

### Health Systems Support Framework: Template Order Form

<b><u>References and Date</u></b>				
<b>Order Reference Number</b>	HSSF21-072			
<b>Date of Order Form</b>	<i>Insert date this Order Form is signed by the Authority– this will be the Order Form Date for the purposes of the Contract. Please note that this assumes that the Suppliers shall sign the Contract first and the Authority second. It will also be the Effective Date if there are no Condition Precedents or if the Condition Precedent(s) have already been satisfied by the Suppliers. This is the date the contract comes into force.</i> <div style="background-color: black; width: 100%; height: 1.2em; margin-top: 5px;"></div>			
<b><u>Parties and Key Persons</u></b>				
<b>Authority</b>	The Department of Health and Social Care acting on behalf of NHSX at NHS England, Quarry House, Quarry Hill, Leeds LS2 7UE			
<b>Suppliers</b>	Ipsos MORI: 3 <div style="background-color: black; width: 150px; height: 1.2em; display: inline-block;"></div>			
<b>Principal Supplier(s)</b>	Ipsos MORI			
<b>Key Roles for the supply or performance of the Deliverables and the personnel who will fill those Key Roles (“Key Personnel”)</b>	<div style="background-color: black; width: 100%; height: 1.2em; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 1.2em; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 1.2em; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 1.2em;"></div>			
<b>Contract Managers</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 5px;"><i>Authority’s Contract Manager</i></td> <td style="width: 50%; text-align: center; padding: 5px;"><div style="background-color: black; width: 100%; height: 1.2em;"></div></td> </tr> </table>		<i>Authority’s Contract Manager</i>	<div style="background-color: black; width: 100%; height: 1.2em;"></div>
<i>Authority’s Contract Manager</i>	<div style="background-color: black; width: 100%; height: 1.2em;"></div>			

		Supplier's Contract Manager(s)					
<div></div> applicable)	Insert the Lead Contract Manager at the commencement of this Contract						
	Authority's Lead Contract Manager						
	Supplier's Lead Contract Manager						
Person(s) to receive notices under the Contract	<table border="1"> <tr> <td> Authority's nominated person and contact details for service of notices </td> <td> <div></div>  <div></div>  Postal Address: NHS England, Quarry House, Quarry Hill, Leeds LS2 7UE   Email Address:  <div></div>  <div></div> </td> </tr> <tr> <td> Supplier's nominated person and contact details for service of notices </td> <td> Name: <div></div>  Postal Address Ipsos MORI: 3 <div></div>  <div></div>  <div></div>  Email Address  <div></div> </td> </tr> </table>			Authority's nominated person and contact details for service of notices	<div></div> <div></div> Postal Address: NHS England, Quarry House, Quarry Hill, Leeds LS2 7UE  Email Address: <div></div> <div></div>	Supplier's nominated person and contact details for service of notices	Name: <div></div> Postal Address Ipsos MORI: 3 <div></div> <div></div> <div></div> Email Address <div></div>
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Supplier's nominated person and contact details for service of notices	Name: <div></div> Postal Address Ipsos MORI: 3 <div></div> <div></div> <div></div> Email Address <div></div>						
Notified Sub-contractors in the event of a TUPE transfer at a Relevant Commencement Date	N/A						
<div>General</div>							

<b>Status of Order Form</b>	<p>Issue of this Order Form is an “invitation to treat” by the Authority following the Suppliers’ Call-Off ITT Response submitted by the Supplier(s) in response to the relevant mini-competition conducted under and in accordance with the Framework Agreement. On the signature of the Order Form by the Suppliers and its return to the Authority, the signature of the Order Form by the Authority shall be the point at which a contract is formed between the Authority and the Suppliers. This Order Form, together with the Call-Off Terms and Conditions and the applicable provisions of the Framework Agreement (and the other provisions as set out in the Call-Off Terms and Conditions) form a contract (defined as “the Contract” in the Call-Off Terms and Conditions) between the parties as at and from the date of this Order Form.</p> <p>All terms defined in the Call-Off Terms and Conditions have the same meaning when utilised in this Order Form.</p>																												
<b>Call-Off Terms and Conditions</b>	<p>The Call-Off Terms and Conditions comprise the following Schedules of Appendix A of the Framework Agreement:</p> <table border="1"> <tr> <td><b>Schedule 1</b></td><td>Key Provisions</td></tr> <tr> <td><b>Schedule 2</b></td><td>General Terms and Conditions</td></tr> <tr> <td><b>Schedule 3</b></td><td>Definitions and Interpretations Provi</td></tr> <tr> <td><b>Schedule 4</b></td><td>This Order Form</td></tr> <tr> <td><b>Schedule 5</b></td><td>Information Governance</td></tr> <tr> <td><b>Schedule 6</b></td><td>Security Management</td></tr> <tr> <td><b>Schedule 7</b></td><td>Standards</td></tr> <tr> <td><b>Schedule 8</b></td><td>Software</td></tr> <tr> <td><b>Schedule 9</b></td><td>Installation and Commissioning Services</td></tr> <tr> <td><b>Schedule 10</b></td><td>Maintenance Services</td></tr> <tr> <td><b>Schedule 11</b></td><td>Guarantee</td></tr> <tr> <td><b>Schedule 12</b></td><td>Staff Transfer</td></tr> <tr> <td><b>Schedule 13</b></td><td>Change Control Process</td></tr> <tr> <td><b>Schedule 14</b></td><td>Calculation of Termination Sum</td></tr> </table>	<b>Schedule 1</b>	Key Provisions	<b>Schedule 2</b>	General Terms and Conditions	<b>Schedule 3</b>	Definitions and Interpretations Provi	<b>Schedule 4</b>	This Order Form	<b>Schedule 5</b>	Information Governance	<b>Schedule 6</b>	Security Management	<b>Schedule 7</b>	Standards	<b>Schedule 8</b>	Software	<b>Schedule 9</b>	Installation and Commissioning Services	<b>Schedule 10</b>	Maintenance Services	<b>Schedule 11</b>	Guarantee	<b>Schedule 12</b>	Staff Transfer	<b>Schedule 13</b>	Change Control Process	<b>Schedule 14</b>	Calculation of Termination Sum
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	<b>Schedule 15</b>	Not Used	
	<b>Schedule 16</b>	Acceptance Testing	
	<b>Schedule 17</b>	Benchmarking	
	<b>Schedule 18</b>	Governance	
	Any additional Extra Key Provisions set out at Annex 2 below shall be incorporated into the Contract formed by the signature and completion of this Order Form.		
<b>Framework Agreement</b>	The Health Systems Support Framework established by NHS England for and on behalf of NHS England and other contracting authorities. (the “ <b>Framework Agreement</b> ”).		
<b>Call-Off ITT</b>	The Call-Off ITT as issued by the Authority to invite responses to the relevant mini-competition conducted under and in accordance with the Framework Agreement.		
<b>Call-Off ITT Response</b>	The Suppliers’ response to the relevant Call-Off ITT submitted by the Suppliers in response to the relevant mini-competition conducted under and in accordance with the Framework Agreement and initiated by the issue of a Call-Off ITT by the Authority.		
<b>Contract Meetings</b>	Weekly delivery-focused meeting Three key meetings throughout the project: inception meeting, midpoint progress meeting, and final handover meeting.		
<b>Fast-track Change values</b>	N/A		
<b><u>Contract Term and Termination Provisions</u></b>			
<b>Term of the Contract</b>	<i>The common position is that the Term will be the length of the Contract from the Effective Date. You may therefore choose for the Term to be the length of the Contract from an alternative definition such as;</i> <ul style="list-style-type: none"><li>• <i>Actual / Deliverables Commencement Date;</i></li><li>• <i>Actual / Services Commencement Date; or</i></li><li>• <i>Actual / Goods Commencement Date.</i></li></ul>		

	<p><i>Please see annex 2 of the HSSF guide for more information on deciding a contract term proportionate to the Deliverables required.</i></p> <p><i>Service commencement date is the date of the contract.</i></p>
<b>Extension of Term</b>	A contract extension may be granted in extenuating circumstances up to a length of two weeks. There is no scope for a budget extension alongside a contract extension, suppliers must provide the service fully within the budget defined.
<b>Unilateral Authority right of termination notice period</b>	2 weeks' notice.
<b>Maximum Payments following Unilateral Authority right to terminate</b>	N/A
<b>Maximum Permitted Profit Margin</b>	N/A
<b>Variation to Termination Sum calculation</b>	N/A
<b>Insurance on Expiry or Termination</b>	N/A
<b><u>Contract Deliverables</u></b>	
<b>Deliverables</b>	<p>The Deliverables to be provided by the Supplier(s) under the Contract shall be the Services and/or Ad Hoc Services and/or Goods and/or any other requirement whatsoever (including without limitation any item, feature, material, outcome or output). The Deliverables are described at Annex 1 Part 1 of this Order Form ("the Specification"), shall be provided from the Deliverables Commencement Date set out below in accordance with the KPIs set out in the Specification.</p> <p>Where the Suppliers are comprised of more than a single Supplier the Supplier Matrix at Annex 1 of the Order Form, shall indicate which portion of the Deliverables are to be provided by which of the Suppliers.</p>

<b>Priority Deliverable</b>	N/A
<b>Deliverables Commencement Date</b>	Contract commencement date.
<b>Services Commencement Date</b>	Contract commencement date.
<b>Goods Commencement Date</b>	N/A
<b>Long Stop Date</b>	N/A
<b>Implementation Plan</b>	N/A
<b>Quality Plans</b>	N/A
<b>Information Security Management Plan</b>	N/A
<b>Insurance</b>	As per standard T&Cs of HSSF framework.
<b>Supplier Specific Standards</b>	N/A
<b><u>Premises and Property</u></b>	
<b>Premises and Location(s) for the Delivery of the Deliverables</b>	Virtual delivery.
<b>Property Licence(s) and/or Lease(s) granted to the Suppliers</b>	N/A
<b><u>Information Governance</u></b>	

<b>Information Governance Provisions (Schedule 5)</b>	The default position under the Call-Off Terms and Conditions is that the Authority shall act as a Controller and the Supplier shall act as a Processor.
<b>Processing of Personal Data</b>	Where the Deliverables include the processing of any Personal Data then please complete Annex 7 of the Order Form, which shall be inserted as the Annex to Schedule 5 of the Call-Off Terms and Conditions.
<b><u>Intellectual Property Rights and Licencing</u></b>	
<b>Intellectual Property</b>	This will be subjected to standard T&Cs as per the HSSF framework.
<b>Local Health and Care Record Exemplar (LHCRE) Specific IPR</b>	N/A
<b>Supplier Owned Foreground IPR</b>	N/A
<b>Standard Licence Terms</b>	N/A
<b>Supplier Software and Third Party Software</b>	N/A
<b><u>Contract Price and Payment</u></b>	
<b>Contract Price</b>	The price(s) to be paid by the Authority to the Suppliers for the provision of the Services, as set out in the Call-Off ITT Response and reproduced at Annex 3.
<b>Financial Model</b>	The Suppliers' Financial Model, submitted if required by the Authority in the Supplier's Call-Off ITT Response and reproduced at Annex 3.



<b>Total Contract Price for the purposes of Clause 19 (Limitation of Liability)</b>	As outlined in Annex 3 of this Order Form
<b>Contracts conditional on the execution of a Guarantee</b>	N/A
<b>Guarantee in favour of NHSE</b>	N/A
<b>Payment Provisions</b>	The payment terms for the payment by the Authority to the Suppliers of the Contract Price for the Services, as set out in the Call-Off ITT and reproduced at Annex 3. The it clear that they can invoice once the project has been fully delivered and signed off by NHSX

**Signed by the authorised representative of each AUTHORITY (as applicable)**

Name:	██████████	Signature:	██████████
Position:	Procurement Manager		19/7/2021
<i>(Insert an additional signature block for each additional Authority)</i>			



**Signed by the authorised representative of each of the SUPPLIERS**

Name:		Signature	
Position:	Director		
<i>(Insert an additional signature block for each co-bidder)</i>			

## **Order Form Annexes -**

### **Annex 1**

Part 1: Specification – The attached specification and the supplier tender responses will be taken into consideration for any KPIs.

Part 2: KPI Overview -N/A

Part 3: KPIs -N/A

Part 4: Calculation of Service Credits N/A

Part 5: Termination Trigger for Accrued KPI Failures N/A

Part 6: Excusing Events N/A

### **Annex 2**

Extra Key Provisions - N/A

### **Annex 3**

Contract Price and Payment Terms

Maximum Payments on Unilateral Termination N/A

Supplier's Financial Model N/A

### **Annex 4**

Implementation Plan

### **Annex 5**

Information Security Management Plan N/A

### **Annex 6**

Supplier Solution N/A

### **Annex 7**

Processing of Personal Data N/A

### **Annex 8**

Board Representations and Structures N/A

### **Annex 9**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

### 1.1The Deliverables

[REDACTED]

Commercial schedule

[REDACTED]

Slid

[REDACTED]

[REDACTED]

## **Specification**

[NHSX](#) is leading a major digital health and social care transformation programme. With investment of more than £1 billion pounds a year nationally and a significant additional spend locally, NHSX has been created to give staff and citizens the technology they need.

The Digital Social Care Records programme at NHSX is aiming to achieve universal adoption of digital social care records in CQC registered adult social care by March 2024. Currently, approximately 40% of social care providers are digitised.

A Digital Social Care Record (DSCR) allows the digital recording of care information and care received by an individual provided by a social care service, replacing traditional paper records. DSCRs are person centred and enable information to be shared securely and in real-time with authorised individuals across the health and care sector. Key functionality found within a DSCR system includes creating, editing and amending care plans; task management and comprehensive reporting to support the operational management of a care setting and information sharing.

The adoption of digital social care records can play an important role in joining up the NHS and social care. They have the potential to free up time spent by care workers on administrative tasks, releasing more time to spend delivering care and equipping them with the information that they need at the point of care. They are the platform on which other remote monitoring tools can integrate and can enable the greater personalisation of care planning that focuses on the individual.

For the wider health and care economy, the adoption of a digital social care record solution enables real-time information to be shared with commissioners and regulators to demonstrate the quality of care that has been provided. It is a new source of data for shared care records, which will enable more sophisticated population health management and greater personalisation of care planning that focuses on the individual.

As part of the support to social care providers the programme has launched an accredited supplier list, further information can be found [here](#)

### ***1. Authority Requirements (Specification)***

There is a lack of impartial evidence on the benefits and financial sustainability of digital social care records. A core workstream of this programme is to focus on sourcing and curating that evidence base and benefits realisation. We require a supplier to research and develop a benefits evaluation framework for the Digitising Care Records Programme. This benefits framework once delivered will become the blueprint for the curation of benefits for the programme moving forwards.

At this point, we are not seeking a supplier to build this evidence base, rather develop a benefits framework, answering the key questions covered further down this document.

The programme needs to be able to report on what benefits have been realised as a result

of the investment in technology, which have not and why this is the case. It is important that benefits realised are underpinned by a robust and dependable evidence base. It is important that benefits are communicated to social care providers and other stakeholders, for example government departments and ministers to justify public spending and to care providers to encourage investment and drive adoption.

The evidence base needs to consider the regional and national impact on the health and care system and wider economy. It needs to consider differentiation within the benefit recipients - for example different types of social care providers (i.e. care home, domiciliary care providers etc).

The supplier will be required to build a benefits evaluation framework that addresses the key questions below:

- How do we establish the baseline?
- What data collections exist currently and how do we leverage them?
- What methods do we use to measure these benefits?
- How can we measure ROI and the point at which this takes effect?
- What quality outcomes can be measured and how should they be measured?
- What methods should be deployed to capture the benefits? What frequency should be used?
- If surveys are recommended what question should be included?
- At what intervals should these benefits be measured?
- What should the evidence base look like? (visual, hard data, case studies etc)
- How can the evidence base be segmented for different audiences / stakeholders / types of care providers?

The main quantitative benefits we want to capture are below:

Benefit Description	Benefit recipient
Access to a digital social care record will allow GPs to respond more rapidly to individual need resulting in a time saving for GPs	NHS
Digitisation of discharge into social care results in efficiency improvements in the discharge process and reduction in errors	NHS
Digitisation of discharge into social care resulting in reductions in printing and postage costs	NHS
Access to electronic care records provides timely access to standardised data, reducing hospital length of stay as a result of medicines mismanagement and errors due to allergies, and supporting efficient coordination of care	NHS
Access to standardised data and care plans results in reduced readmissions from an acute setting into a care home	NHS
Electronic recording and storage of data resulting in less being spent on administration per care home per day	Social care provider

Electronic recording, storage and transfer of data will result in a reduction of printing costs in a care home	Social care provider
Use of joined up health data in care homes resulting in lower administrative costs associated with assessment and admission of patients (including delays in residential assessments, unnecessary home care assessments and delays in homecare package placement) and completing statutory reporting.	Social care provider
UK Carbon reduction by switching from paper to digital evidence of care (by sub-sector activity)	Social care provider
Joining up data saving time for regulators gathering and validating data and administering contracts.	Local Authority

The main qualitative benefits we want to capture are below:

Up to date data enabling more informed policymaking and targeted interventions	NHS, Local Authorities, UK Government
Access to data across organisational boundaries enabling more effective treatment as care providers have a full picture of the individual, they are working with	NHS, Social Care Providers
Data will be being stored in a structured, systematic, way enabling advanced analysis and the implementation of AI to improve care outcomes	NHS, Social Care Providers
Digital storage of data enabling the adoption of remote monitoring and care solutions, leading to improvements in the quality of care	Social Care Providers
More complete digital data enabling system managers to identify outliers in care provision and identify potential risks	NHS, Social Care Providers
More complete digital data enabling care providers to identify those individuals with rising health needs / risks and target preventive interventions where they are needed	Social Care Providers
Care staff spending less time on administration that will instead be used delivering care	Social Care Providers
Care staff spending less time on administration, improving job satisfaction and reducing turnover	Social Care Providers
Care providers able to better demonstrate the quality of care that they provide to the CQC, Local Authorities and customers	Social Care Providers, Local Authorities
Individuals will be able to access their digital care plans, enabling them to manage their care more effectively	Individuals receiving care
Routine tasks such as ordering repeat prescriptions can be automated.	Social Care Providers

Care staff will be able to access care information remotely, reducing the need to travel to central "hubs" / to visit different sites	Social Care Providers
System providers will have a stronger evidence base for their solutions, making them better able to sell their products	Digital Care Record Suppliers

### **Deliverables and Outputs**

- Create a benefits evaluation framework for the Digital Social Care Records Programme
- Develop a practical implementation method of the evaluation framework
- Present recommendations on where the evidence base should be hosted

### **1.2 Division of Service provision between Suppliers/Sub-contractors**

The division of the services between Suppliers (where more than one Supplier) must be consistent with the completed Supplier Matrix, subject to any assignment/subcontracting permitted by the terms of the Framework Agreement after the commencement date of the Framework Agreement.

### **Supplier Matrix**

supplier	Service
The Strategy Unit	<ul style="list-style-type: none"> <li>- Advice on metrics definition</li> <li>- Completing evidence scan</li> </ul>
The Institute of Public Care	<ul style="list-style-type: none"> <li>- Support with evidence scan</li> <li>- Support with consultation</li> </ul>

## **Annex 1 Part 2: KPI Overview**

### **Key Performance Indicators**

- 1 During the Term of the Contract the Suppliers shall provide the Deliverables so as to meet the standard under each of the KPIs described above.

### **Annex 1 Part 3: KPIs**

**NOT USED**

**Annex 2**  
**Extra Key Provisions**  
**N/A**  
**Annex 3**

## **Contract Price and Payment Terms**

### **Contract Price**

**The contract price is** £69,950 exclusive of Vat.

[REDACTED]

### **Contract Price for permitted extensions to the Term**

A contract extension may be granted in extenuating circumstances up to a length of two weeks. There is no scope for a budget extension alongside a contract extension, suppliers must provide the service fully within the budget defined.

### **Total Contract Price for the purposes of Clause 19 (Limitation of Liability)**

The total Contract price(s) to be paid by the Authority to the Suppliers for the provision of the Deliverables, as set out in the Call-Off ITT Response and reproduced at Annex 3.

### **Payment Provisions**

The invoice will be issued once the project has been fully delivered and signed off by NHSX. All invoices must be sent, quoting a valid purchase order number (PO Number), to:

[REDACTED]

[REDACTED]

[REDACTED] letter, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

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 [Insert email address] or by telephone [Insert telephone



number]number) of your Authority contact (i.e. Authority Representative). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.

Maximum Payments on Unilateral Termination by Authority

**N/A**

<b>Termination Date</b>	<b>Maximum Unrecovered Payment (£ inclusive of VAT)</b>	<b>Maximum Breakage Cost Sum (£ inclusive of VAT)</b>	<b>Maximum Termination Sum (£ inclusive of VAT)</b>
<b>Anytime before or including the first anniversary of the Effective Date</b>			
<b>Anytime after the first anniversary of the Effective Date and before the end of the day on which the second anniversary the Effective Date falls.</b>			
<b>Anytime after the second anniversary of the Effective Date and before the end of the day on which the third anniversary the Effective Date falls.</b>			
<i>Insert as many rows as required, or do not adjust maximum amounts by year of the contract</i>			

**Suppliers' Financial Model (if applicable)**

The price(s) to be paid by the Authority to the Suppliers for the provision of the Services, as set out in the Call-Off ITT Response and reproduced at Annex 3.

**Annex 4**

**Implementation Plan (if any)**

N/A

## **Annex 5**

### **Information Security Management Plan**

N/A

## **Annex 6**

### **Supplier Solution**

The supplier solution is as per the supplier tender response as described in 1.1 The Deliverables.

## **Annex 7**

### **Processing of Personal Data - N/A**

This annex shall be inserted as the Annex to Schedule 5 of the Call-Of Terms and Conditions.

1. The Suppliers are only authorised to Process Personal Data in accordance with this Annex.
2. The Suppliers shall comply with any further written instructions with respect to Processing from the Authority from time to time.
3. Any such further instructions shall be incorporated into this Annex.

<b>Description</b>	<b>Data</b>
<b>Subject matter of the processing</b>	N/A
<b>Duration of the processing</b>	1 [Clearly set out the duration of the processing including dates]
<b>Nature and purposes of the processing</b>	<p>use be as specific as possible, but make sure that you cover all intended purposes.</p> <p>nature of the processing means any operation such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (whether or not by automated means) etc.]</p>
<b>Type of Personal Data</b>	<p>amples here include: name, address, date of birth, NI number, telephone number, pay, images, biometric data etc.]</p>
<b>Categories of Data Subject</b>	<p>amples include patients, members of the public users of a particular website etc.]</p>
<b>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</b>	<p>[Describe how long the data will be retained for, how it will be returned or destroyed.]</p>

For the avoidance of doubt this list will be amended through the Contract Meetings as set out above and in line with Clause 31.3 of Annex 2 of this Order Form.

## **Annex 8**

[As referenced in Schedule 18 of the Call-Off Terms and Conditions]

### **BOARD REPRESENTATIONS AND STRUCTURES - N/A**

#### **Service Management Board Representation and Structure**

<b>Authority Members of Service Management Board</b>		<b>(Chairperson)</b>
<b>Supplier Members of Service Management Board</b>		
<b>Start Date for Service Management Board meetings</b>		
<b>Frequency of Service Management Board meetings</b>		
<b>Location of Service Management Board meetings</b>		

#### **Program Board Representation and Structure**

<b>Authority Members of Programme Board</b>	<b>(Chairperson)</b>
<b>Supplier Members of Programme Board</b>	
<b>Start Date for Programme Board meetings</b>	
<b>Frequency of Programme Board meetings</b>	
<b>Location of Programme Board meetings</b>	

#### **Technical Board Representation and Structure**

<b>Authority Members of Technical Board</b>	<b>(Chairperson)</b>
<b>Supplier Members of Technical Board</b>	
<b>Start Date for Technical Board meetings</b>	
<b>Frequency of Technical Board meetings</b>	
<b>Location of Technical Board meetings</b>	

#### **Risk Management Board Representation and Structure**



<b>Authority Members of Risk Management Board</b>	<b>(Chairperson)</b>
<b>Supplier Members of Risk Management Board</b>	
<b>Start Date for Risk Management Board meetings</b>	
<b>Frequency of Risk Management Board meetings</b>	
<b>Location of Risk Management Board meetings</b>	

## **Annex 9**

### **Standard Licence Terms -N/A**

[Insert if any]

## **Annex 10**

### **Notified Sub-Contractors**

As mentioned in the service deliverables.

## Annex 1

### Supplier Software and Third Party Software

N/A

#### Supplier Software

The Supplier Software includes the following items:

Software	Supplier (if an Affiliate of the Supplier)	Purpose	Number of Lic enc es	Restrictions	Number of C op ie s	Type (C O T S or N on - C O T S)

#### Third Party Software

The Third Party Software includes the following items:

Third Party Software	Supplier	Purpose	Number of Li c e n	Restrictions	Number of Co pie s	Type (C O T S or
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			c e s			N on - C O T S)