

**RM6100 Technology Services 3
Framework Schedule 4 Annex 1
Lot 1 Order Form**

Order Form

This Order Form is issued in accordance with the provisions of the Technology Services 3 Framework Agreement RM6100 dated 03/11/2022 between the Supplier (as defined below) and the Minister for the Cabinet Office (the "**Framework Agreement**") and should be used by Buyers after making a direct award or conducting a further competition under the Framework Agreement.

The Contract, referred to throughout this Order Form, means the contract between the Supplier and the Buyer (as defined below) (entered into pursuant to the terms of the Framework Agreement) consisting of this Order Form and the Call-Off Terms. The Call-Off Terms are substantially the terms set out in Annex 2 to Schedule 4 to the Framework Agreement and copies of which are available from the Crown Commercial Service website. The agreed Call-Off Terms for the Contract being set out as the Annex 1 to this Order Form.

The Supplier shall provide the Services and Deliverables specified in this Order Form (including any attachments to this Order Form) to the Buyer on and subject to the terms of the Contract for the duration of the Contract Period.

In this Order Form, capitalised expressions shall have the meanings set out in Schedule (Definitions) of the Call-Off Terms.

This Order Form shall comprise:

1. This document headed "Order Form";
2. Attachment 1 – Services Specification;
3. Attachment 2 – Schedule of Processing, Personal Data and Data Subjects;
4. Attachment 3 – Transparency Reports; and
5. Annex 1 – Call-Off Terms.

The Order of Precedence shall be as set out in Clause 2.2 of the Call-Off Terms being:

- a) the Framework, except Framework Schedule 18 (Tender);
- b) the Order Form and its Attachments;
- c) the Call-Off Terms; and
- d) Framework Schedule 18 (Tender).



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Section A General information

Contract Details

Contract Reference: C22859

Contract Title: Enterprise Architecture Programme

Contract Description: To focus on enabling DEFRA to transform their services through common capabilities and solutions, better data sharing, reducing technical debt and grey IT and building confidence in enterprise architecture as a key component of realising these benefits.

Commencement Date: this should be the date of the last signature on Section D of this Order Form 2nd January 2024

Buyer details

Buyer organisation name

Department for Environment, Food and Rural Affairs

Billing address

Your organisation's billing address - please ensure you include a postcode

2 Marsham Street

London

SW1P 4DF

Buyer representative name

The name of your point of contact for this Order

[REDACTED]

Buyer representative contact details

Email and telephone contact details for the Buyer's representative. This must include an email for the purpose of Clause 34.2 of the Contract.

[REDACTED]

Buyer Project Reference

Please provide the customer project reference number.

DDTS9999 CCC10020329

Supplier details

Supplier name



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The supplier organisation name, as it appears in the Framework Agreement
Netcompany UK Ltd

Supplier address

Supplier's registered address

6th Floor

2 St Pancras Square

London

N1C 4AG

Supplier representative name

The name of the Supplier point of contact for this Order

[REDACTED]

Supplier representative contact details

Email and telephone contact details of the supplier's representative

[REDACTED]

Order reference number or the Supplier's Catalogue Service Offer Reference Number

A unique number provided by the supplier at the time of the Further Competition Procedure. Please provide the order reference number, this will be used in management information provided by suppliers to assist CCS with framework management. If a Direct Award, please refer to the Supplier's Catalogue Service Offer Reference Number.

NC-007394



Section B

Part 1 - The Services Requirement

Commencement Date

See above in Section A

Contract Period

Guidance Note – this should be a period in months from the Commencement Date, up to the maximum permitted Contract Period of 24 months (2 years)

3 Months

Services

The Supplier shall provide the Services to the Buyer as set out in Attachment 1, Services Specification.

Deliverables

The Supplier shall provide the following Deliverables to the Buyer as part of the Services:

As defined in agreed sprint backlogs against the abovementioned Services, determined at monthly sprint review & prioritisation meetings or fortnightly checkpoint meetings. Deliverables will be in a format agreed with the Buyer.

Sites for the provision of the Services

Guidance Note - Insert details of the sites at which the Supplier will provide the Services and/or Deliverables, which shall include details of the Buyer Premises, Supplier premises and any third party premises.

The Supplier shall provide the Services and/or Deliverables from the following Sites:

Buyer Premises:

Not Applicable

Supplier Premises:

6th Floor, 2 St Pancras Square, London, N1C 4AG

12 Greek St, Leeds LS1 5RU

Third Party Premises:

Not Applicable



Additional Standards

Guidance Note: see Clause 7 (Standards) and the definition of Standards in Schedule 1 of the Call-Off Terms. Specify any particular standards that should apply to this Contract over and above the Standards.

Not Applicable

Key Supplier Personnel

Guidance Note: see Clauses 6.4 – 6.8 of the Call-Off Terms. Include any Key Supplier Personnel (and their Key Roles).

Key Supplier Personnel	Key Role(s)	Duration
		Contract Period

Buyer Property

Guidance Note: see definition of Buyer Property in Schedule (Definitions) of the Call-Off Terms. Include details of any property other than real property or IPR below.

Not Applicable

Buyer Security Policy

Guidance Note: where the Supplier is required to comply with the Buyer's Security Policy then append to this Order Form below.



Defra Group
Security Policy v8.0.0

Buyer Enhanced Security Requirements

Guidance Note: if the Supplier has access to the Buyer System then the Buyer should consider including additional enhanced security requirements here to govern the Supplier's use of such system – this might include incorporating an ICT policy. These requirements are in addition to those set out in the Security Policy (if any) above.

Not Applicable

Insurance

Guidance Note: if the Call Off Contract requires a higher level of insurance cover than the £1m default in Framework Agreement or the Buyer requires any additional insurances please specify the details below.

Third Party Public Liability Insurance (£) - Not Applicable

Professional Indemnity Insurance (£) - Not Applicable

Key Sub-Contractors

Guidance Note: see Framework Schedule 7 (Key Sub-Contractors) for detail and include here details of any Key Sub-Contractors which are applicable to this Contract.

Not Applicable



Part 2 – Charges, Payment and Invoicing

Contract Charges (excluding VAT)

Guidance Note - insert the applicable Charges having regard to Framework Schedule 3 (Framework Prices and Charging Structure) and include details of time and materials and any fixed price. Also include details of any agreed expenses and terms relating to such expenses.

Payment will be dependent on the satisfactory completion of the deliverables stated in Attachment 1 – Service Specifications.

Where required to attend Buyer or Third-Party Premises at the request of the Buyer, the Supplier will be able to recharge reasonable Travel and Subsistence costs in accordance with the Buyers Travel and Subsistence Policy:



LIT 55530 - Defra
Staff Travel and Sub

All Charges shall be payable by the Buyer in accordance with the Payment Profile set out below.

Payment Profile

Guidance Note – insert details of payment profile which may be monthly or quarterly in arrears or the parties may agree to include payments associated with the achievement of milestones, in which case details of milestones payments should be included here.

The payment profile for this Contract is monthly in arrears.

Milestone Date	Outputs to be Delivered	Price
31st January 2024	O1-1 Candidate Enterprise Architecture Framework O1-2 Baselined Maturity Assessment Model O1-3 User Research Findings O1-4 Maturity Assessment Findings O5-1 Value Stream list recognised by architecture and ALB O5-2 A Level 1 Business Capability catalogue recognised by architecture and ALB linked to recognised Value Streams O6-1 Reusable marketing material O7-1 Detailed joint delivery plan O7-2 Regular status reports including progress, planned activities, risks, and issues	



	<p>O7-3 Fortnightly Executive SteerCo and Monthly Programme Boards</p> <p>O7-4 Stakeholder Engagement Plan</p>	
29th February 2024	<p>O1-1 Baselined Enterprise Architecture Framework</p> <p>O2-1 Approved Enterprise Architecture artefact governance process</p> <p>O2-2 Approved process for managing architecture within the software delivery lifecycle</p> <p>O3-1 Technical Vision</p> <p>O5-3 Support for linking Business Services catalogue to recognised Value Streams</p> <p>O5-4 Mapping of Business Services to data, applications, and technology domains to recognised Value Streams</p> <p>O7-1 Detailed joint delivery plan</p> <p>O7-2 Regular status reports including progress, planned activities, risks, and issues</p> <p>O7-3 Fortnightly Executive SteerCo and Monthly Programme Boards</p> <p>O7-4 Stakeholder Engagement Plan</p>	
28th March 2024	<p>O3-2 Data Vision</p> <p>O3-1 Architecture Strategies list, including ownership using the DARE model</p> <p>O3-4 Approved Architecture Strategies linked to single SharePoint site</p> <p>O4-1 Architecture Policies list, including ownership using the DARE model</p> <p>O4-2 Approved Architecture Policies linked to single SharePoint site</p> <p>O5-5 Enabling Defra to populate defined metamodel catalogues for ALBs in scope, and building models using those populated catalogues</p> <p>O6-2 Transition to BAU</p> <p>O7-1 Detailed joint delivery plan</p> <p>O7-2 Regular status reports including progress, planned activities, risks, and issues</p>	

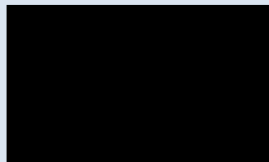


	O7-3 Fortnightly Executive SteerCo and Monthly Programme Boards O7-4 Stakeholder Engagement Plan O7-5 Lessons Learned sessions contributing to continual improvements documented in an engagement closure report	
Total		£675,000

Invoice Details

The Supplier will issue Electronic Invoices in accordance with the agreed Payment Profile.

All invoices must be sent to:



All invoices must include:

- Purchase Order reference
- Contract reference
- Effort (resource days by role x rate against specified deliverables)
- Any applicable Travel & Subsistence charges

Method of Payment

Guidance Note – insert method of payment e.g. BACS.

The payment method for this Contract is BACS

Contract Anticipated Potential Value:

Guidance Note: for procurement purposes the Buyer will need to include details of the overall anticipated potential value of this Contract over the Contract Period

£675,000

Part 3 – Additional and Alternative Buyer Terms

Additional Schedules and Alternative Clauses *(see Annex 3 of Framework Schedule 4)*

This Annex can be found on the RM6100 CCS webpage. The document is titled RM6100 Additional and Alternative Terms and Conditions Lot 1.

Additional Schedules

Guidance Note: Tick any applicable boxes below



Additional Schedules	Tick as applicable
S1: Business Continuity and Disaster Recovery	<input type="checkbox"/>
S2: Continuous Improvement	<input type="checkbox"/>
S3: Supply Chain Visibility	<input type="checkbox"/>

Where selected above the Additional Schedules set out in document RM6100 Additional Terms and Conditions Lot 1 shall be incorporated into this Contract.

Alternative Clauses

Guidance Note: Tick any applicable boxes below

The following Alternative Clauses will apply:

Alternative Clauses	Tick as applicable
Scots Law	<input type="checkbox"/>
Northern Ireland Law	<input type="checkbox"/>

Where selected above the Alternative Clauses set out in document RM6100 Additional and Alternative Terms and Conditions Lot 1 shall be incorporated into this Contract.

Liability

*Guidance Note: to the extent that the Buyer would like to **increase** the limits of liability contained in Clause 12.1 of the Call-Off Terms, then specify the alternative limit below. Neither party is permitted to lower the limits set out in Clause 12.1 of the Call-Off Terms.*

Not Applicable

Termination for Convenience

Guidance Note: insert details of the notice period for termination for convenience where such period needs to be shorter or longer than the standard position under the Call-Off Terms.

Not Applicable

Section C Supplier response

Commercially Sensitive information

Any confidential information that the Supplier considers sensitive for the duration of an awarded Contract should be included here. Please refer to definition of Commercially Sensitive Information in the Contract – *use specific references to sections rather than copying the relevant information here.*

Not Applicable

Section D Contract award



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This Contract is awarded in accordance with the provisions of the Technology Services 3 Framework Agreement RM6100.

SIGNATURES

For and on behalf of the Supplier

Name		
Job role/title		
Signature		
Date		

For and on behalf of the Buyer

Name		
Job role/title		
Signature		
Date		



Attachment 1 – Services Specification

The Supplier shall provide the following services to the Buyer:

Ref	Service Group	Indicative Deliverables
01	Enterprise Architecture Framework and Operating Model	<ul style="list-style-type: none"> Complete Ent Arch Framework Engaging DDTS teams to explain and embed new Ent Arch Framework and Services Baselined Ent Arch maturity assessment questionnaire Share Maturity Assessment data
02	Enterprise Architecture Governance Framework	<ul style="list-style-type: none"> Define architecture catalogues governance & maintenance processes. Define how architecture artefacts are governed within the service delivery lifecycle
03	Architecture Visions and Strategies	<ul style="list-style-type: none"> Create Technical Vision in response to Digital & Data Transformation Strategy Create Data Vision in response to Digital & Data Transformation Strategy Agree list of Architecture Strategies and ownership with DDTS teams Co-create and approve Ent Arch Strategies
04	Architecture Policies	<ul style="list-style-type: none"> Agree list of Architecture Policies and ownership with DDTS teams Co-create and approve Ent Arch Policies
05	ALB Solution Roadmap Support	<ul style="list-style-type: none"> Confirm value streams with single ALB. Populate metadata model entities (capabilities, business services, etc) in Defra's Ent Arch tool. Link metadata model entities for consumption in Defra's Ent Arch tool Create views that support Roadmap planning - showing links between applications and business & customer services, business impact of changes, etc
06	Engagement	<ul style="list-style-type: none"> Create a Defra wide Stakeholder Matrix and Engagement Plan to communicate the Enterprise Architecture Framework and Operating Model Creating engagement artefact / marketing material to publicise the services the business should expect from an Enterprise Architecture function. Stakeholder engagement sessions (roadshows, team meetings, etc) – including those highlighted in Enterprise that Architecture Framework and Governance



07	Project / Programme Management	<ul style="list-style-type: none"> • Create detailed joint delivery plans to manage activity assignments and progress. • Produce regular status reports to track progress against plans and highlight key risks and issues. • Implement a regular reporting mechanism to keep all stakeholders updated. • Manage Executive and Programme Boards to update on progress, make decisions, and escalate and manage risks and issues. • Manage the Engagement Plan across Defra by setting up meetings, engaging stakeholders, and creating relevant materials • Deliver Lessons Learned sessions throughout the engagement, including at the end of this engagement period to feed into an engagement closure report
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The Supplier shall provide the following Deliverables to the Buyer as part of the Services:

Milestone Date	Outputs to be Delivered	Price
31st January 2024	O1-1 Candidate Enterprise Architecture Framework O1-2 Baselined Maturity Assessment Model O1-3 User Research Findings O1-4 Maturity Assessment Findings O5-1 Value Stream list recognised by architecture and ALB O5-2 A Level 1 Business Capability catalogue recognised by architecture and ALB linked to recognised Value Streams O6-1 Reusable marketing material O7-1 Detailed joint delivery plan O7-2 Regular status reports including progress, planned activities, risks, and issues O7-3 Fortnightly Executive SteerCo and Monthly Programme Boards O7-4 Stakeholder Engagement Plan	



Milestone Date	Outputs to be Delivered	Price
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Milestone Date	Outputs to be Delivered	Price
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Total		£675,000

As defined in agreed sprint backlogs against the abovementioned Services, determined at monthly sprint review & prioritisation meetings or fortnightly checkpoint meetings. Deliverables will be in a format agreed with the Buyer.

Attachment 2 – Schedule of Processing, Personal Data and Data Subjects

Not Applicable as the Supplier shall not be authorised to process and Personal Data under this Contract.



Attachment 3 – Transparency Reports

The Supplier shall provide the following reporting & engagement to the Buyer:

- Weekly progress update on status of current deliverables, by email
- Fortnightly progress checkpoint meeting, via MS Teams
- Monthly service report, by email comprising:
 - Deliverables completed in the period
 - Summary of effort in the period (number or resource days against deliverables)
 - Financial summary (charges for services in period, including recharge information where the services have been delivered to a rechargeable project, cumulative charges from commencement to date)
 - Risks and issues
 - Other relevant information
- Monthly service & sprint review & prioritisation meeting, via MS Teams or face to face



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Annex 1 – Call-Off Terms and Additional Schedules and Alternative Clauses

Not Applicable.