

OFFICIAL SENSITIVE

DIPS Order Form Template

ORDER FORM

DIPS Direct Awards require prior approval with the DD Head of Professional Services Commercial (1).*

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 starting with RM6249 to be issued by **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 Template**¹). 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.

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.

¹ This represents DIPS Framework Schedule 6

OFFICIAL SENSITIVE

DIPS Order Form Template

1. DIPS Requirement Identification

Call-Off Lot	Lot 5 - Project, Programme and Portfolio Management (P3M)				
Call-Off Reference	RM6249/DIPS(5)104	Version Number	1.1	Date	26 June 2025
Call-Off Contract title:	Provision of a Technical Requirement Management Team (TRMT)				
Call-Off Contract description:					
Commercial Strategy					
Further Competition	☐	Competitive award criteria to be used for undertaking evaluation of proposal(s)	N/A		
Direct Award*	XError! Bookmark not defined.				
Contract Charges Estimated Contract Value (excluding VAT) for Call-Off Contract based on Financial Approvals					
£1,948,800					
Timescales (Prior to Further Competition enter anticipated dates. Following Further Competition update with actual dates)					
Call-Off Start Date	30 June 2025				
Call-Off Initial Period	9 months				
Call-Off Expiry Date	29 March 2026				
Call-Off Optional Extension Period	N/A				
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>	N/A				

OFFICIAL SENSITIVE

DIPS Order Form Template

2. Contact details			
Government Directorate / Organisation Title	Defence Support Major Programmes (Def Sp MP)	Name of Supplier	PA Consulting Services Ltd
Name of Requirement Holder's Authorised Representative		Name of Supplier's Authorised Representative	
Post title		Post title	
Requirement Holder's Address	NH3, Cedar 2A, MOD Abbeywood Bristol BS34 8JH	Supplier Address	10 Bressenden Place, London, United Kingdom, SW1E 5DN
Postcode		Postcode	
Telephone		Telephone	
Email		Email	
Name of Requirement Holder's Project Lead			
Project Lead's Contact Email			

OFFICIAL SENSITIVE

DIPS Order Form Template

3. Statement of Requirements (SOR)

Background/justification for Call-Off Contract

To maintain Service Continuity and enable the transition to the End State Delivery Model in 2032, Business Modernisation for Support (BMfS) must maintain an existing portfolio of applications and infrastructure whilst managing a complex commercial landscape and introducing new capabilities. Collectively, this makes up the Defence Support Service Capability.

This contract is for a Technical Requirements Management team (TRMT) of suitably qualified and experienced personnel (SQEP) to provide critical skills and capability, to support BMfS in the development of the Business Information Systems Transitional Services to achieve the strategic intent.

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

See Schedule 1 - Statement of Requirements

Activities required to be undertaken under the Call-Off Contract

See Schedule 1 - Statement of Requirements

Outputs to be provided under the Call-Off Contract

See Schedule 1 - Statement of Requirements

Acceptance/rejection criteria / provisions

See Schedule 1 - Statement of Requirements

Material KPIs / Critical Service Level Failure

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

N/A

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

Buyer to provide access to virtual MODNET and access to other Authority owned systems and information operating at classifications required for people working on the assignment.

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

OFFICIAL SENSITIVE

DIPS Order Form Template

3. Statement of Requirements (SOR)

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.

OFFICIAL SENSITIVE

DIPS Order Form Template

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
4. [Framework Special Terms]
5. The following Schedules in equal order of precedence:
 - Joint Schedules
 - Joint Schedule 1 (Definitions) [Used]
 - Joint Schedule 2 (Variation Form) [Used]
 - Joint Schedule 3 (Insurance Requirements) [Used]
 - Joint Schedule 4 (Commercially Sensitive Information)[Used]
 - Joint Schedule 5 (Corporate Social Responsibility) [Used]
 - Joint Schedule 7 (Financial Difficulties) [Not Used]
 - Joint Schedule 8 (Guarantee) [Not Used]
 - Joint Schedule 10 (Rectification Plan)[Used]
 - Joint Schedule 11 (Processing Data)[Used]
 -
 - Call-Off Schedules
 - Call-Off Schedule 2 (Staff Transfer), Part D. [Used]
 - Call-Off Schedule 3 (Continuous Improvement) [Used]
 - Call-Off Schedule 4 (Call Off Tender) [Not Used]
 - Call-Off Schedule 5 (Pricing Details and Expenses Policy) [Used]
 - Call-Off Schedule 6 (Intellectual Property Rights and Additional Terms on Digital Deliverables) [Used]
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery) [Used]
 - Call-Off Schedule 9 (Security) [Used]
 - Call-Off Schedule 10 (Exit Management) [Used]
 - Call-Off Schedule 13 (Implementation Plan and Testing) [Not Used]
 - Call-Off Schedule 14 (Service Levels) [Not Used]
 - Call-Off Schedule 17 (MOD Terms) [Not Used]
 - Call-Off Schedule 25 (Ethical Walls Agreement) [Used]
 - Call-Off Schedule 26 (Cyber) [Used]
6. Core Terms (DIPS version)

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.

OFFICIAL SENSITIVE

DIPS Order Form Template

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:



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

A **Security Aspects Letter** is issued and must be executed alongside this Order Form – please see Schedule 4 of the Order Form.

5e. Cyber Essentials Scheme

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.

5g. Social Value Commitment

FFICIAL SENSITIVE (when complete)

OFFICIAL SENSITIVE

DIPS Order Form Template

Not applicable

5h. Quality Assurance Conditions

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 (*Edn12/10*).

☐

Deliverable Quality Plan requirements:

DEFCON 602A (*Edn 12/17*) - Quality Assurance with Quality Plan

☐

DEFCON 602B (*Edn 12/06*) - Quality Assurance without Quality Plan

☒

AQAP 2105:2 – NATO Requirements for Deliverable Quality Plans

☐

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

☐

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)

☐

Relevant MAA Regulatory Publications (See attachment for details)

☐

Additional Quality Requirements (See attachment for details)

☐

Planned maintenance schedule requirement

Not applicable

☐

5i. Implementation Plan

Not applicable

☐

5j. Additional Insurances

Not applicable

5k. Guarantee

FFICIAL SENSITIVE (when complete)

OFFICIAL SENSITIVE

DIPS Order Form Template

Not applicable

5l. Proposed Subcontractor(s)

Kestell Consulting

5m. Commercially Sensitive Information

DEFFORM 539A has been issued to the Authority defining the Supplier's commercially sensitive information

OFFICIAL SENSITIVE

DIPS Order Form Template

6. Requirement Holder Commercial Officer Authorisation

Order Form approved by (Name in capital letters)		Telephone	
Directorate / Division	MOD	Email	
Organisation Role / Position	Deputy Director Commercial	Date	30 June 2025
Approver's signature			

7. Acknowledgement by Supplier

Order Form acknowledged by (Name in capital letters)		Telephone	
Supplier Name	PA Consulting	Email	
Supplier Role / Position	Member of PA's Management Group	Date	27 June 2025
Approver's signature			

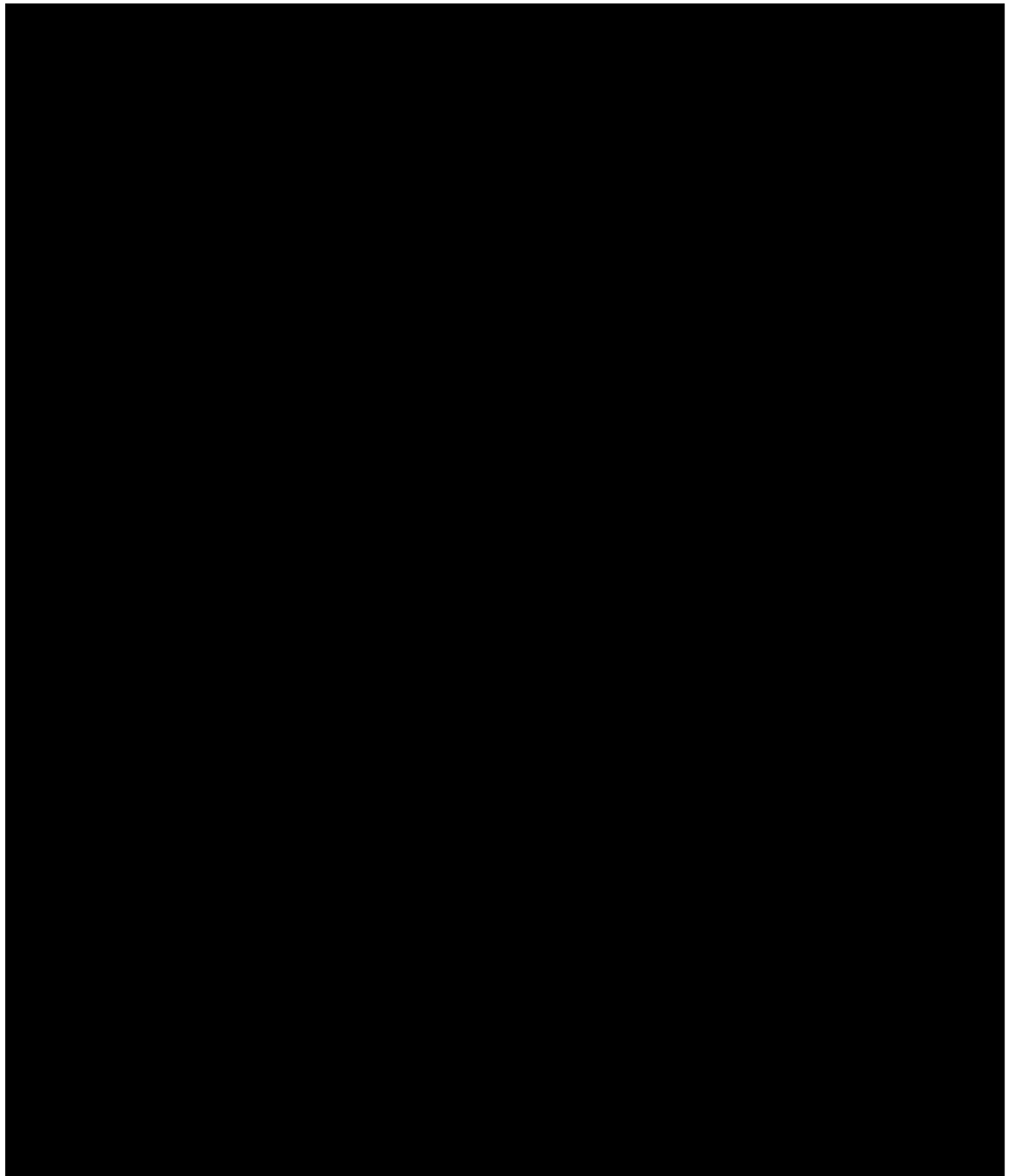
OFFICIAL SENSITIVE

DIPS Order Form Template

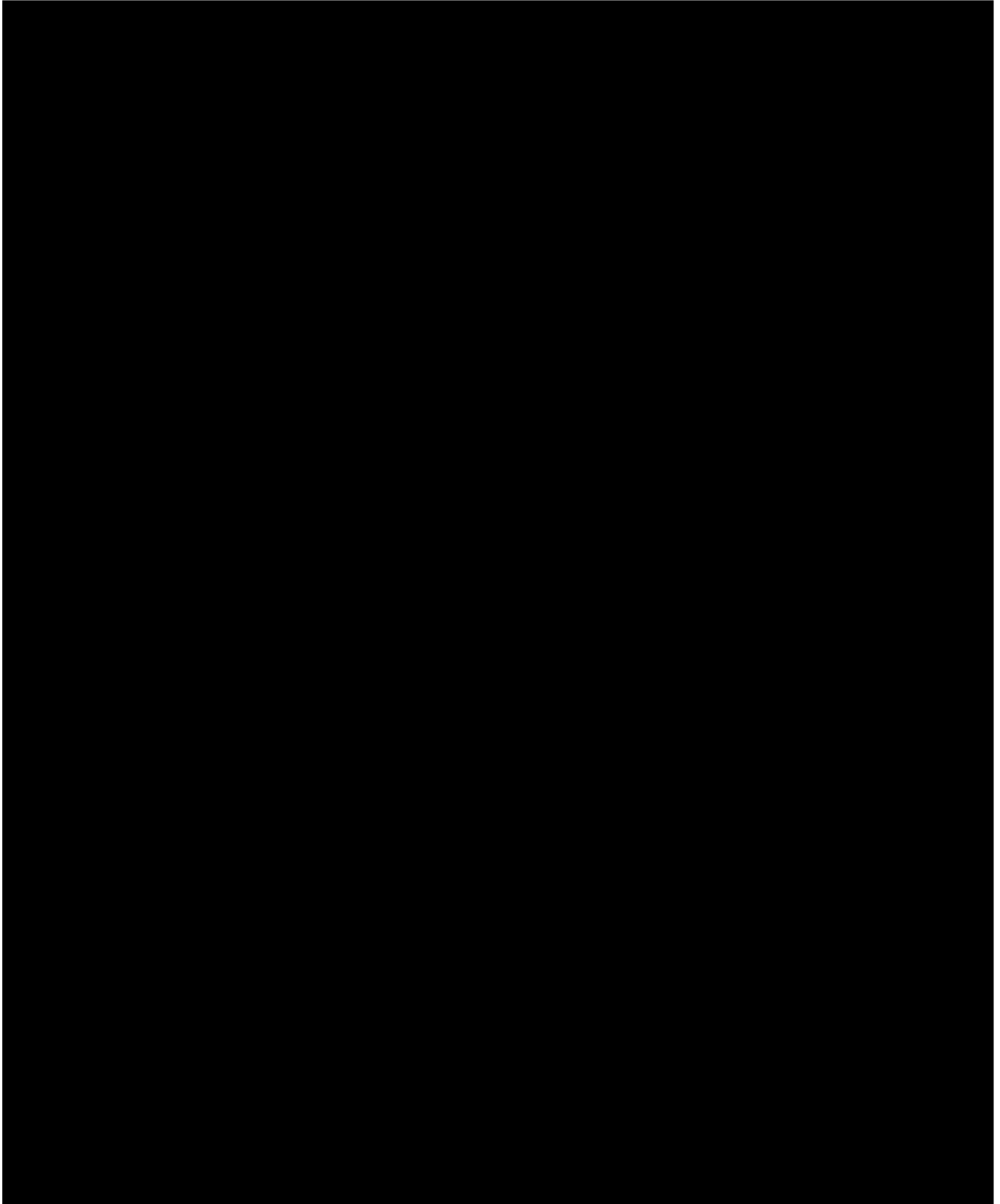
Schedule 1 – Statement of Requirements (SOR)

OFFICIAL SENSITIVE (when complete)

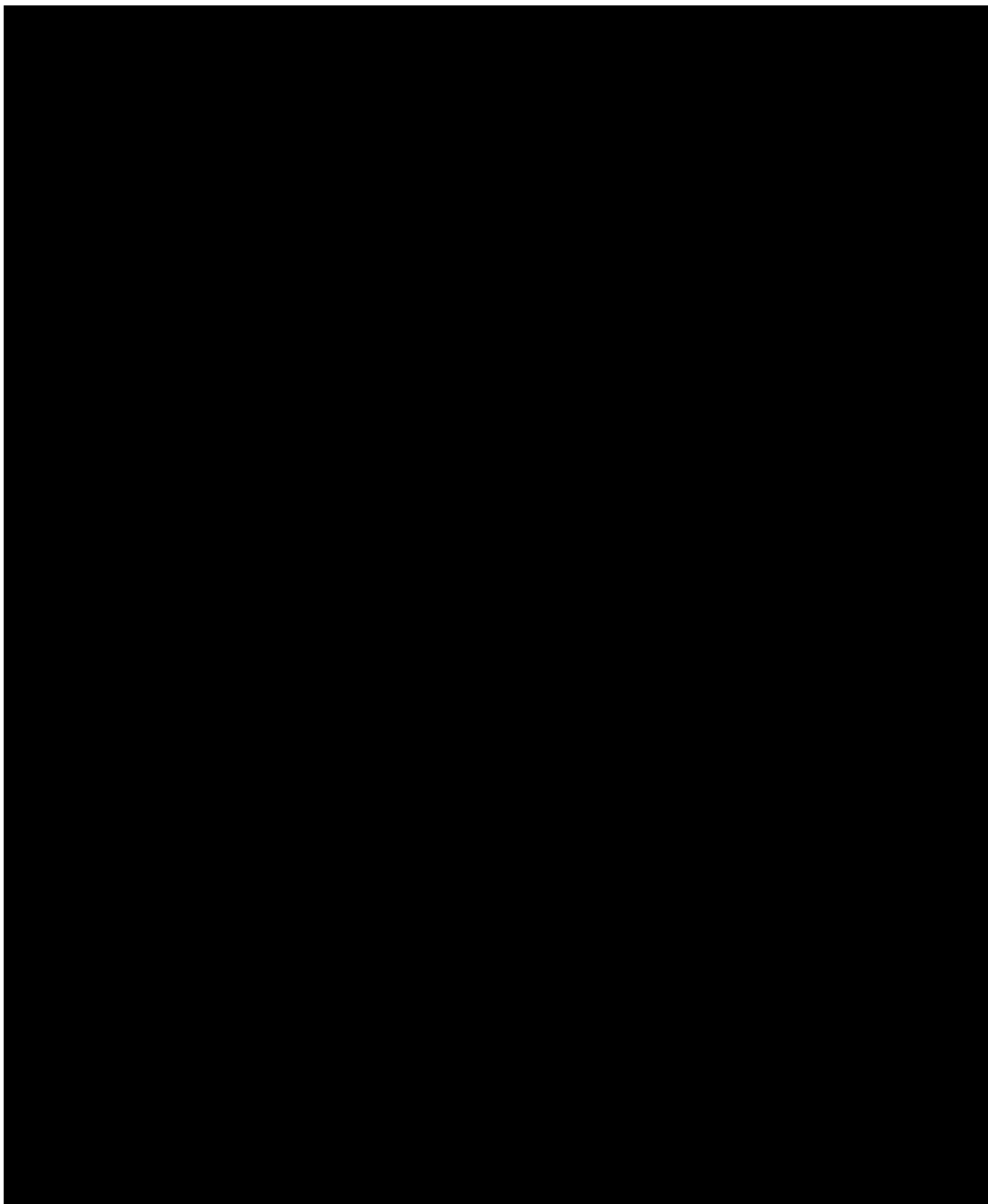
DIPS Order Form Template



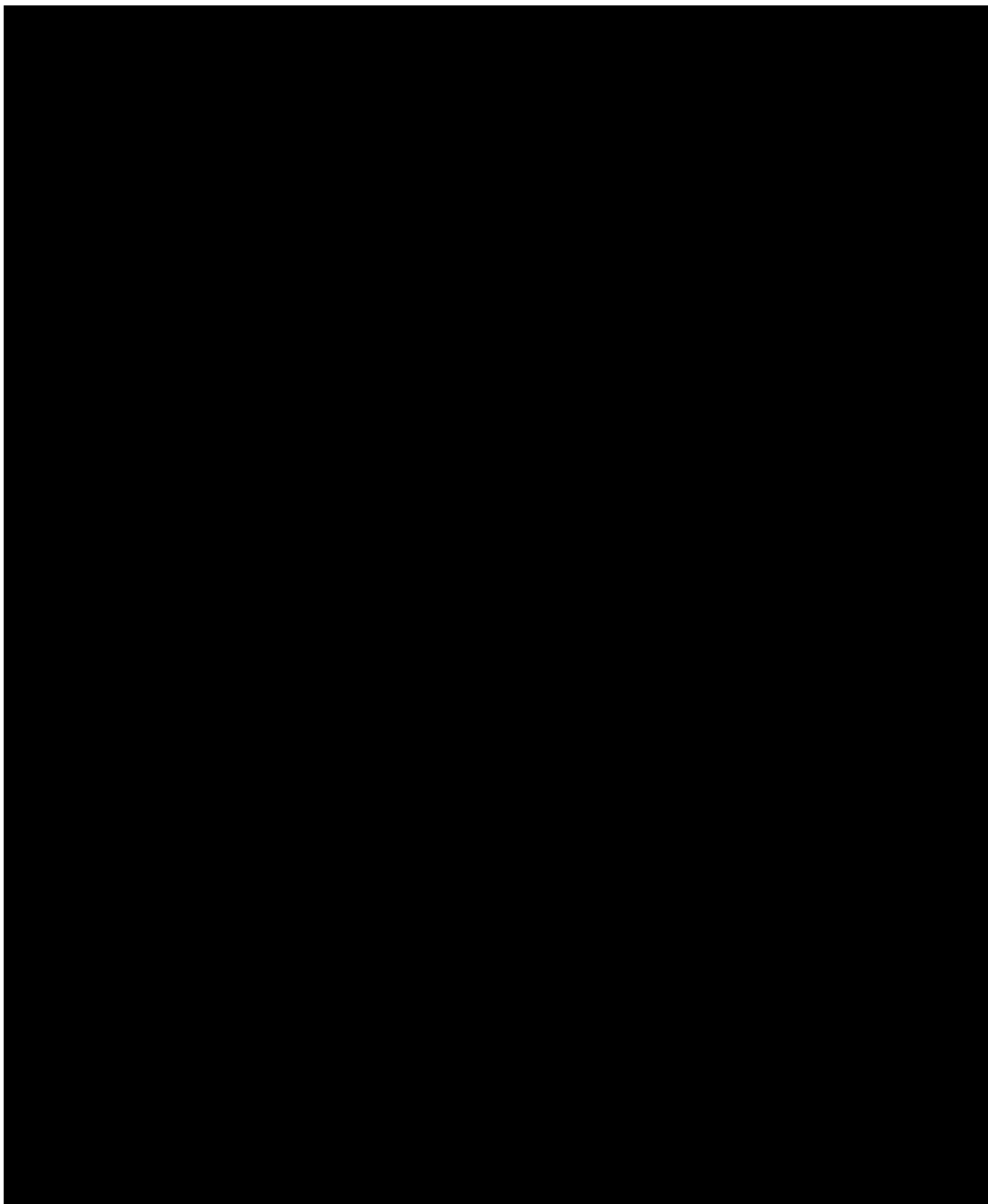
DIPS Order Form Template



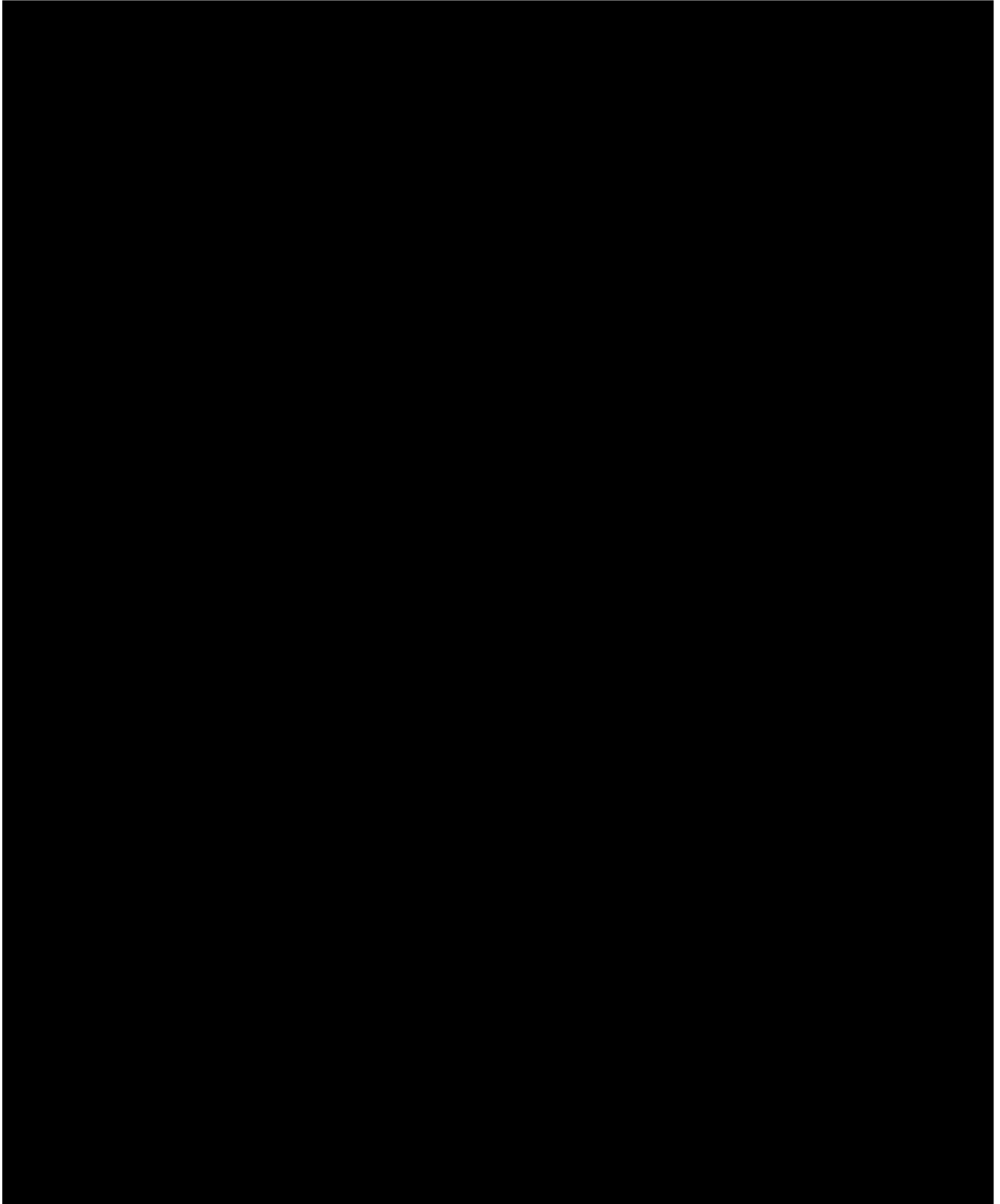
DIPS Order Form Template



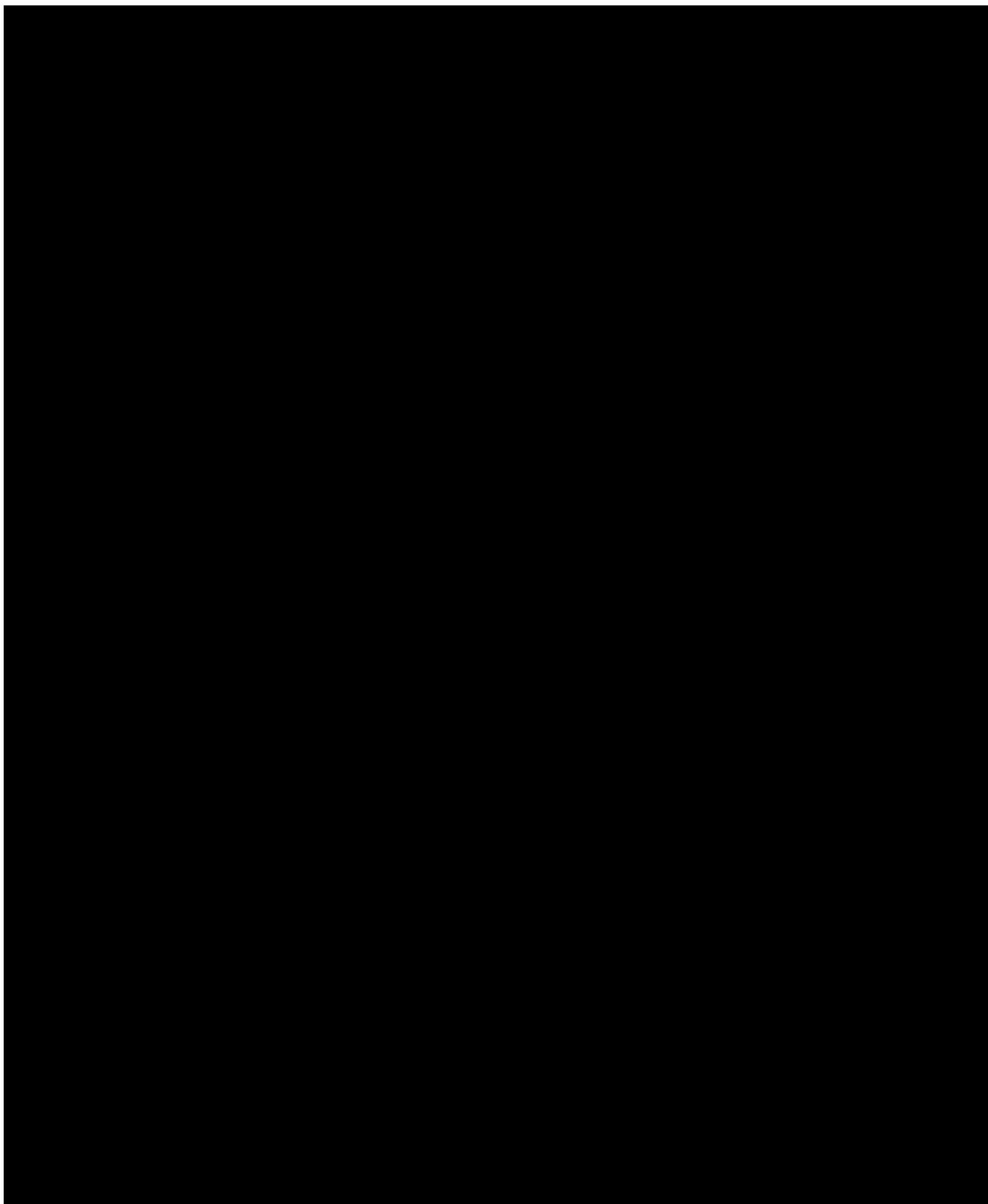
DIPS Order Form Template



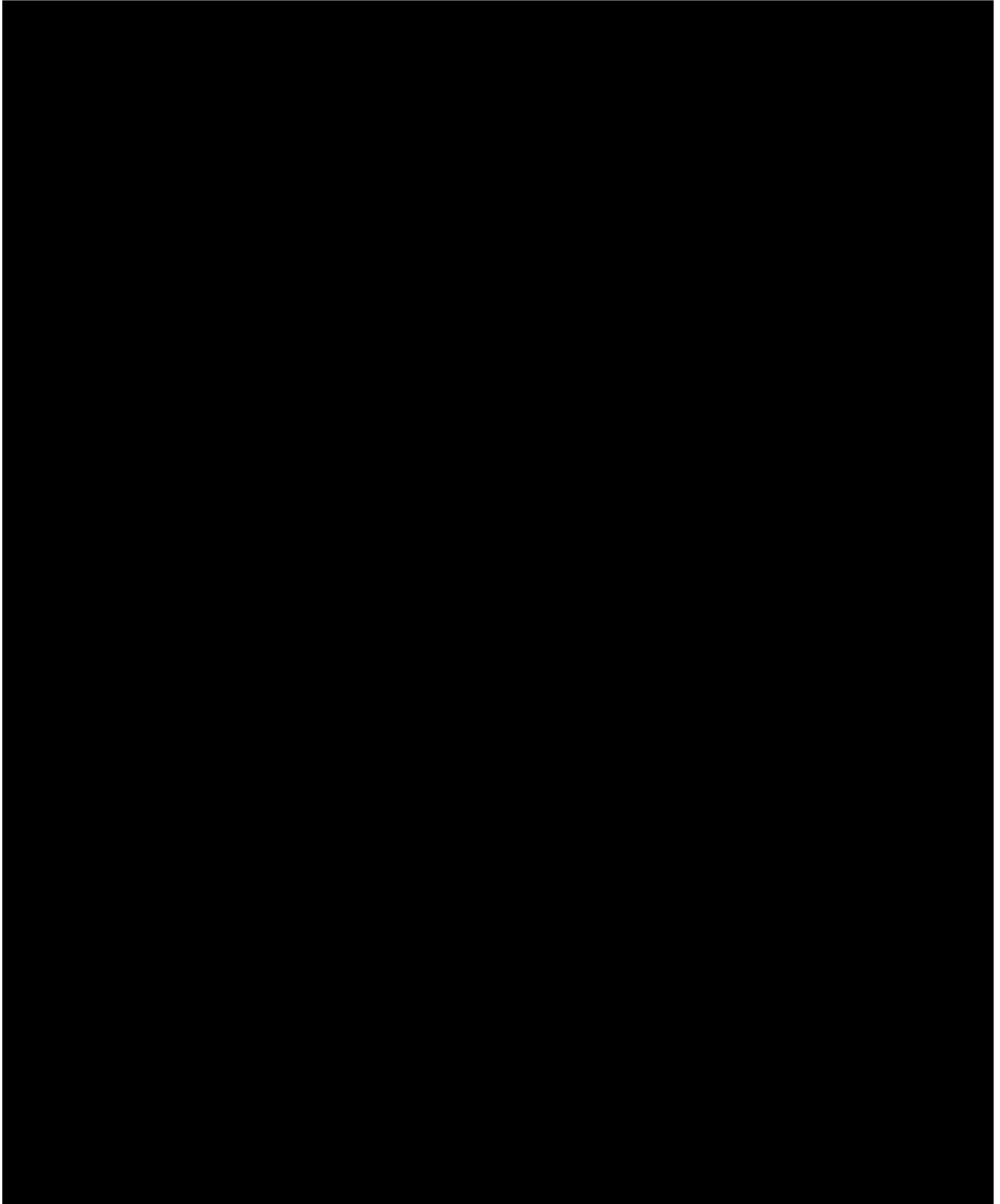
DIPS Order Form Template



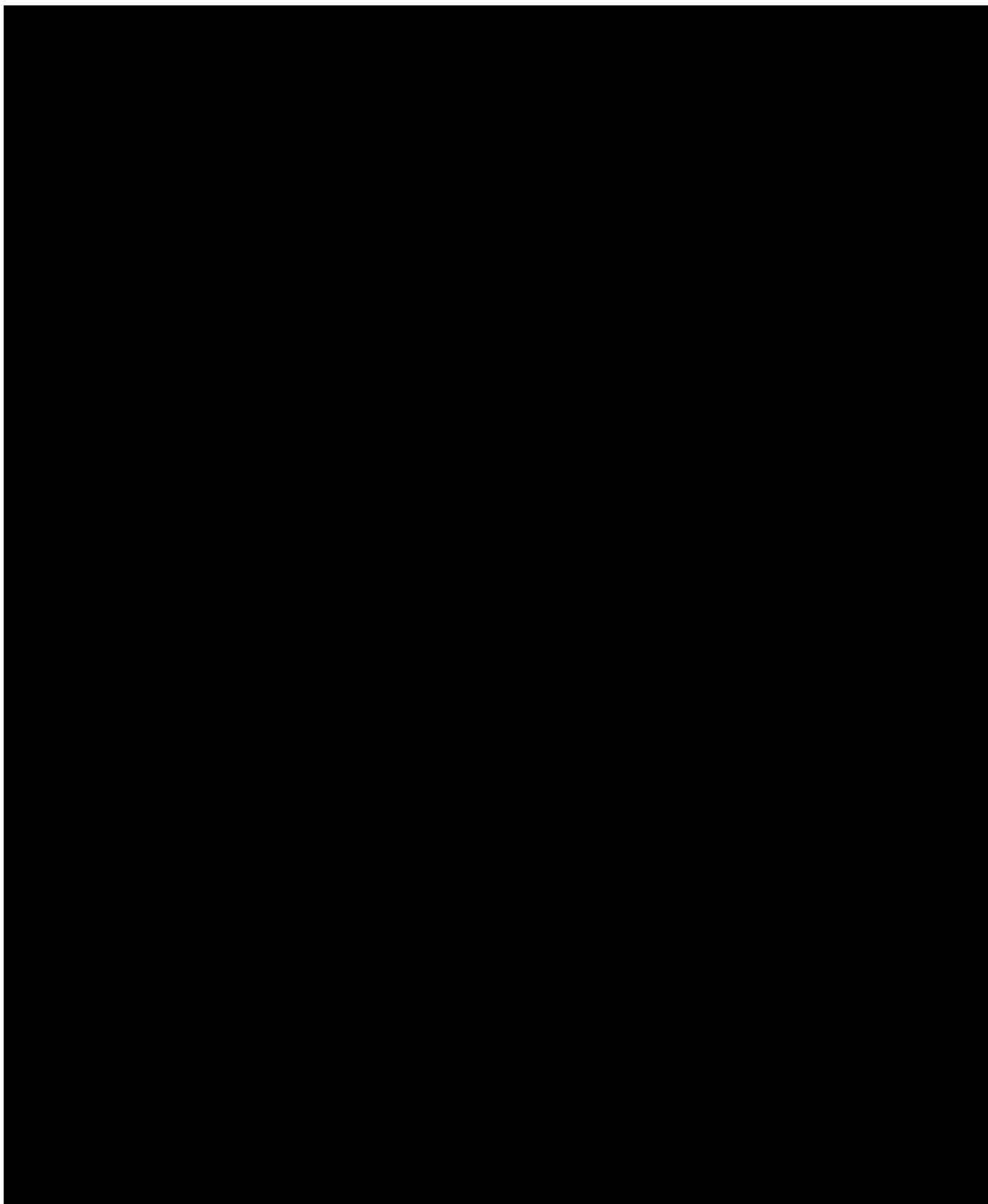
DIPS Order Form Template



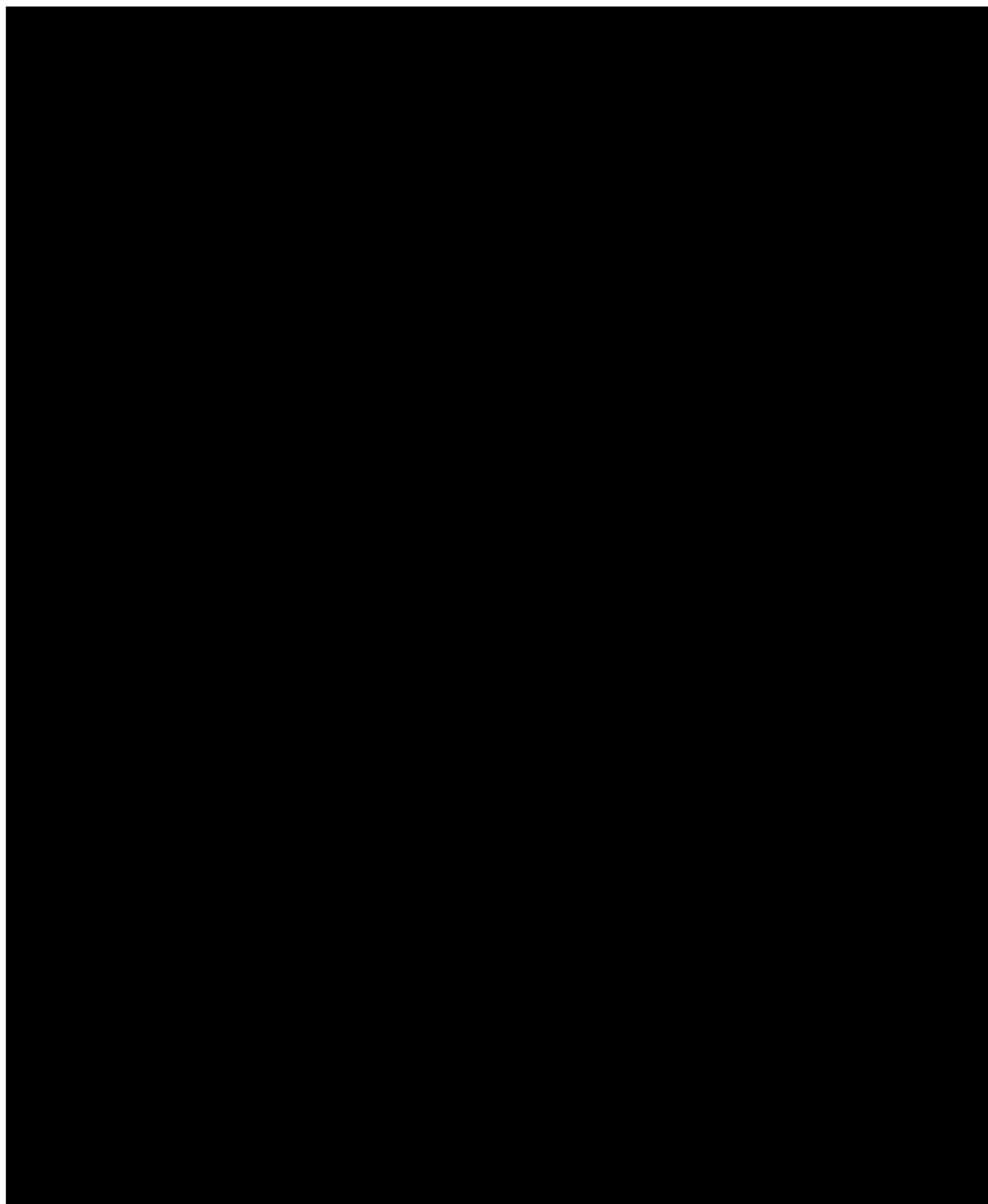
DIPS Order Form Template



DIPS Order Form Template



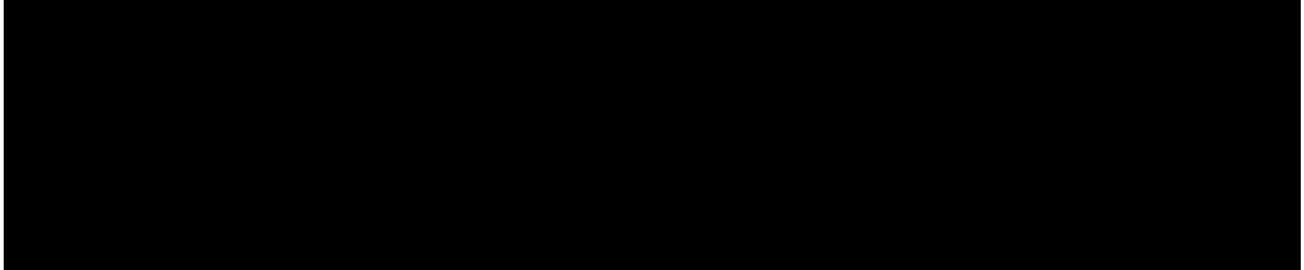
DIPS Order Form Template



DIPS Order Form Template

Schedule 2 – Pricing Response

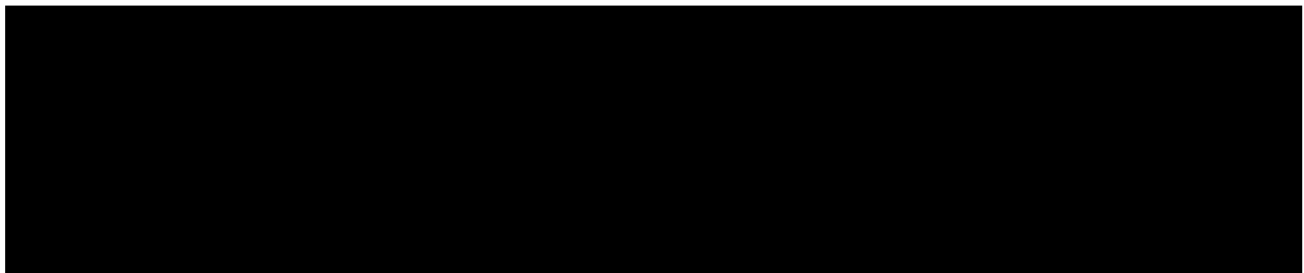
Call Off Contract Charges



Resource Submission

The Authority has requested the provision of a Technical Requirements Management Team based upon **Fixed 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 Fixed Price (not capped) 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 include for routine travel and subsistence costs to the base location MOD Abbey Wood, as necessary.

Any attendance at any events beyond this routine requirement, will require Travel & Subsistence (T&S) expenses to be agreed between the parties as part of the tender responses (if included by the Buyer) or shall be subject to a contract amendment post-contract award.

DIPS Order Form Template

Schedule 3 – Statement of Work [Template]

[Insert] Where applicable, the first Statement(s) of Works shall be inserted into this Schedule 3, as part of the executed Order Form. Thereafter, the Requirement Holder and Supplier may propose and execute additional Statement of Work (in the form of the **Statement of Work Template** to be obtained from PS Commercial Officer)].

DIPS Order Form Template

Schedule 4- Security Aspects Letter

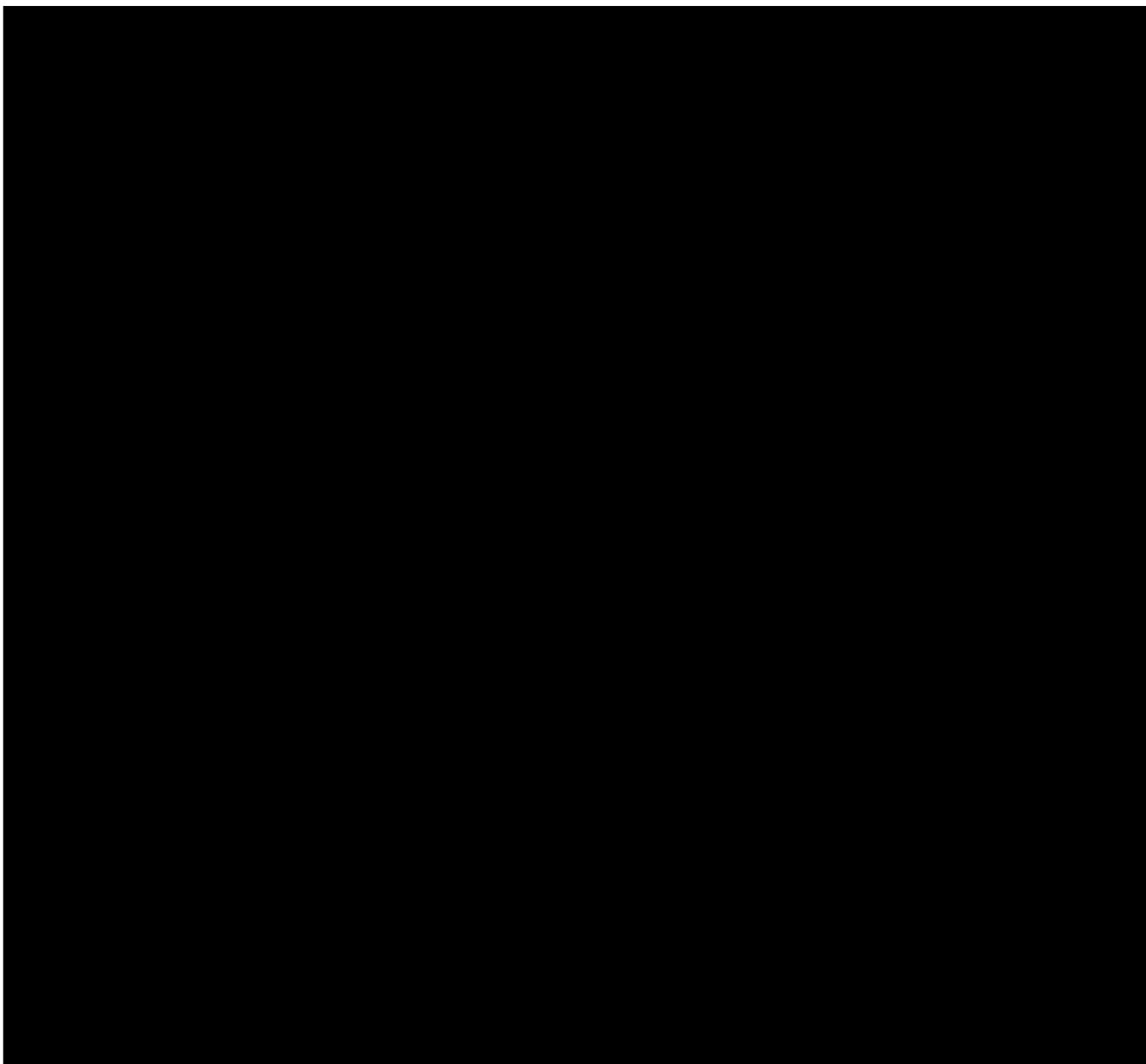


Ministry
of Defence

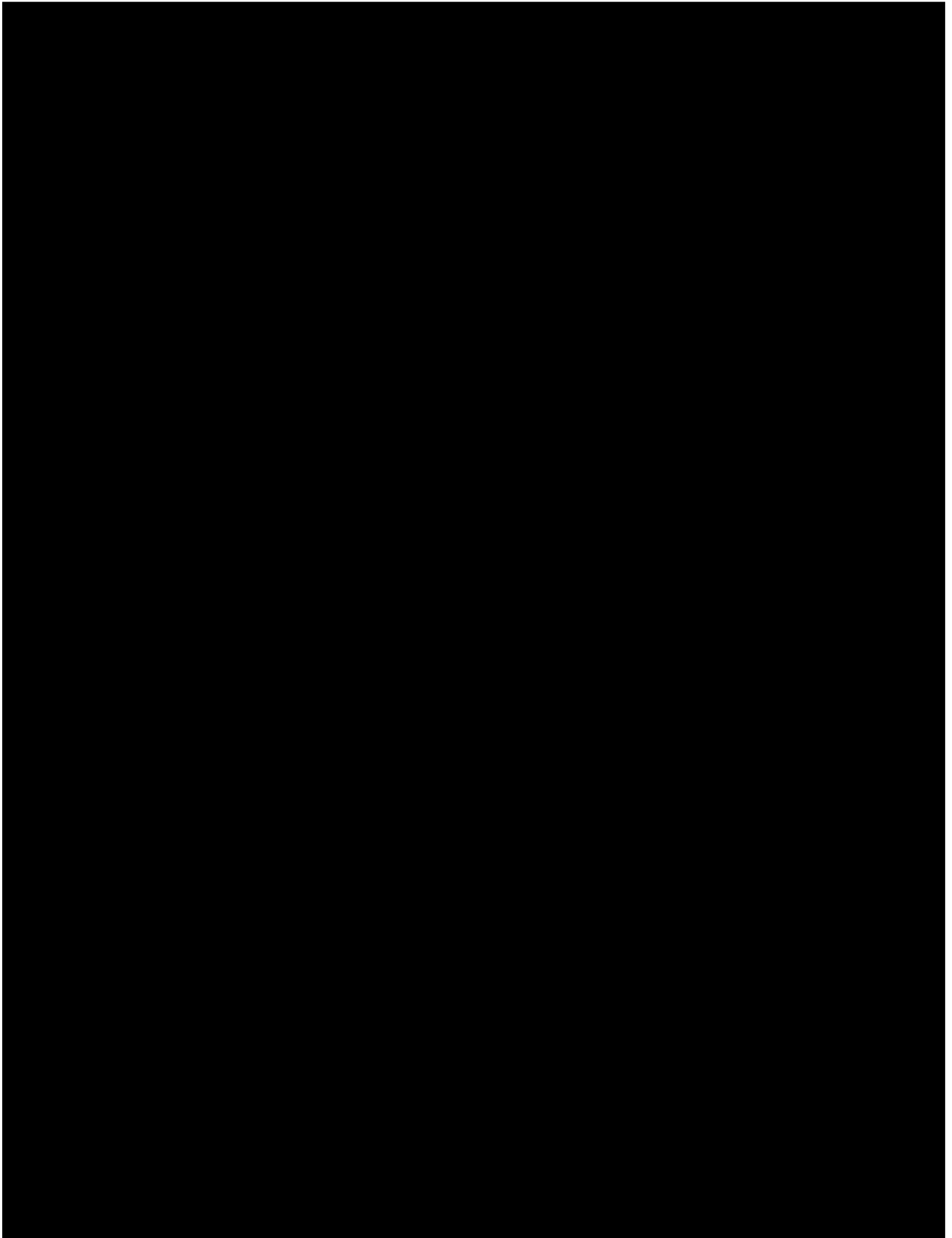
MOD Abbeywood
BRISTOL
BS34 8JH



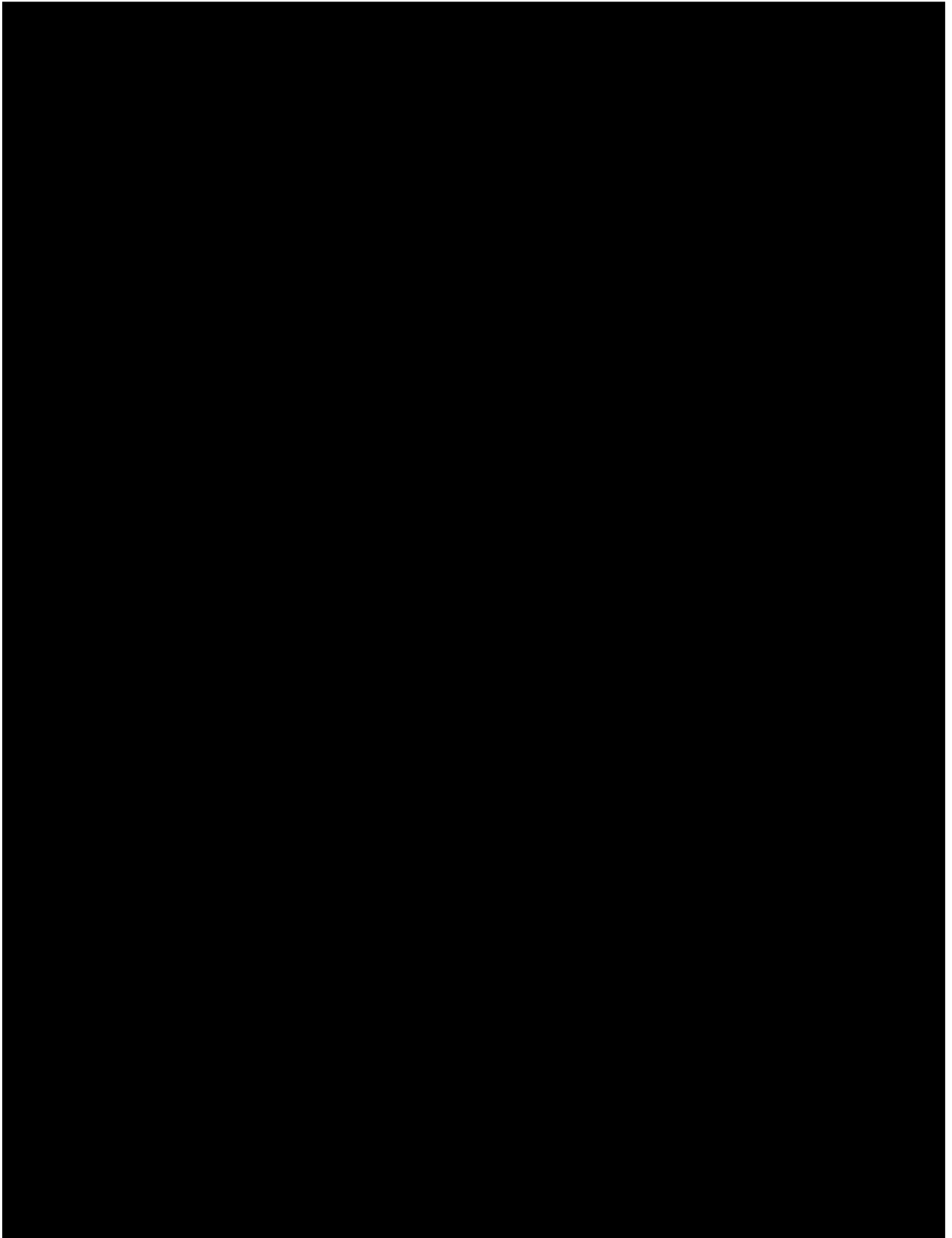
11 April 2025



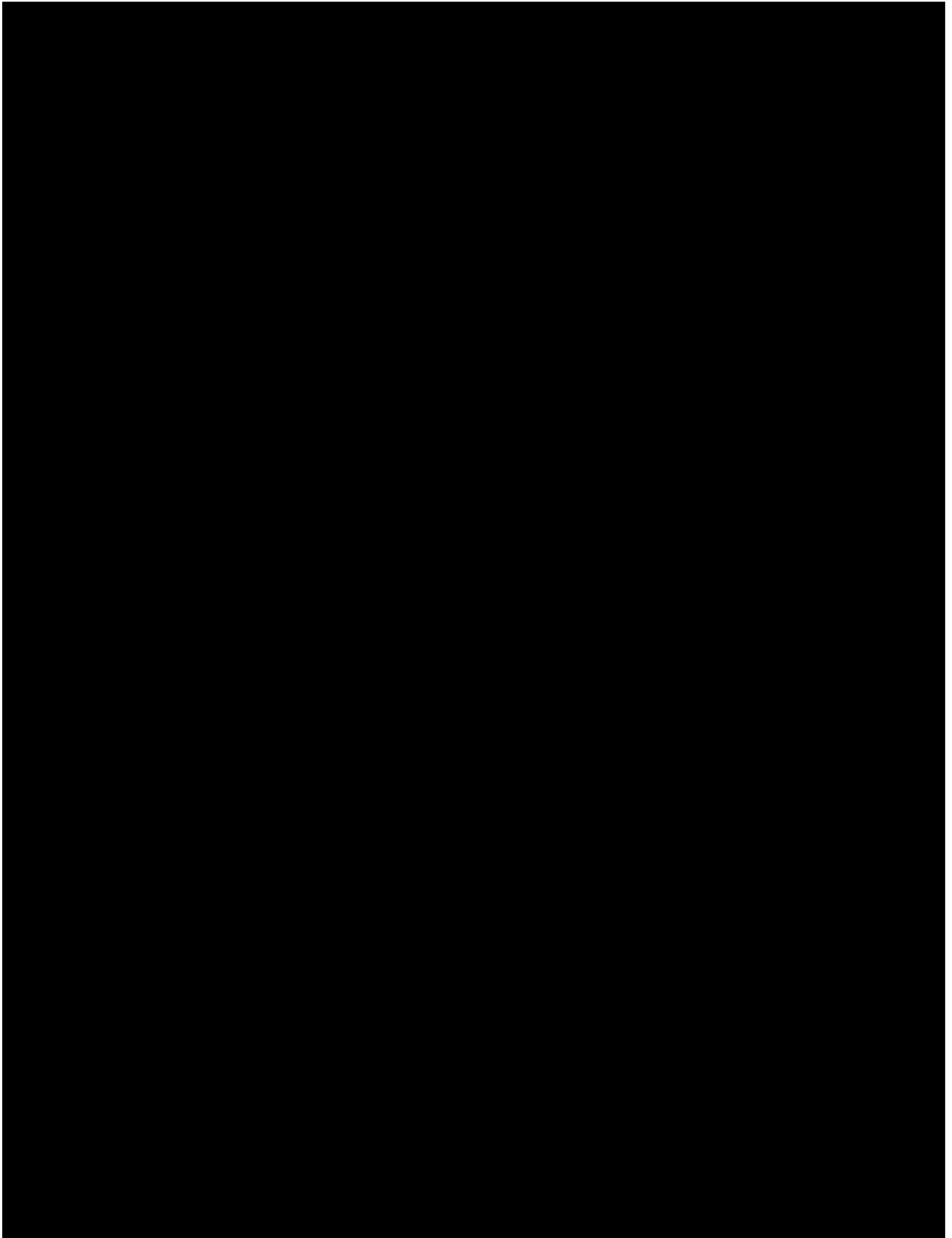
DIPS Order Form Template



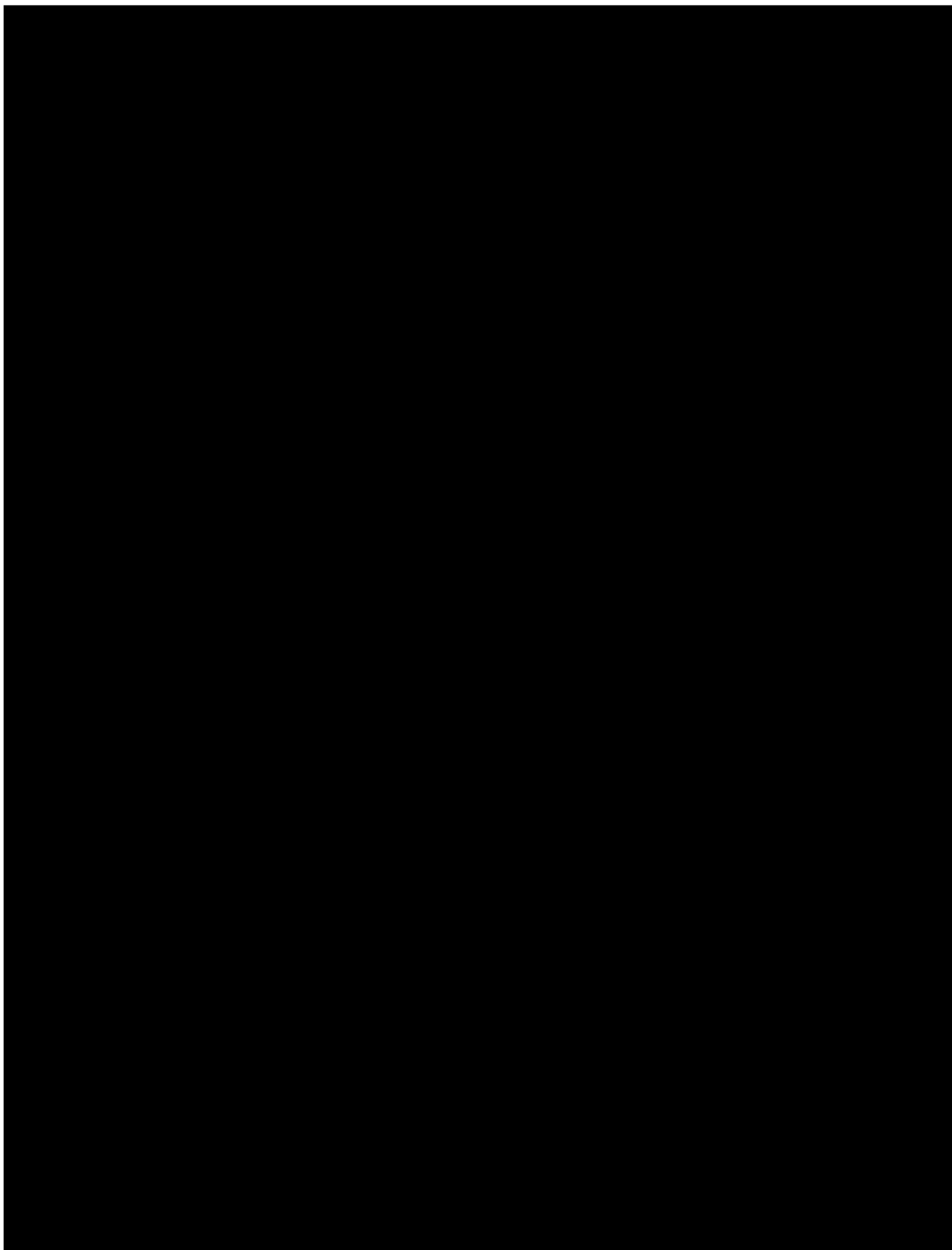
DIPS Order Form Template



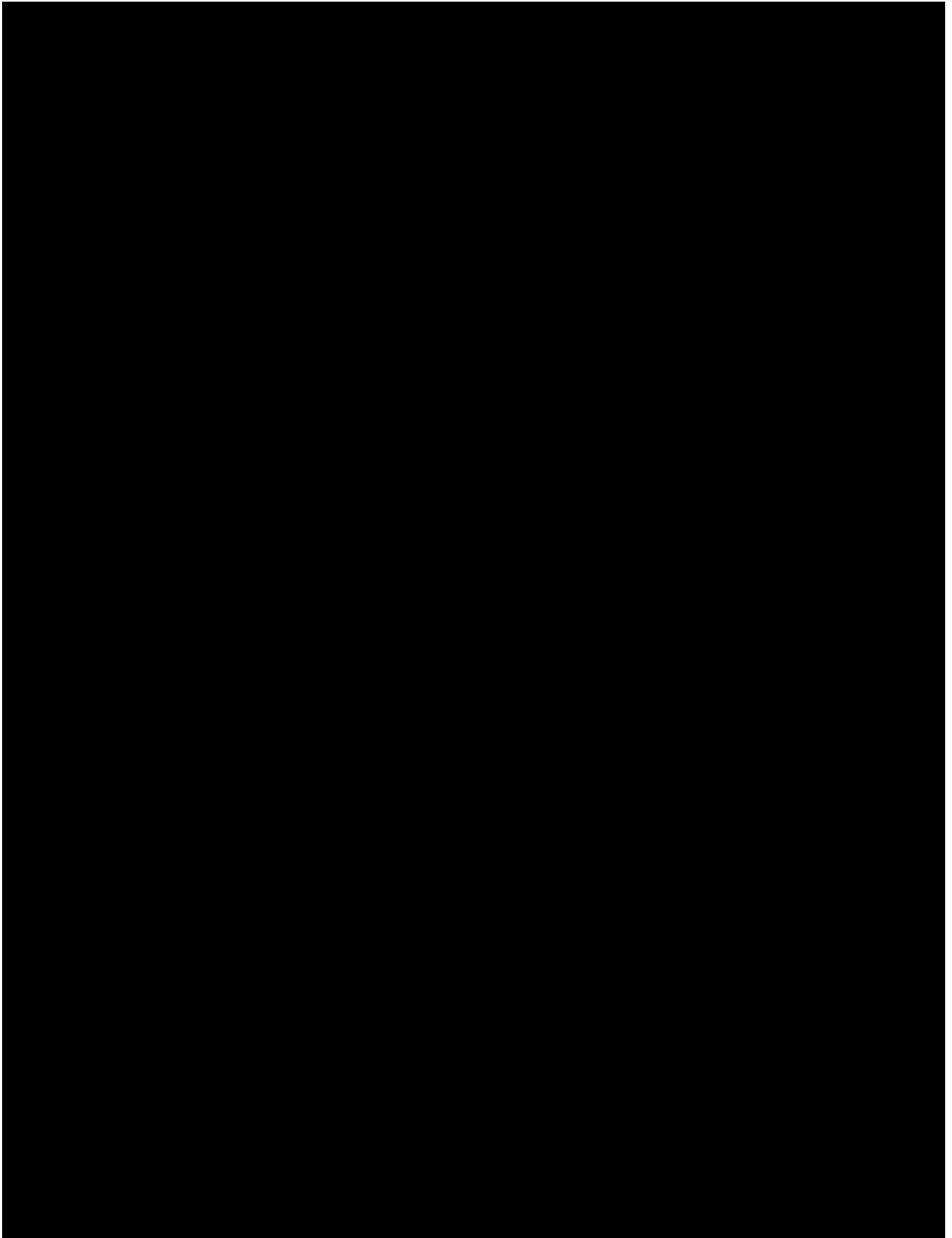
DIPS Order Form Template



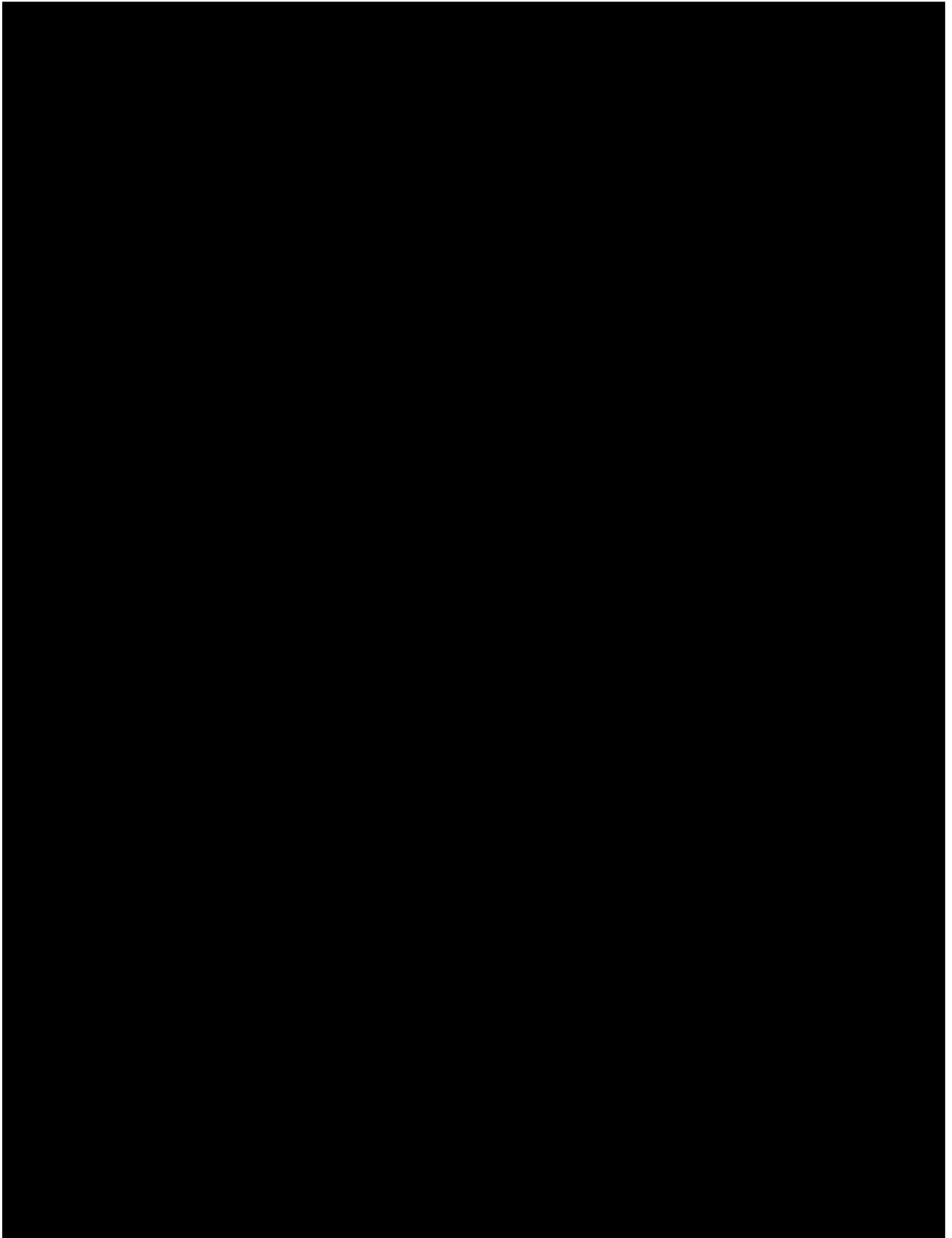
DIPS Order Form Template



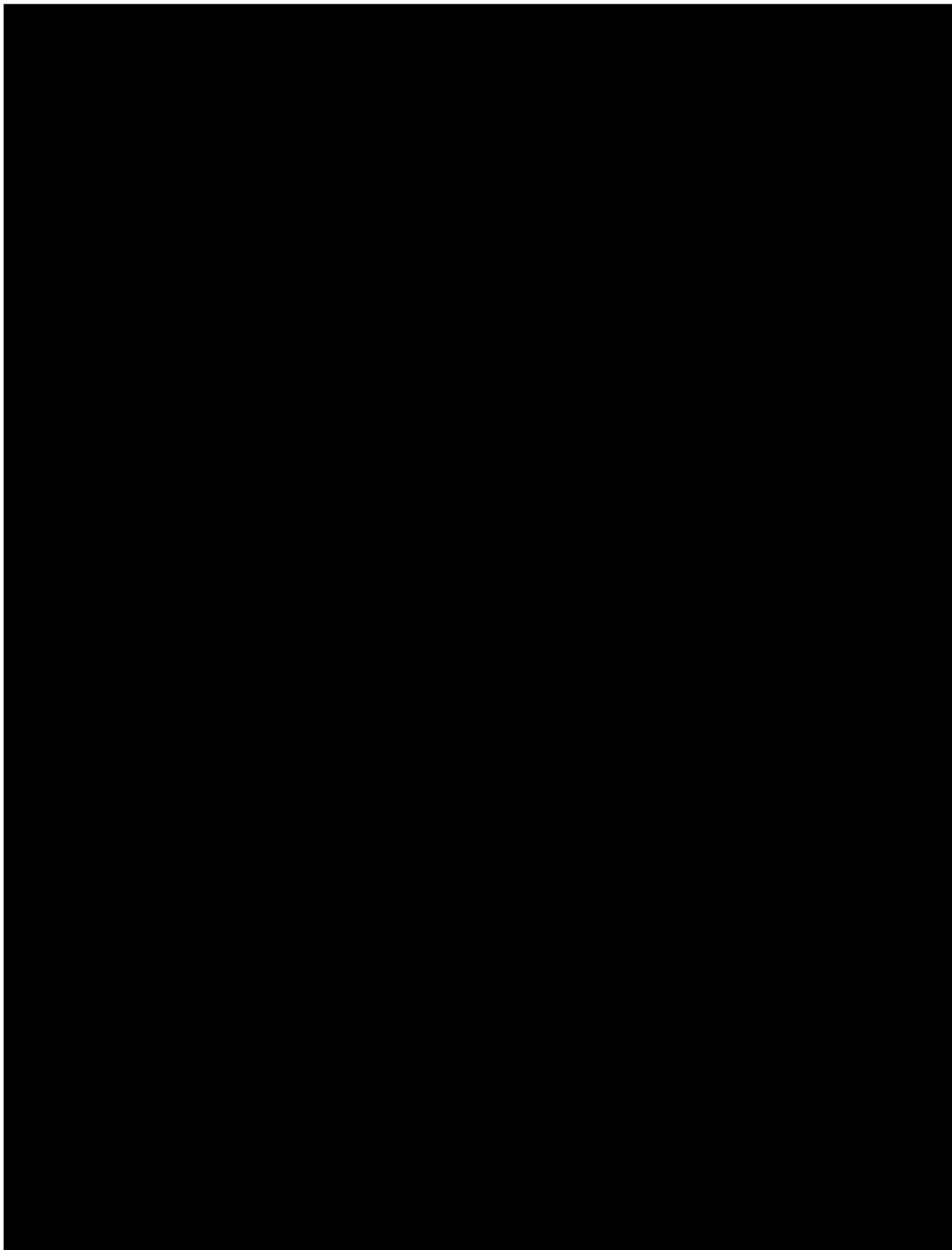
DIPS Order Form Template



DIPS Order Form Template



DIPS Order Form Template

A large black rectangular area representing a redacted form template. It covers the majority of the page, leaving only the header, footer, and page number visible.