MBTP) Atamis Ref: C24478
THE BUYER:	The Secretary of State for the Home
	Department
BUYER ADDRESS	
THE SUPPLIER:	
REGISTRATION NUMBER:	
DUNS NUMBER:	
DPS SUPPLIER	
REGISTRATION SERVICE ID:	

## **APPLICABLE DPS CONTRACT**

This Order Form is for the provision of the Deliverables and dated 10/07/2023 It's issued under the DPS Contract with the reference number RM6418 for the provision of Quality Assurance & Testing Services.

DPS FILTER CATEGORY(IES):

Lot 1: QA & Testing Specialist	Lot 6: Operational Acceptance Testing
	Lot 7: Strategic QA Consultancy
Lot 3: Load & Performance Testing	Lot 8: Accessibility QA and Testing
Lot 4: QA & Testing	Lot 9: Security QA and Testing
Lot 5: Infrastructure QA & Testing	Lot 10: QA Capability Development

## ORDER INCORPORATED TERMS

The following documents are incorporated into this Order Contract. Where numbers are missing, we are not using those Schedules. If the documents conflict, the following order of precedence applies:

- 1. This Order Form including the Order Special Terms and Order Special Schedules.
- 2. Joint Schedule 1 (Definitions and Interpretation) RM6148
- 3. The following Schedules (as refined in accordance with Annex 1 (Schedule Refinements)) in equal order of precedence:
  - Joint Schedules for RM6148
    - o Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 7 (Financial Difficulties)
    - o Joint Schedule 9 (Minimum Standards of Reliability)
    - Joint Schedule 10 (Rectification Plan)
    - o Joint Schedule 11 (Processing Data)
  - Order Schedules for RM6148
    - Order Schedule 2 (Staff Transfer)
    - Order Schedule 6 (ICT Services)
    - Order Schedule 7 (Key Supplier Staff)
    - Order Schedule 9 (Security)
    - Order Schedule 10 (Exit Management)
    - Order Schedule 13 (Implementation Plan and Testing)
    - Order Schedule 15 (Order Contract Management)
    - Order Schedule 18 (Background Checks)
    - Order Schedule 20 (Order Specification)
- 4. CCS Core Terms (DPS version)
- 5. Joint Schedule 5 (Corporate Social Responsibility) RM6148
- 6. Order Schedule 4 (Order Tender) as long as any parts of the Order Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

No Supplier terms and conditions are part of the Order Contract. That includes any terms written on the back of, added to this Order Form, proposed within the Supplier's Order Tender, or presented at the time of delivery.

## **ORDER SPECIAL TERMS**

The following Special Terms are incorporated into this Order Contract: Order Schedule 1 (Transparency Reports)

Government policy is to adopt and encourage greater transparency in its commercial activity, as such the Buyer will follow the legal requirements to publish advertised opportunities and awards on Contracts Finder as required by Public Contracts Regulations 2015.

The Buyer will publish on Contracts Finder details of who has won the contract, the contract value, and (for procurements below the EU thresholds) indicate whether the winning supplier is a small business or voluntary organisation or charity. The information must be published in a reasonable time and it is recommended that the information be published no later than 90 calendar days after the contract award date.

ORDER START DATE:	01/09/2023
ORDER EXPIRY DATE:	31/08/2026
ORDER INITIAL PERIOD:	Up to 3 Years, 0 Months, Subject to Buyer Review every 6 months.
ORDER OPTIONAL EXTENSION PERIOD	1 Year 0 Months

## **DELIVERABLES**

See details in Order Schedule 20 (Order Specification).

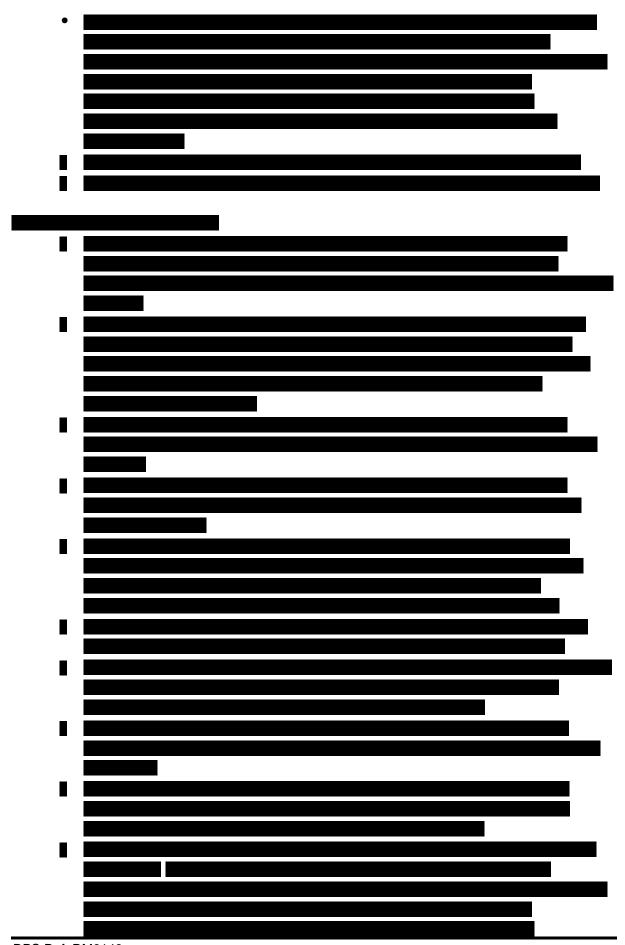
The Parties will agree Statements of Work, an example of which is attached in Annex 2. The Buyer provides no guarantee that any Statement of Work shall be required during the Order Contract Period.

## **MAXIMUM LIABILITY**

**ORDER CHARGES** 

The limitation of liability for this Order Contract is stated in Clause 11.2 of the Core Terms.

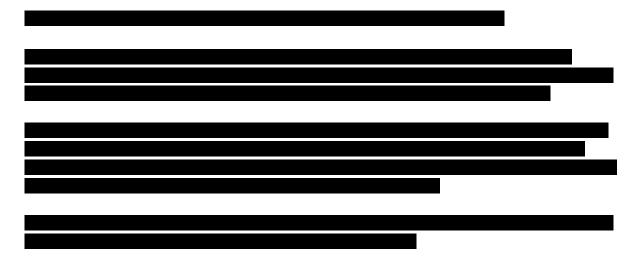
The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £7.5m.



The Charges will not be impacted by any change to the DPS Pricing. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

• Specific Change in Law

## **REIMBURSABLE EXPENSES**



## **PAYMENT METHOD**

## **BACS**

## **BUYER'S INVOICE ADDRESS:**

## **BUYER'S AUTHORISED REPRESENTATIVE**

## **BUYER'S ENVIRONMENTAL POLICY**

The Supplier shall comply with the environmental requirements set out in Annex 1 (Environmental Requirements) to Schedule 2.3 (Standards) of the "Model Services Contract Combined Schedules v1.09 (England & Wales)", as published by the Cabinet Office

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/900520/MSC-Schedules-v1.09-England-Wales.pdf

## **BUYER'S SECURITY POLICY**

Manual of Cluster 2 Security Policies version 1.2 dated June 2019 (a copy of which has been supplied to the Supplier)

National Security Vetting Policy and Guidance (a copy of which has been supplied to the Supplier)

The nature of the Buyer's business is such that it conducts additional preemployment checks (in addition to those specified within the security policies listed above) on those wishing to work within Buyer's premises or be in receipt of, and / or work with, any equipment and / or information assets supplied by the Buyer. The Buyer reserves the right to refuse employment to those persons who fail these additional pre-employment checks.

## SUPPLIER'S AUTHORISED REPRESENTATIVE

## SUPPLIER'S CONTRACT MANAGER

# PROGRESS REPORT FREQUENCY

## **KEY STAFF**

**Not Applicable** 

## **KEY SUBCONTRACTOR(S)**

**Not Applicable** 

## **COMMERCIALLY SENSITIVE INFORMATION**

Pricing, commercial and operational information of the Supplier submitted in the Order Tender.

## **ADDITIONAL INSURANCES**

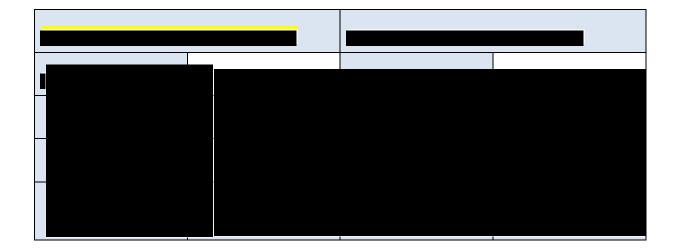
Not applicable.

## **GUARANTEE**

Not applicable.

## **SOCIAL VALUE COMMITMENT**

The Supplier agrees, in providing the Deliverables and performing its obligations under the Order Contract, that it will comply with the social value commitments in Order Schedule 4 (Order Tender).



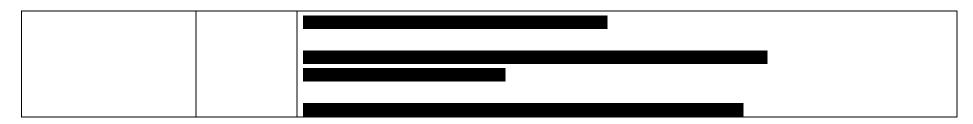
## Annex 1 (Schedule Refinements)

The Buyer's specific refinements to the Schedules are specified in the following table:

Schedule	Schedule applicable to the Order Contract?	Comments
Order Schedule 1 (Transparency Reports)	No	
Order Schedule 2 (Staff Transfer)	Yes	Only the following parts apply to the Order Contract:  Part C (No Staff Transfer on the Start Date); Part D (where applicable) and Part E (Staff Transfer on Exit).
Order Schedule 4 (Order Tender)	Yes	The Order Tender reference QAT068 dated February 2023 applies to the Order Contract.
Order Schedule 5 (Pricing Details)	No	The Charges set out within the Order Form apply to the Order Contract.
Order Schedule 6 (ICT Services)	Yes	Paragraphs 6.1, 6.2 and 6.3 (Quality Plans) do not apply to the Order Contract.
Order Schedule 7 (Key Supplier Staff)	Yes	The number of months' notice applicable to paragraph 1.5.3 is one month.  The Key Roles applicable to Annex 1 are [to be inserted]:  Not Applicable
Order Schedule 8 (Business Continuity and Disaster Recovery)	No	
Order Schedule 9 (Security)	Yes	Part A (Short Form Security Requirements) applies to the Order Contract.  Part B (Long Form Security Requirements) does not apply to the Order Contract.

		Addressing Part A, paragraph 2.2, the Buyer confirms that the Supplier shall comply with the requirements in respect
		of the Security Management Plan and the Supplier shall comply with the Security Policy. The Supplier shall ensure that
		the Security Management Plan produced by the Supplier fully complies with the Security Policy.
Order Schedule 10	Yes	
(Exit Management)		
Order Schedule 13	Yes	The number of days' notice applicable to Part A, paragraph 1.1 is 21 days.
(Implementation Plan and		
Testing)		Part A, paragraph 4 (Delay Payments) does not apply to the Order Contract.
		Part B (Testing) does not apply to the Order Contract.
Order Schedule 14	No	
(Service Levels)		
Order Schedule 15	Yes	Paragraph 5 (Role of the Operational Board) does not apply to the Order Contract.
(Order Contract		
Management)		
Order Schedule 17	No	
(MOD Terms)		
Order Schedule 18	Yes	
(Background Checks)		
Order Schedule 19	No	
(Scottish Law)		
Order Schedule 20	Yes	The specification applicable to the Deliverables is provided at QAT068 Home Office DDaT – QA Engineering Services -
(Order Specification)		Migration and Borders Technology Portfolio (MBTP), dated February 2023
Order Schedule 21	No	
(Northern Ireland Law)		
Order Schedule 22	No	
(Secret Matters)		
Order Schedule 23	No	
(Collaboration Agreement)		
Joint Schedule 1	Yes	
(Definitions)		
Joint Schedule 2	Yes	
(Variation Form)		

Joint Schedule 3	Yes	
(Insurance Requirements)		
Joint Schedule 4	Yes	
(Commercially Sensitive		
Information)		
Joint Schedule 5 (Corporate Social Responsibility)	Yes	In addition to the existing obligations set out within DPS Joint Schedule 5 (Corporate Social Responsibility), the Supplier shall comply with the following Social Value obligations:  The Supplier shall comply with the provisions of the Social Value Legislation in providing the Services, including social and wider economic impacts.  The Supplier shall develop and invest in skills development and apprenticeships to build a more skilled and productive workforce and reduce the risks of supply constraints and increased labour cost inflations.  The Supplier shall develop a supply chain management tracking system to ensure performance of the Contract, including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries).  The Supplier shall develop and implement initiatives to support staff wellbeing, including physical and mental health.  In addition to reporting the Supplier's performance against the Buyer's Needs, the Progress Reports and Progress Meetings shall include the Supplier's progress against meeting the provisions of DPS Joint Schedule 5 (Corporate Social
1:161 116		Responsibility).
Joint Schedule 6	Yes	
(Key Subcontractors)	- L	
Joint Schedule 7	Yes	
(Financial Difficulties)	1	
Joint Schedule 8	No	
(Guarantee)		
Joint Schedule 9	Yes	
(Minimum Standards of		
Reliability)		
Joint Schedule 10	Yes	
(Rectification Plan)		
Joint Schedule 11	Yes	Annex 1 is populated with the following:
(Processing Data)		
		1.1. The contact details for the Buyer's Data Protection Officer are:



## Joint Schedule 11 (Processing Data)

The table at Annex 1 is populated as follows:

Description	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 to paragraph 15 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:	
	The Buyer Personal Data including (but not limited to):	
	<ul> <li>Authorised users' name, work phone number and work email addresses, in a user table that is maintained persistently and backed up regularly</li> <li>Full Name, DOB, NINO, Passport, Current and previous addresses held on file and backed up regularly</li> <li>Employment history held on file and backed up regularly</li> </ul>	
Duration of the processing	The duration of the processing will be: until the earliest of (i) expiry/termination of the Call-Off Contract or (ii) the date upon which processing is no longer necessary for the purposes of either party performing its obligations under the Call-Off Contract (to the extent applicable).	
Nature and purposes of the processing	The processing will comprise: The nature and the purpose of the processing, meaning any operation such as collection recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transfer dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (value not by automated means) etc. is to provide services to the user. These services consist of, but not exhaustively, account creation, authentication & authorization, content improvement, etc.	

Type of Personal Data	The Buyer Personal Data includes (but is not limited to):  • Authorised users' name, work phone number and work email addresses  • Full Name, DOB, NINO, Passport, Current and previous addresses  • Employment history  All maintained persistently and backed up regularly.	
Categories of Data Subject	Buyer's personnel and Buyer's staff.	
Plan for return and destruction of the data once the processing is complete UNLESS there is a requirement under union or member state law to preserve that type of data	As soon as reasonably practicable following termination or expiry of the Call-Off Contract.	



Annex 2 – Statement of Work Example:



CONTRACT QATXXX SCHEDULE 6 Statement of Work-XXX

Template version 3.0

# SCHEDULE 6 - STATEMENT OF WORKS (QATxxx SoW-xxx)

## **Background**

The purpose of this Statement of Work (SoW) is for the provision of a QA & Testing service to cover a work package of requirements which have arisen to support the Enterprise Services to deliver test capability that supports both the major change programmes and other smaller programmes, projects and BAU work. The service will be required to support projects being delivered using both agile and waterfall approaches.

Product Families, Portfolios and projects in scope include:

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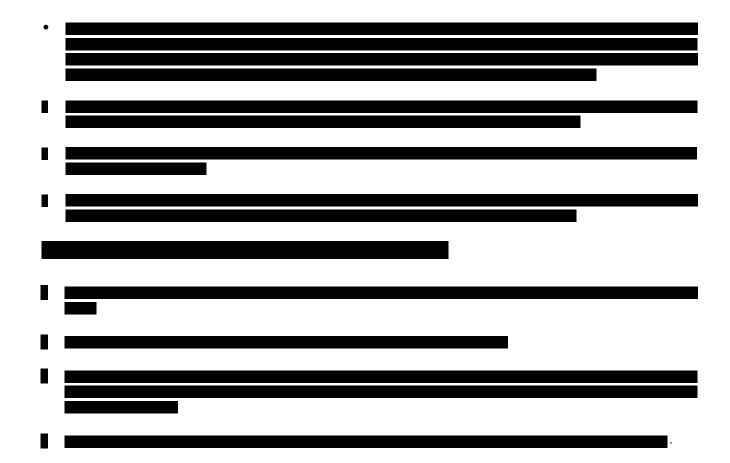
## **Overview**

SoW start date:	xx/xx/xx
SoW Reference:	QAT0xx-0xx
Buyer:	Secretary of State for the Home Department
Supplier:	Xxxx
Sub-Contractors:	None
Overall Estimated Service Completion Date:	xx/xx/xx
Duration of SoW	xx months
Charging Mechanism(s) for this SoW:	Capped Time and Materials
Location of work	Remote with attendance onsite in HO Croydon offices, as required



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# **Service Description**



## **Milestones and Associated Deliverables**

Mileston	es and Associated	<u>Deliverables</u>	
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2. Data Services & Analytics: PCDP Data Development



Milestone	Deliverable	Description	Date Due by

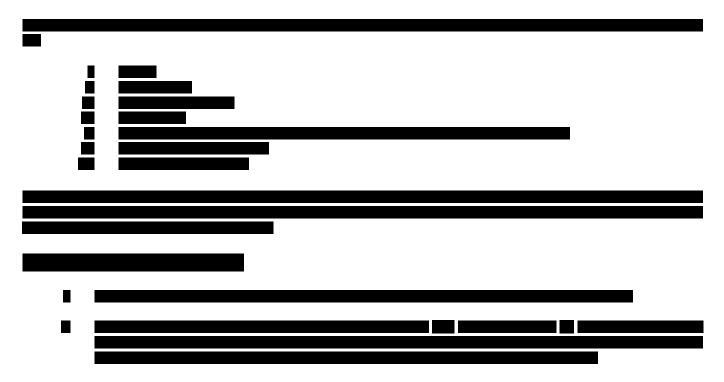




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# **Contract Change/Variation**





Date:		

Please send copies of all SoW to Crown Commercial Service email:

<u>Cloud\_Digital@crowncommercial.gov.uk</u>. Please ensure you title your email the name of the Agreement to allow us to direct the email correctly.



