**Purpose**

This mandatory document is split into 2 sections, its purpose is to:

1. inform the Supplier Mobilisation Team of:
   1. activities required to on-board the successful supplier to the Ariba Network
   2. the Ariba Buying Channel(s) that have been agreed with the customer(s) and supplier so that the team can ensure that the necessary activities have been completed in preparation of the contract being used by the customer(s) - link to the Ariba Buying Channel Decision Tree <https://hmrc.sharepoint.com/teams/GRP040829676/_layouts/15/Doc.aspx?sourcedoc=%7B2EBBF5D0-DCE8-4109-9C84-8418A733A6EB%7D&file=BC%20Decision%20Tree%20v0.3.vsdx&action=default&DefaultItemOpen=1>
2. formally handover the contract to the Commercial Contract Manager and/or Operational Contract Manager

**Instructions**

1. Please complete section 1 and send it to [hmrc.aribasupplierenablement@hmrc.gov.uk](mailto:hmrc.aribasupplierenablement@hmrc.gov.uk)

**This section should be completed as soon as Sign-Off to award the contract has been obtained.**

1. Please complete section 2 and send to the Commercial Contract Manager and/or the Operational Contract Manager – this section does not need to be sent to Supplier Mobilisation

**This section should be completed when the Sourcing activity has been finalised and the contract moves into Commercial Contract Management stage.**

1. Please note if the contract has been awarded to more than one supplier a contract handover document is required for each supplier

|  |  |
| --- | --- |
| From: | Daniel Reddy |
| Date: | 25/11/2021 |

**Overview of Contract**

|  |  |
| --- | --- |
| Name of Supplier | IBM UK Ltd |
| Title of Contract | zCloud WMF AWS |
| Sourcing Request ID | SR618588123 |
| Contract Workspace Reference | CW36297 |

**Section 1 – Supplier Mobilisation**

|  |  |
| --- | --- |
| Please use this link to check if the supplier has been onboarded | |
| <https://app.powerbi.com/groups/me/apps/5ba35384-796a-4590-acf9-f2cfd3be27a0/reports/e3d21c57-ae22-4825-8b0a-9cd749fc2e34/ReportSection> | |
| ERP Supplier Account (VMR) | 1077532 |
| Does the supplier need to be on-boarded? | No |
| If No – confirm the supplier’s ANID  ANIDs can be found through the above Power BI link | an01034805859 |
| If No – confirm the supplier’s account type | Enterprise Account |
| If Yes - Supplier Onboarding Contact Details: |  |
| Name: |  |
| Position: |  |
| email address: |  |
| Contact number: |  |
| Date supplier can be engaged | 26/07/2021 |
| Agreed Buying Channel | Non Catalogue Purchase Requisition |
| Name of customer who agreed the Ariba Buying Channel | Martin Coombs |
| PID of customer who agreed the Ariba Buying Channel | 7249311 |
| If Catalogue – what type: | Choose an item. |
| If Non Catalogue Purchase Requisition – what type: | Standard |
| If Blanket Purchase Order please include: | |
| Business area that will be using the contract: | CDIO |
| Contact in local finance team: |  |
| Name: | Martin Coombs |
| PID: | 7249311 |
| Other Relevant information |  |

**Confirmation that all activities have been completed**

**Please note: If you are unable to provide a signature on accessibility grounds, please complete the rest of this form in its entirety and confirm acceptance/agreement within the body of the email accompanying the completed form**

|  |  |
| --- | --- |
| **For and on behalf of the Supplier Mobilisation Team** | |
| Name |  |
| Date activities completed |  |
| Date Sourcing and Contract Management notified |  |

**Section 2 – Contract Management**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| To: | Commercial Contract Manager: | | | | Samantha Cufflin-Wallace | | | | | | | | | | |
| Operational Contract Manager: | | | | Simon Walker | | | | | | | | | | |
| OJEU Reference If applicable | | |  | | | | | | | | | | | | |
| File or SharePoint Reference | | | https://hmrc.sharepoint.com/:w:/r/teams/GRP068630856/\_layouts/15/Doc.aspx?sourcedoc=%7BD83B9A9D-D18E-E361-58B0-EDAE1B64763A%7D&file=zCloud%20WMF%20AWS%20SR618588123%20Uplift.docx&action=default&mobileredirect=true | | | | | | | | | | | | |
| Contract Type | | | HMRC Contract | | | |  | | | | | Enabled | | |  |
| HMRC Framework | | | |  | | | | | Enabled | | |  |
| CCS / OGD Framework Call Off | | | | | | | | |  | | | |
| OGD Enabled Contract | | | | | | | | |  | | | |
| Contract Term | | | Start Date | | | | 01/07/2021 | | | | | | | | |
| End Date | | | | 30/06/2024 | | | | | | | | |
| Extension Options/Period | | | | 2 periods of up to 12 months each | | | | | | | | |
| Notice/Termination Period | | | | 30 days | | | | | | | | |
| Contract value  (please specify currency if not £) | | | Estimated Overall Contract Value | | | | | | | | £4,700,000 | | | | |
| Estimated Year One Contract Value | | | | | | | | £4,700,000 | | | | |
| Bespoke | | | | | | | |  | | | | |
| Savings  **Cashable** – same or improved results/outcomes will be delivered for less than currently spent (baseline)  **Cost avoidance -** those that prevent an increase in future costs  (Please see Commercial Business Services for further information if required) | | | Estimated Overall Savings  £2,619,000.00 | | | | | Cashable | | | | | |  | |
| Cost Avoidance | | | | | |  | |
| Estimated Year One Savings  £654,750.00 | | | | | Cashable | | | | | |  | |
| Cost Avoidance | | | | | |  | |
| Estimated Year Two Savings  £873,000.00 | | | | | Cashable | | | | | |  | |
| Cost Avoidance | | | | | |  | |
| Estimated Year Three Savings  £873,000.00 | | | | | Cashable | | | | | |  | |
| Cost Avoidance | | | | | |  | |
| Estimated Year Four Savings  £218,250.00 | | | | | Cashable | | | | | |  | |
| Cost Avoidance | | | | | |  | |
| Estimated Year Five Savings  £ | | | | | Cashable | | | | | |  | |
| Cost Avoidance | | | | | |  | |
| Savings Methodology  i.e. Saving against a baseline previous spend, list price or average price of all tenders. Please provide the actual monetary value of the baseline used | | | A comparison with the average of all submitted tender prices from 3 suppliers. | | | | | | | | | | | | |
| VAT  Consider when contract has connection to RCDTS | | | Non-recoverable | | |  | | | | | | | | | |
| Recoverable | | |  | | | | | | | | | |
| Description of Contract | | | Successor contracts to support RCDTS Pegasystems application development | | | | | | | | | | | | |
| Overview (Non-Technical):  Provide an overview of the type of goods or service to be provided. If a call-off from a framework, please provide details in this section. For IT, add which system it supports, which teams use it | | | | | | | | | | | | | | | |
| Category type: | | | Corporate Services | | |  | | | | | | | | | |
| IT | | |  | | | | | | | | | |
| P&FM | | |  | | | | | | | | | |
| Commodity | | | Rate Cards | | | | | | | | | | | | |
| Service/product detail:  Provide more specific information about where information in the contract can be found for items such as: goods/services to be delivered, delivery/implementation information, reference to KPIs/SLAs. Consider attaching supplementary documents, such as supplier’s quotation or relevant critical contract information | | | | | | | | | | | | | | | |
| Additional Information:  Specifically relevant activity, e.g.: offshoring, security, pricing mechanisms/volumes, link to any other contract, negotiation outcomes, any lessons learned which would result in doing things differently next time | | | | | | | | | | | | | | | |
| IT Contract Specific Information  Only to be completed for IT contracts | | | | | | | | | | | | | | | |
| Nature of Contract: | | | Perpetual licence | | | | | | |  | | | | | |
| Subscription | | | | | | |  | | | | | |
| Hardware | | | | | | |  | | | | | |
| Software | | | | | | |  | | | | | |
| Maintenance/Support | | | | | | |  | | | | | |
| Technical Resources | | | | | | |  | | | | | |
| Other (include in overview) | | | | | | |  | | | | | |
| COTS/Bespoke | | | COTS | | | | | | |  | | | | | |
| Contract Management Provisions  please state any reference (e.g. Schedule C or KPIs) in contract | | |  | | | | | | | | | | | | |
| GDPR  Is personal data processed? | | | Yes | | |  | | | | | | | | | |
| No | | |  | | | | | | | | | |
| Where yes, is there any outstanding GDPR activity required? | | | Yes | | |  | | | | | | | | | |
| No | | |  | | | | | | | | | |
| N/A | | |  | | | | | | | | | |
| Where yes, please provide details  Such as the data processor information which still needs to be finalised | | | | | | | | | | | | | | | |
| What is the security classification of the information? | | | Official | | |  | | | | | | | | | |
| Official – Sensitive | | |  | | | | | | | | | |
| Secret | | |  | | | | | | | | | |
| Top Secret | | |  | | | | | | | | | |
| If the contract has provision for an extension or is likely to be renewed in the CW use ‘‘Follow on Project’’ to create the new SR for the extension/renewal. Select ‘Contract Renewal’ from the ‘Request Format’ dropdown and include the New extension/Renewal SR Number  (The future ‘Sign On’ dates for the extension/renewal recorded in the SR will feed into the SAP/Ariba ‘pipeline’ resource plan) | | | | | | | | | | | | | | | |
| New extension/Renewal SR Number: | | | | Error message – “cannot create future SR as no templates match criteria” – happy to be contacted to resolve, but would need guidance. | | | | | | | | | | | |
| Once a new SR is created it should be allocated to the appropriate Category Business Owner. Status should be set as ‘0’ category planning. | | | | | | | | P&FM | | | | |  | | |
| IT | | | | | Matthew Taylor | | |
| Corporate Services | | | | |  | | |
| Key Contact Details: | | | | | | | | | | | | | | | |
|  | | **Authority** | | | | | | | **Supplier** | | | | | | |
| Name | | Daniel Reddy | | | | | | | Martin Chester | | | | | | |
| Title / Role | | Commercial Officer | | | | | | | Associate Partner | | | | | | |
| e-Mail | | daniel.reddy@hmrc.gov.uk | | | | | | | martin.chester@uk.ibm.com | | | | | | |
| Contact number | |  | | | | | | | 44-7775-706338 | | | | | | |
|  | | | | | | | | | | | | | | | |
| Name | | Phil Clark | | | | | | |  | | | | | | |
| Title / Role | | Category Specialist | | | | | | |  | | | | | | |
| e-Mail | | Phil.Clark@hmrc.gov.uk | | | | | | |  | | | | | | |
| Contact number | | N/A | | | | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | |

**Contract Management**

to be completed by Commercial Contract Manager then uploaded into the CWS)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Segmentation Tier  As validated by CCM | **1** | | **2** | | | **3** | | | **4** |
| Operationally Managed By | | Commercial | |  | Business | | |  | |
| Formal Contract Management Plan in place  If No, please give reasons or date due expected | | | Yes | | | |  | | |
| No | | | |  | | |
| File Reference for CM plan  e.g. CAF / SharePoint | |  | | | | | | | |
| Frequency of CM meetings with Supplier | |  | | | | | | | |
| Frequency of stakeholder meetings | |  | | | | | | | |
| Additional Contract Management Information | | | | | | | | | |