

Framework Schedule 6 (Order Form Template and Call-Off Schedules)
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RM6187 Framework Schedule 6 (Order Form and Call-Off Schedules)

Order Form

CALL-OFF REFERENCE:	PRO6003/ Atamis Ref C220466
THE BUYER:	Secretary of State for Health and Social Care Acting as part of the Crown through the UK Health Security Agency
BUYER ADDRESS:	10 South Colonnade, Canary Wharf, London, E14 5EA
THE SUPPLIER:	Investigo Limited
SUPPLIER ADDRESS:	10 Bishops Square, London, E1 6EG
REGISTRATION NUMBER:	04803377
DUNS NUMBER:	735410255
SID4GOV ID:	N/A

Applicable framework contract

This Order Form is for the provision of the Call-Off Deliverables and dated 30th October 2023.

It's issued under the Framework Contract with the reference number RM6187 for the provision of services to support the engagement, discovery, scoping and shaping of MaPs Programme, Phase 1.

CALL-OFF LOT(S):

Lot 1, Business

1

Framework: RM6187

Model version: v3.7

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Call-off incorporated terms

The following documents are incorporated into this Call-Off Contract.

Where schedules are missing, those schedules are not part of the agreement and can not be used. If the documents conflict, the following order of precedence applies:

1. This Order Form includes the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) RM6187
3. The following Schedules in equal order of precedence:

Joint Schedules for RM6187 Management Consultancy Framework Three

Joint Schedule 1 (Definitions) - Mandatory
Joint Schedule 2 (Variation Form) - Mandatory
Joint Schedule 3 (Insurance Requirements) - Mandatory
Joint Schedule 4 (Commercially Sensitive Information) - Mandatory
Joint Schedule 8 (Guarantee) - Optional
Joint Schedule 10 (Rectification Plan) - Mandatory
Joint Schedule 11 (Processing Data) - Mandatory

Call-Off Schedules

Call-Off Schedule 6 (ICT Services)
Call-Off Schedule 9 (Security)
Call-Off Schedule 18 (Background Checks)

CCS Core Terms

Joint Schedule 5 (Corporate Social Responsibility) - Mandatory
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 Buyer (as decided by the Buyer) take precedence over the documents above.

Supplier terms are not 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.

Call-off special terms

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

Special Term 1 - The Buyer is only liable to reimburse the Supplier for any expense or any disbursement which is

- (i) specified in this Contract or*
- (ii) which the Buyer has Approved prior to the Supplier incurring that expense or that disbursement. The Supplier may not invoice the Buyer for any other expenses or any other disbursements*

None

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Call-off start date: **15th November 2023**

Call-off expiry date: **31st January 2024**

Call-off initial period: **3 months**

Call-off deliverables:

Option A:

Product Ref	Deliverable	Acceptance Criteria:	Due Date
A			
B			
C			
D			
E			
F			
G			

Discovery

1. Rapid review of Design Principles; Are they fit for purpose? Are they being adhered to? Should they be amended?
2. Rapid review HCM - Identify which HR elements of Oracle Fusion HCM have been implemented and adopted, identify any remedial action required
3. Rapid review, Assets - clarify which assets (Processes, experience journeys, data) and design work have been completed / are in existence in relation to Oracle Fusion and to make it easily accessible for future work and any gaps.
4. Rapid Review, Data – identify which data points we are and aren't capturing today and their validity / credibility
5. Rapid Review, Technology structure and build – identify structure and build of Oracle Fusion (MaPS) in relation to organisation structure, hierarchy, access and approvals, cost centres, job families, position numbers, assignment, and so on
6. Conduct high level Business Stakeholder analysis, contractual status and persona work relevant to the upcoming changes (data team to support analysis)
7. Identify current and future Op model in relation to MSS, ESS and BSS
8. Understand the readiness of the People Groups offering in relation to the required Op model
9. Strategic - Identify People Group priorities in relation to achieving a high performing agency and how technology and Oracle Fusion will enable and support these

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10. <i>Tactical - Identify key People Group and Business Unit Pain Points, urgent priorities and quick wins</i>

Engagement and Education

- | |
|--|
| 1) <i>Understand People Groups current level of understanding of the Oracle Fusion Product, its benefits and how and when it should be implemented</i> |
| 2) <i>Understand the Current People group Operating model and plans for the future</i> |
| 3) <i>Understand current Business understanding and perspective on ESS, MSS and BSS</i> |
| 4) <i>Use Engage, Educate and Excite model to demonstrate to the people group the functionality and the art of the possible of using Oracle Fusion</i> |

Recommendations and Planning

- | |
|--|
| 1) <i>Agreed Design Principles</i> |
| 2) <i>Scope and structure of workstreams</i> |
| 3) <i>Recommend a prioritised and feasible Roadmap for People Group Change enabled by Oracle Fusion (MaPS) with clear assumptions, dependencies and resource plans</i> |
| 4) <i>Agree workstream owners, resourcing required and any additional partners to support the creation of the Phase 2 Business case</i> |
| 5) <i>Align MaPS functionality to Policy and Process Framework</i> |
| 6) <i>Recommend Process Architecture and tooling</i> |
| 7) <i>Business Change and communications approach recommendations</i> |
| 8) <i>Support completion of Phase 2 Business case and Value for Money Assessment</i> |

Security

Short form security requirements apply

Security Policy

<https://www.gov.uk/government/publications/security-policy-framework>

Maximum liability

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

The Estimated Year 1 Charges are a maximum of £89,225.

The Estimated Year 1 Charges used to calculate liability in the first contract year are £89,225 (Excluding VAT).

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Call-off charges

Option A:

Deliverable	Delivery Date	Indicative number of Days	Daily Rate Per person (Exclusive of VAT)	Total (Exclusive of VAT)
Deliverables A, B and C				
Deliverables D, E and F				
Deliverable G				
Contingency in the event of any mitigation of risk (if required)				
Grand Total				£ 89,225

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in Framework Schedule 3 (Framework Prices)

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

- Specific Change in Law
- Benchmarking using Call-Off Schedule 16 (Benchmarking)

Reimbursable expenses

Recoverable as stated in Framework Schedule 3 (Framework Prices) paragraph 4 and as laid out in UKHSA Expenses Policy



UKHSA -
expenses-policy.pdf

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Payment method

All invoices must be sent, quoting a valid purchase order number (PO Number), to:

[REDACTED]
Accounts Payable;
UK Health Security Agency,
Manor Farm Road,
Porton Down,
Salisbury,
SP4 0JG
UKHSA VAT No: GB888851648

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.

If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to

[REDACTED]
or by telephone

Contact number for all invoice related queries: [REDACTED]
[REDACTED]

FINANCIAL TRANSPARENCY OBJECTIVES

The Financial Transparency Objectives do not apply to this Call-Off Contract.

Buyer's authorised representative

[REDACTED]
[REDACTED]
10 South Colonnade, Canary Wharf, London, E14 5EA

Buyer's security policy

<https://www.gov.uk/government/publications/security-policy-framework>

DATA PROTECTION OFFICER: [REDACTED]
[REDACTED]

Supplier's authorised representative

[REDACTED]
6

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[REDACTED]
10 Bishops Square, London E1 6EG

Supplier's contract manager

[REDACTED]
10 Bishops Square, London E1 6EG

Progress report frequency

Weekly, Midday Friday

Progress meeting frequency

Weekly, on a Monday.

Key staff

[REDACTED]
[REDACTED]

Key subcontractor

Not applicable

Commercially sensitive information

Not applicable

Service credits

Not applicable

Additional insurances

Not applicable

Guarantee

Not applicable

Buyer's environmental and social value policy

[Environmental and sustainability policy - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

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[CCS social value policy - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/policies/ccs-social-value-policy)

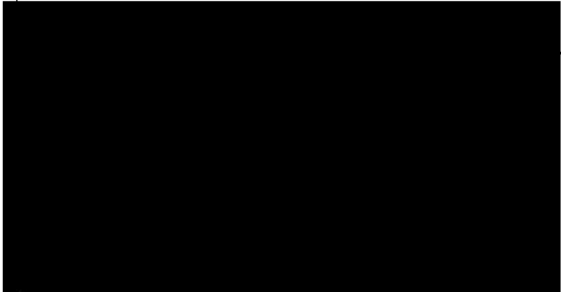
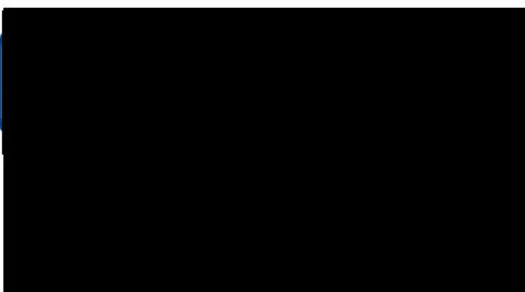
Social value commitment

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

Formation of call off contract

By signing and returning this Call-Off Order Form the Supplier agrees to enter a Call-Off Contract with the Buyer to provide the Services in accordance with the Call-Off Order Form and the Call-Off Terms.

The Parties hereby acknowledge and agree that they have read the Call-Off Order Form and the Call-Off Terms and by signing below agree to be bound by this Call-Off Contract.

For and on behalf of the Supplier:	For and on behalf of the Buyer:
	
Date Signed: 16th November 2023	Date Signed: 21/11/2023