

DIPS Order Form / Statement of Requirements Template (Framework Schedule 6)

Order Form

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. The DIPS Framework and this Call-Off Contract are to be for the delivery of Outcomes only. This Framework is not for the request and delivery of resource. If specific resources are needed alternative sourcing methods must be used.

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 Appendix 4 to this Framework Schedule 6 (Order Form Template, Statement of Requirements Template)). 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 shall have the meanings set out in Joint Schedule 1 (Definitions) unless otherwise stated.

1a. Identification					
Call-Off Lot	Lot 2 - Dev, Apps, UX, Dev Ops, Sys Design & Support				
Call-Off Reference	RM6249/DIPS(2)084	Version Number	1	Date	17/10/2025
Business Case Reference	Original FBC Number	FA100 BMfS DD Delivery Partner Requirements			
	Amendment FBC Number	N/A			
Project / equipment for which Services are in support	BMfS	Urgent Capability Requirement (UCR)		N/A	
Call-Off Contract title:	PS535 DD BMfS Foundational Services Delivery Partner				
Call-Off Contract description:	DD are seeking to procure a Delivery Partner to provide support for a portfolio of key transformation initiatives. The Delivery Partner will be embedded within the DD Foundry team (DDF). Currently this work is being undertaken by four Delivery Partners and the Authority wishes to manage its ongoing, and future, commercial activities in this space strategically, rather than continuing to let tactical short-term contracts.				

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1b. Contact details			
Government Directorate / Organisation Title	Defence Digital Foundry	Name of Supplier	Capgemini UK plc
Name of Requirement Holder's Authorised Representative		Name of Supplier's Authorised Representative	
Post title		Post title	
Requirement Holder's Address		Supplier Address	
Postcode		Postcode	
Telephone		Telephone	
Email		Email	
Unit Identification Number (UIN)		Value Added Tax (VAT) Code	
Resource Accounting Code (RAC)			
Name of Requirement Holder's Project Lead			
Requirement Holder's Secondary Contact Name		Supplier Secondary Contact Name	
Requirement Holder's Secondary Contact Role		Supplier Secondary Contact Role	
Requirement Holder's Secondary Contact Email		Supplier Secondary Contact Email	

Date that the Statement of Requirements was issued	11/06/2025	Deadline for Requirement Holder's receipt of Supplier's Call-Off Tender	09/07/2025
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1c. Statement of Requirements (SOR) (This section 1c. to be completed in full OR a complete SOR to be attached in Appendix 7 of this document)

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Unique Order Number (defined by delivery team)	FA100		
SOR version issue number	v1.0	SOR dated	10/06/2025
SOR title	20250610 - PS535 - Attachment 1 - BMfS Delivery Partner SOR Final v1.0.docx		

Background/justification for Call-Off Contract						
DD are seeking to procure a Delivery Partner to provide support for a portfolio of key transformation initiatives. The Delivery Partner will be embedded within the DD Foundry team (DDF). Currently this work is being undertaken by four Delivery Partners and the Authority wishes to manage its ongoing, and future, commercial activities in this space strategically, rather than continuing to let tactical short-term contracts.						
Description of Services to be provided under the Call-Off Contract						
Please refer to the SOR and Key deliverables document attached in Appendix 7						
Activities required to be undertaken under the Call-Off Contract						
Please refer to the SOR and Key deliverables document attached in Appendix 7						
Outputs to be provided under the Call-Off Contract						
Please refer to the SOR and Key deliverables document attached in Appendix 7						
Acceptance/rejection criteria / provisions						
Please refer to the SOR and Key deliverables document attached in Appendix 7						
Material KPIs / Critical Service Level Failure						
<p>Please refer to the SOR and Key deliverables document attached in Appendix 7</p> <p>The following Material KPIs shall apply to this Call-Off Contract in accordance with Framework Schedule 4 (Framework Management):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #f2f2f2;">Material KPIs</td></tr> <tr> <td>N/A</td></tr> <tr> <td> </td></tr> </table> <p>The following shall constitute a Critical Service Level Failure for the purposes of this Call-Off Contract in accordance with Call-Off Schedule 14 (Service Levels):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #f2f2f2;">Critical Service Level Failure</td></tr> <tr> <td>N/A</td></tr> <tr> <td> </td></tr> </table> <p>The applicable Service Levels are as specified in Annex A to Part A of Call-Off Schedule 14 (Service Levels).</p>	Material KPIs	N/A		Critical Service Level Failure	N/A	
Material KPIs						
N/A						
Critical Service Level Failure						
N/A						
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						
Authority to provide access to Virtual MODNET, or MOD Laptops (where applicable), to enable the delivery of the service.						
Additional quality requirements & standards (in addition to any quality requirements & standards detailed in the addition to the Call-off Schedules)						
From the Call-Off Start Date, the Supplier shall comply with the relevant (and current as of the Call-Off Start Date) Standards, including those referred to in Framework Schedule 1 (Specification). The Requirement Holder requires the Supplier to comply with the following additional Standards for this Call-Off Contract:						
No specific Quality Management System requirements are defined. This does not relieve the Supplier of providing conforming products under this contract.						

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- No Deliverable Quality Plan is required reference DEFCON 602B.
- Concessions shall be managed in accordance with Def Stan. 05-061 Part 1, Issue 7 - Quality Assurance Procedural Requirements - Concessions.
- Any contractor working parties shall be provided in accordance with Def Stan. 05-061 Part 4, Issue 4 - Quality Assurance Procedural Requirements - Contractor Working Parties.

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.

Timescales This Call-Off Contract comes into force on the date both parties have signed the Call-Off Contract. Notwithstanding that, the parties acknowledge that the Supplier has been carrying out the Services at their own risk from the 01.10.25 ("the Commencement Date") and agree that the contractual terms set out in the Call-Off Contract will apply to such Services already provided from the Commencement Date.

Call-Off Start Date	17 October 2025
Call-Off Initial Period	18.00 months
Call-Off Expiry Date	31 March 2027
Call-Off Optional Extension Period	1 year + 1 year
Minimum notice period prior to a Call-Off Optional Extension Period	1 month

SOR approved by (Name in capital letters)		Telephone	
Directorate / Division		Email	
Organisation Role / Position		Date	
Approver's signature			

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Original FBC Number (when known)	Amendment FBC Number (if applicable)
FA100 BMfS DD Delivery Partner Requirements	N/A

1d. Key Deliverables Template

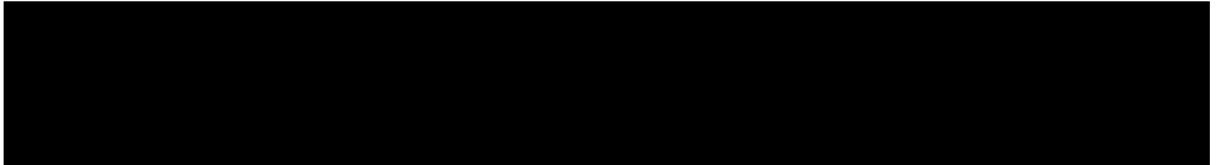
Summary of the requirement – Ref. Appendix 7. Statement of Requirement (SOR)

2. Call-Off Incorporated Terms

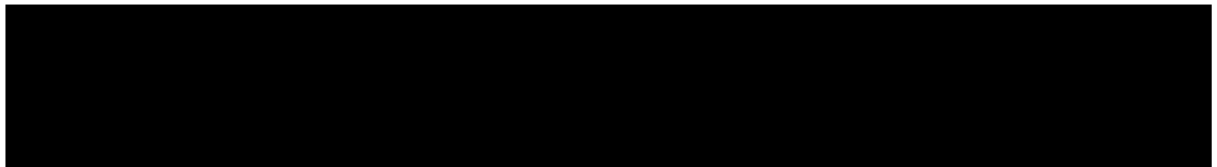
The following documents are incorporated into this Call-Off Contract. Where numbers are missing those schedules are not being used in this Call-Off Contract. If the documents conflict, the following order of precedence applies:

- 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 Appendix 4 to this Framework Schedule 6 (Order Form Template, Statement of Requirements Template)) executed by the Requirement Holder and the Supplier with a corresponding Call-Off Contract reference
- 4 [Framework Special Terms] No special terms included.
- 5 The following Schedules in equal order of precedence:

- Joint Schedules



- Call-Off Schedules



- 6 Core Terms (DIPS version 1.7)
- 7 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 Requirement Holder (as decided by the Requirement Holder and Commercial) take precedence over the documents above.

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.

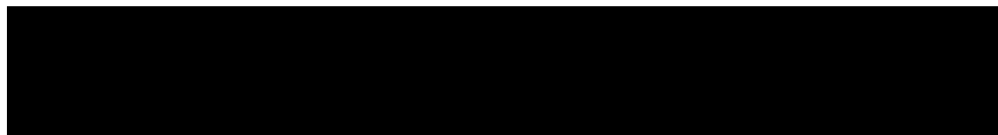
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2a. Strategy for procurement and evaluation

Further competition	<input checked="" type="checkbox"/>	Competitive award criteria to be used for undertaking evaluation of proposal(s)	Weighted Value for Money		
Direct award	<input type="checkbox"/>				
		Weighting (Technical)	55%	Weighting (Price)	45%

2b. General Conditions

Additional Conditions:




2c. Call-Off Special Terms

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

In relation to clause 24.1, the Buyer shall advise the Supplier of any specific legal or regulatory requirement that apply to the Buyer and may have an impact on the Supplier's ability to provide the Services in a compliant manner.

2d. Call-Off Charges

Capped Time and Materials (CTM)	<input type="checkbox"/>
Incremental Fixed Price	<input type="checkbox"/>
Time and Materials (T&M)	<input type="checkbox"/>
Fixed Price	<input type="checkbox"/>
A combination of two or more of the above Charging methods	<input checked="" type="checkbox"/>
<p>The Contract will be awarded with a blended pricing model which will be on a Fixed Price basis. The model will include milestone payments as defined within this Statement of Requirements, plus additional Statement of Works that will be priced under Fixed milestone payments, or by exception a capped T&M arrangement upon agreement of these Statements of Work.</p> <p>The maximum value of the initial 18.00-month contract to 31st March 2027 is £6,447,833.86 (exc. VAT),.</p> 	
T&S is applicable	<input checked="" type="checkbox"/>
<p>Reimbursable Expenses</p> <p>The Services are expected to be delivered following a hybrid model, our assumption is a maximum of 2 days per week on site.</p> <p>Expenses to the buyers base locations of London, Corsham and Bristol shall not incur expenses chargeable to the buyer.</p>	

2e. Payment Method

CP&F payment to be attached to delivery of milestones PO Number TBC

Requirement Holder's Invoice Address

Payments will be made in accordance with Table 2 on provision of evidence against outcome based Milestones increments as detailed in Appendix 8.

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Ways of Working and Agile Delivery Principles

The Parties agree that all Services under this Contract will be delivered in accordance with agile delivery principles, ensuring flexibility, transparency, and a focus on measurable outcomes. The following key principles will apply:

Programme Transition and Planning

- **Initial Validation and Roadmap Planning:** At Contract commencement, the Supplier and Authority will jointly conduct initial validation and roadmap planning, including discovery activities to define high-level goals and features. This will be mapped against the backlog for all workstreams and shall provide the scope and acceptance criteria for each Deliverable.
- **Quarterly Planning:** Quarterly Programme Increment (QPI) planning sessions will be held to align all streams and stakeholders, ensuring coordinated delivery and prioritisation.

Agile Delivery and Milestone Management

- **Sprint Delivery:** Work will be delivered in two-week sprints, with scope and priorities jointly agreed and regularly reviewed against the programme roadmap. Sprint outcomes will be tracked in Jira aligned to the milestones in Appendix 8, and progress will be demonstrated through show & tell sessions every two sprints.

RAIDO (Risks, Assumptions, Issues, Dependencies and Opportunities) Management

- **RAIDO and Jira Tracking:** All risks, assumptions, issues, dependencies, and opportunities (RAIDO) will be collaboratively managed and logged in Jira. RAIDO will be transparently recorded, escalated, and highlighted in both fortnightly and monthly reporting meetings.

Collaborative Governance

- **Joint Management:** The Authority and Supplier will maintain close collaboration to manage changes, prioritisation, and requirements. Clear guidelines will be established for timely decision-making and issue resolution as part of Programme Transition and Planning activities, ensuring that both Parties remain aligned throughout delivery.

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2g. Maximum Liability

The limitation of the Supplier's liability for this Call-Off Contract is stated in Clause 11.4 of the Core Terms. Clause 11.2 is hereby amended such that the Supplier's total liability under this Contract in respect of losses referred to in clauses 8.3(a), 11.2(d), 11.2(e), 12.2 and 14.8(e) of the Core Terms, subject to Clause 11.1, shall be limited in aggregate to £20 million.

2h. 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 24 March 2025.

2i. Requirement Holder's Security Policy

See Appendix 5.

2j. Progress Reports and meetings

Progress Report Frequency	Fortnightly	Progress Meeting Frequency	Fortnightly
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2k. 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.	<input type="checkbox"/>
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Certificate of Conformity shall be provided in accordance with DEFCON 627 (*Edn12/10*).

Deliverable Quality Plan requirements:

DEFCON 602A (<i>Edn 12/17</i>) - Quality Assurance with Quality Plan	<input type="checkbox"/>	DEFCON 602B (<i>Edn 12/06</i>) - Quality Assurance without Quality Plan	<input checked="" type="checkbox"/>
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AQAP 2105:2 – NATO Requirements for Deliverable Quality Plans	<input type="checkbox"/>
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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	<input type="checkbox"/>
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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)	<input type="checkbox"/>
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Relevant MAA Regulatory Publications (See attachment for details)	<input type="checkbox"/>
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Additional Quality Requirements (See attachment for details)	<input type="checkbox"/>
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Planned maintenance schedule requirement

Not applicable	<input checked="" type="checkbox"/>
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2l. Key Staff

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2m. Key Subcontractor(s)

n/a

2n. Commercially Sensitive Information

- Details of the Contractor's methodologies, policies and processes. Duration – two years following the end of the Term.
- All information relating to limits of liability, daily fee rates, pricing and charging mechanisms contained in the Agreement. Duration – two years following the end of the Term.
- The terms of Capgemini's insurance. Duration – indefinitely.
- All details relating to personnel including but not limited to the numbers of resources with specific skills, numbers of security cleared staff, staff terms and conditions of employment and staff selection methods. Duration – five years following the end of the Term.
- Any information relating to other customers of Capgemini. Duration – indefinitely.

2o. Cyber Essentials

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2p. Implementation Plan

Implementation Plan requirements in accordance with paragraph 1.1 of Call-Off Schedule 13 (Implementation Plan).

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3. Charges

Estimated Contract Value (excluding VAT) for Call-Off Contract

£6,447,833.86

4. Additional Insurances

Additional Insurances required in accordance with Joint Schedule 3 (Insurance Requirements)

5. Guarantee

Not applicable.

6. Social Value Commitment

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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).

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7. Requirement Holder Commercial Officer Authorisation			
Order Form approved by (Name in capital letters)		Telephone	
Directorate / Division		Email	
Organisation Role / Position		Date	
Approver's signature			

8. Acknowledgement by Supplier			
Order Form acknowledged by (Name in capital letters)		Telephone	
Supplier Name		Email	
Supplier Role / Position		Date	
Approver's signature			

9. Final Administration	
<p>On receipt of the Order Form acknowledgement from the Supplier, the Commercial Manager (who placed the order) must send an electronic copy of the acknowledged Order Form, together with any applicable Appendix 3 to this Schedule 6, directly to DIPS Professional Services Team at the following email address: ukstratcomdd-cm-cct-dips-mail@mod.gov.uk</p>	

Call off Contract Charges.

Pricing Response Schedules

1.1. *Payment Schedule*

Deployed Resources and applicable Day Rates.

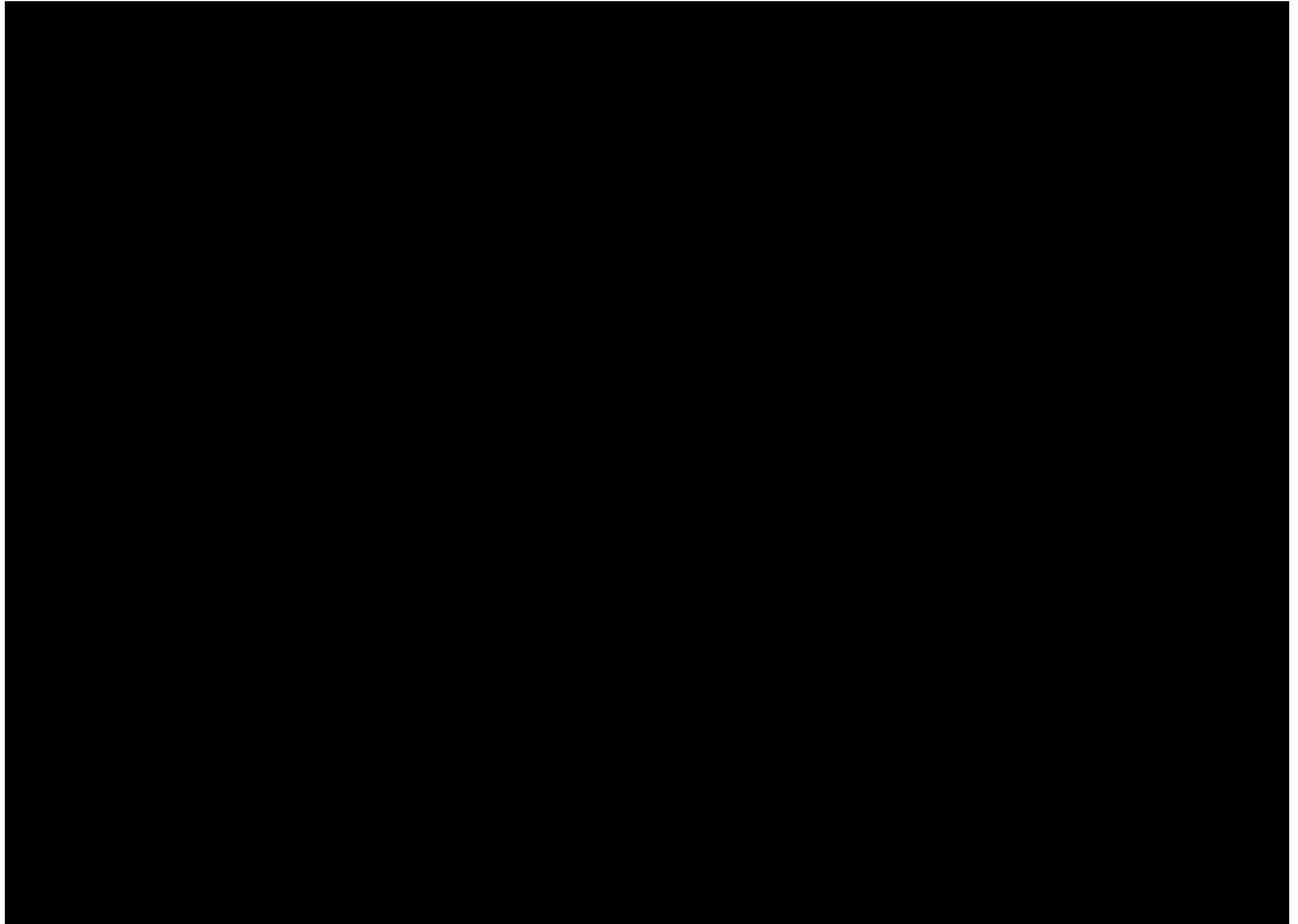
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1. Pricing Summary



OFFICIAL SENSITIVE

DEFFORM 111 (Edn 10/22)**Appendix 1 - Addresses and Other Information****1. Commercial Officer**

Name:

Address:

Email:

**2. Project Manager, Equipment Support Manager or PT Leader** (from whom technical information is available)

Name:

Address:

Email:

**3. Packaging Design Authority**

Organisation & point of contact:

(Where no address is shown please contact the Project Team in Box 2)

**4. (a) Supply / Support Management Branch or Order Manager:**
Branch/Name:

(b) U.I.N.

5. Drawings/Specifications are available from**6. Intentionally Blank****8. Public Accounting Authority**

1. Returns under DEFCON 694 (or SC equivalent) should be sent to DBS Finance ADMT – Assets In Industry 1, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD
☎ 44 (0) 161 233 5397

2. For all other enquiries contact DES Fin FA-AMET Policy, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD
☎ 44 (0) 161 233 5394

9. Consignment Instructions

The items are to be consigned as follows:

10. Transport. The appropriate Ministry of Defence Transport Offices are:

A. DSCOM. DE&S, DSCOM, MoD Abbey Wood, Cedar 3c, Mail Point 3351, BRISTOL BS34 8JH

Air Freight Centre

IMPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

Surface Freight Centre

IMPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

EXPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

B. JSCS

JSCS Helpdesk No. 01869 256052 (select option 2, then option 1)
JSCS Fax No. 01869 256837

Users requiring an account to use the MOD Freight Collection Service should contact UKStratCom-DefSp-RAMP@mod.gov.uk at the first instance.

11. The Invoice Paying Authority

Ministry of Defence

☎ 0151-242-2000

DBS Finance

Walker House, Exchange Flags

Fax: 0151-242-2809

Liverpool, L2 3YL

Website is:

<https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement>

12. Forms and Documentation are available through *:

Ministry of Defence, Forms and Pubs Commodity Management
PO Box 2, Building C16, C Site

Lower Arcott

Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)

Applications via fax or email:Leidos-FormsPublications@teamleidos.mod.uk

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<p>7. Quality Assurance Representative:</p> <p>Commercial staff are reminded that all Quality Assurance requirements should be listed under the General Contract Conditions.</p> <p>AQAPS and DEF STANs are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit http://dstan.gateway.isg-r.r.mil.uk/index.html [intranet] or https://www.dstan.mod.uk/ [extranet, registration needed].</p>	<p>* NOTE</p> <p>1. Many DEFCONs and DEFFORMs can be obtained from the MOD Internet Site: https://www.kid.mod.uk/maincontent/business/commercial/index.m</p> <p>2. If the required forms or documentation are not available on the MOD Internet site requests should be submitted through the Commercial Officer named in Section 1.</p>
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Appendix 2 – Supplier’s Quotation - Charges Summary - Not Used

Appendix 3 SOW

[Insert Where applicable, the first Statement(s) of Works shall be inserted into this Appendix 3 as part of the executed Order Form. Thereafter, the Requirement Holder and Supplier may complete and execute Statement of Works (in the form of the template Statement of Work in Appendix 4 to Framework Schedule 6 (Order Form Template, Statement of Work Template))].

Appendix 4 (Template Statement of Work)

[Requirement Holder Guidance: This is a template Statement of Work for use when required as part of a Call-Off Contract Order Form. This is likely to be useful for projects with multiple separate requirements. Any SOW which has been completed prior to execution of the Order Form should be attached to Appendix 3 of the Order Form]

1. Statement of Work (SOW) Details

Upon execution, this SOW forms part of the Call-Off Contract (reference below). All capitalised terms in this SOW shall have the meanings set out in Joint Schedule 1 (Definitions) unless otherwise stated.

The Parties may execute a SOW for any set of Deliverables required. For any ad-hoc Deliverables requirements, the Parties may agree and execute a separate SOW, or alternatively agree a Variation to an existing SOW.

All SOWs must fall within the Specification and provisions of the Call-Off Contract.

The details set out within this SOW apply only in relation to the Deliverables detailed herein and will not apply to any other SOWs executed or to be executed under this Call-Off Contract, unless otherwise agreed by the Parties in writing.

Date of SOW:

SOW Title:

SOW Reference:

Call-Off Contract Reference:

Requirement Holder:

Supplier:

SOW Start Date:

SOW End Date:

Duration of SOW:

Key Personnel (Requirement Holder):

Key Personnel (Supplier):

Subcontractors:

2. Call-Off Contract Specification – Deliverables Context

SOW Deliverables Background: [Insert details of which elements of the Deliverables this SOW will address]

Delivery phase(s): [Insert item and nature of Delivery phase(s), for example, Discovery, Alpha, Beta or Live]

Overview of Requirement: [Insert details including Release Type(s), for example Ad hoc, Inception, Calibration or Delivery]

3. Requirement Holder Requirements – SOW Deliverables**Outcome Description:**

Milestone Ref	Milestone Description	Acceptance Criteria	Due Date
MS01			
MS02			

Delivery Plan:**Dependencies:****Supplier Resource Plan:****Security Applicable to SOW:**

The Supplier confirms that all Supplier Staff working on Requirement Holder Sites and on Requirement Holder Systems (as defined in Call-Off Schedule 6 (Intellectual Property Rights and Additional Terms on Digital Deliverables) and Deliverables, have completed Supplier Staff vetting in accordance with any applicable requirements in the Contract, including Paragraph 6 (Security of Supplier Staff) of Part B – Annex 1 (Baseline Security Requirements) of Call-Off Schedule 9 (Security).

[If different security requirements than those set out in the Contract apply under this SOW, these shall be detailed below and apply only to this SOW:

[Insert different security requirements if necessary]]

SOW Standards:

[Insert any specific Standards applicable to this SOW]

Performance Management:

[Insert details of Material KPIs that have a material impact on Contract performance]

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The following Material KPIs shall apply in accordance with Framework Schedule 4 (Framework Management):

Material KPIs	Target	Measured by

[Insert Service Levels and/or KPIs – See Call-Off Schedule 14 (Service Levels)]

Additional Requirements:

Annex 1 – Where Annex 1 of Joint Schedule 11 (Processing Data) in the Call-Off Contract does not accurately reflect the data Processor / Controller arrangements applicable to this Statement of Work, the Parties shall comply with the revised Annex 1 attached to this Statement of Work.

Key Supplier Staff:

Key Role	Key Staff	Contract Details	Employment / Engagement Route (incl. inside/outside IR35)

SOW Reporting Requirements:

Further to the Supplier providing the management information specified in Framework Schedule 5 (Management Charges and Information), the Supplier shall also provide the following additional management information under and applicable to this SOW only:

Ref.	Type of Information	Which Deliverables does this requirement apply to?	Required regularity of Submission
1.	[insert]		
1.1	[insert]	[insert]	[insert]

4. Charges

Call Off Contract Charges:

The applicable charging method(s) for this SOW is:

- [Capped Time and Materials]
- [Incremental Fixed Price]
- [Time and Materials]
- [Fixed Price]
- [2 or more of the above charging methods]

[Requirement Holder to select as appropriate for this SOW]

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The estimated maximum value of this SOW (irrespective of the selected charging method) is £ **[Insert detail]**.

Rate Cards Applicable:

[Insert] SOW applicable Supplier and Subcontractor rate cards from Call-Off Schedule 5 (Pricing Details and Expenses Policy), including details of any discounts that will be applied to the work undertaken under this SOW.]

Reimbursable Expenses:

[See Expenses Policy in Annex 1 to Call-Off Schedule 5 (Pricing Details and Expenses Policy)]

[Reimbursable Expenses are capped at **[£[Insert]** [OR **[Insert]** percent (**[X]**%) of the Charges payable under this Statement of Work.]

[None]

[**Requirement Holder** to delete as appropriate for this SOW]

5. Signatures and Approvals

Agreement of this SOW

BY SIGNING this Statement of Work, the Parties agree that it shall be incorporated into Appendix 3 of the Order Form and incorporated into the Call-Off Contract and be legally binding on the Parties:

For and on behalf of the Supplier

Name:

Title:

Date:

Signature:

For and on behalf of the Requirement Holder

Name:

Title:

Date:

Signature:

Annex 1 to Statement of Work**Data Processing**

Prior to the execution of this Statement of Work, the Parties shall review Annex 1 of Joint Schedule 11 (Processing Data) and if the contents of Annex 1 does not adequately cover the Processor / Controller arrangements covered by this Statement of Work, Annex 1 shall be amended as set out below and the following table shall apply to the Processing activities undertaken under this Statement of Work only:

[Template Annex 1 of Joint Schedule 11 (Processing Data) Below]

Description	Details
Identity of Controller for each Category of Personal Data	<p>The Relevant Authority is Controller and the Supplier is Processor</p> <p>The Parties acknowledge that in accordance with paragraph 2 to paragraph 15 of Joint Schedule 11 (Processing Data) and for the purposes of the Data Protection Legislation, the Relevant Authority is the Controller, and the Supplier is the Processor of the following Personal Data:</p> <ul style="list-style-type: none"> • [Insert the scope of Personal Data for which the purposes and means of the Processing by the Supplier is determined by the Relevant Authority] <p>The Supplier is Controller, and the Relevant Authority is Processor</p> <p>The Parties acknowledge that for the purposes of the Data Protection Legislation, the Supplier is the Controller, and the Relevant Authority is the Processor in accordance with paragraph 2 to paragraph 15 of Joint Schedule 11 (Processing Data) of the following Personal Data:</p> <ul style="list-style-type: none"> • [Insert the scope of Personal Data which the purposes and means of the Processing by the Relevant Authority is determined by the Supplier] <p>The Parties are Joint Controllers</p> <p>The Parties acknowledge that they are Joint Controllers for the purposes of the Data Protection Legislation in respect of:</p> <ul style="list-style-type: none"> • [Insert the scope of Personal Data which the purposes and means of the Processing is determined by both Parties together] <p>The Parties are Independent Controllers of Personal Data</p> <p>The Parties acknowledge that they are Independent Controllers for the purposes of the Data Protection Legislation in respect of:</p> <ul style="list-style-type: none"> • Business contact details of Supplier Personnel for which the Supplier is the Controller, • Business contact details of any directors, officers, employees, agents, consultants and contractors of Relevant Authority

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	<p>(excluding the Supplier Personnel) engaged in the performance of the Relevant Authority's duties under the Contract) for which the Relevant Authority is the Controller,</p> <ul style="list-style-type: none"> • [Insert the scope of other Personal Data provided by one Party who is Controller to the other Party who will separately determine the nature and purposes of its Processing the Personal Data on receipt e.g. where (1) the Supplier has professional or regulatory obligations in respect of Personal Data received, (2) a standardised service is such that the Relevant Authority cannot dictate the way in which Personal Data is processed by the Supplier, or (3) where the Supplier comes to the transaction with Personal Data for which it is already Controller for use by the Relevant Authority] <p>[Guidance where multiple relationships have been identified above, please address the below rows in the table for in respect of each relationship identified]</p>
Duration of the Processing	[Clearly set out the duration of the Processing including dates]
Nature and purposes of the Processing	<p>[Be as specific as possible, but make sure that you cover all intended purposes.</p> <p>The 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 by automated means) etc.</p> <p>The purpose might include employment processing, statutory obligation, recruitment assessment etc.]</p>
Type of Personal Data	[Examples here include name, address, date of birth, NI number, telephone number, pay, images, biometric data etc.]
Categories of Data Subject	[Examples include Personnel (including volunteers, agents, and temporary workers), customers/ clients, suppliers, patients, students / pupils, members of the public, users of a particular website etc.]

Appendix 5 Confidentiality Undertaking

Confidentiality Undertaking

[**Requirement Holder guidance:** Appendix 5 is for use where required pursuant to clause 15.3 of the Core Terms]

Employee:

Name of Employer:

MOD Contract/Task No:

Title:

1. I, the above named employee, confirm that I am fully aware that, as part of my duties with my Employer in performing the above-named Contract, I shall receive confidential information of a sensitive nature (which may include particularly commercially sensitive information), whether documentary, electronic, aural or in any other form, belonging to or controlled by the Secretary of State for Defence or third parties. I may also become aware, as a result of my work in connection with the Contract, of other information concerning the business of the Secretary of State for Defence or third parties, which is by its nature confidential.

2. I am aware that I should not use or copy for purposes other than assisting my Employer in carrying out the Contract, or disclose to any person not authorised to receive the same, any information mentioned in paragraph 1 unless my Employer (whether through me or by alternative means) has obtained the consent of the Secretary of State for Defence. I understand that "disclose", in this context, includes informing other employees of my Employer who are not entitled to receive the information.

3. Unless otherwise instructed by my Employer, if I have in the course of my employment received documents, software or other materials from the Secretary of State for Defence or other third party for the purposes of my duties under the above Contract then I shall promptly return them to the Secretary of State for Defence or third party (as the case may be) at the completion of the Contract via a representative of my Employer who is an authorised point of contact under the Contract and (in the case of information referred to under paragraph 1 above) is also authorised under paragraph 2. Alternatively, at the option of the Secretary of State for Defence or the third party concerned, I shall arrange for their proper destruction and notify the above authorised point of contact under the Contract to supply a certificate of destruction to

OFFICIAL SENSITIVE

Framework Schedule 6 (Order Form Template, Statement of Requirements Template)
the Secretary of State for Defence. Where my Employer may legitimately retain materials to which this paragraph applies after the end of the Contract, I shall notify the authorised representative of my Employer to ensure that they are stored, and access is controlled in accordance with my Employer's rules concerning third party confidential information.

4. I understand that any failure on my part to adhere to my obligations in respect of confidentiality may render me subject to disciplinary measures under the terms of my employment.

Signed:

Date:

Appendix 6 Security Aspects Letter

Security Aspects Letter



MOD Abbey Wood
Bristol
BS34 8JH

Email: [REDACTED]

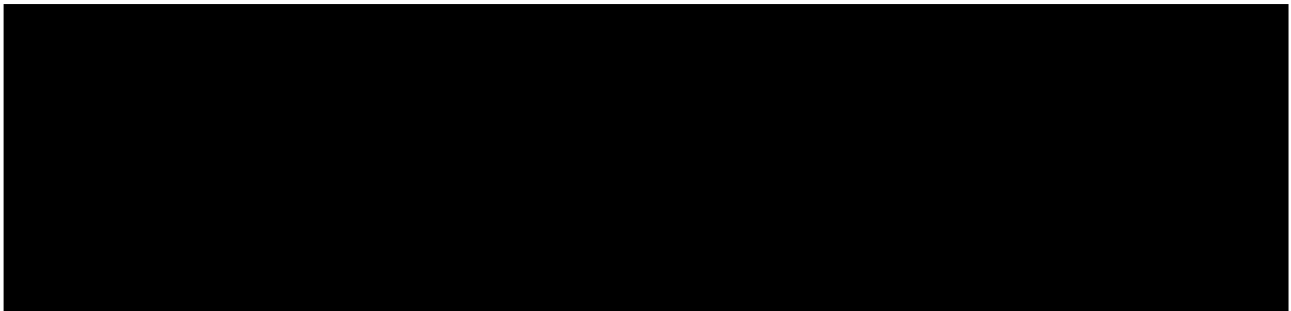
File reference:

Insert Date:05/06/2025

Capgemini UK plc
95 Queen Victoria Street
London
EC4V 4H

PS535 BMfS Delivery Partner

1. On behalf of the Secretary of State for Defence, I hereby give you notice of the information or assets connected with, or arising from, the referenced Contract that constitute classified material.
2. Aspects that constitute OFFICIAL-SENSITIVE for the purpose of DEFCON 660 are specified below. These aspects must be fully safeguarded. The enclosed Security Condition [Annex B] outlines the minimum measures required to safeguard OFFICIAL-SENSITIVE assets and information.
2. This document is provided as a draft document at this stage and will be finalised as part of contract award, and will be reissued periodically given the duration of the contract.



OFFICIAL SENSITIVE

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[REDACTED]

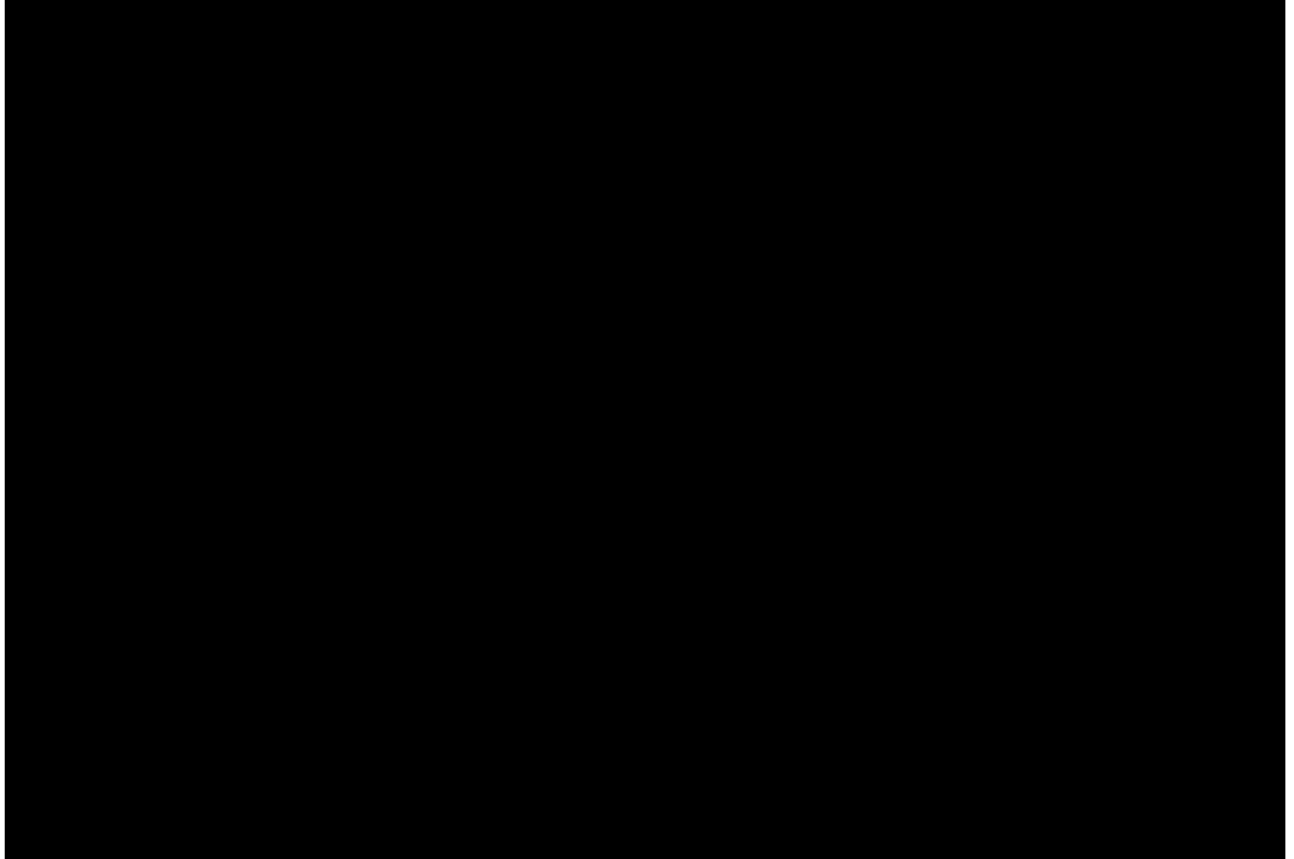
[REDACTED]

Yours faithfully

Copy via email to:

[REDACTED]

**UK OFFICIAL AND UK OFFICIAL-SENSITIVE CONTRACTUAL SECURITY
CONDITIONS**



OFFICIAL SENSITIVE (when complete)

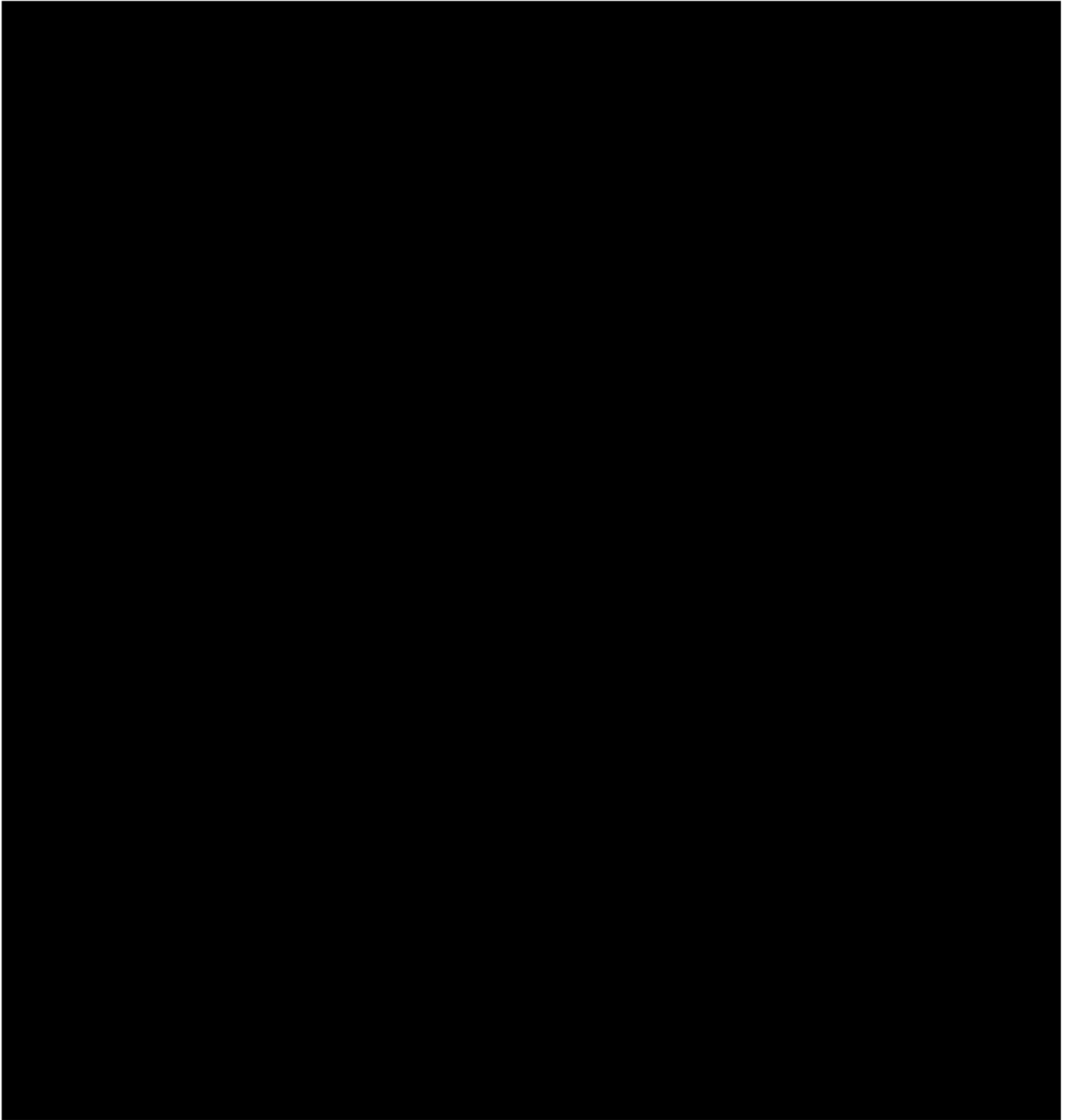
Appendix 7 Statement of Requirements

Statement of Requirements

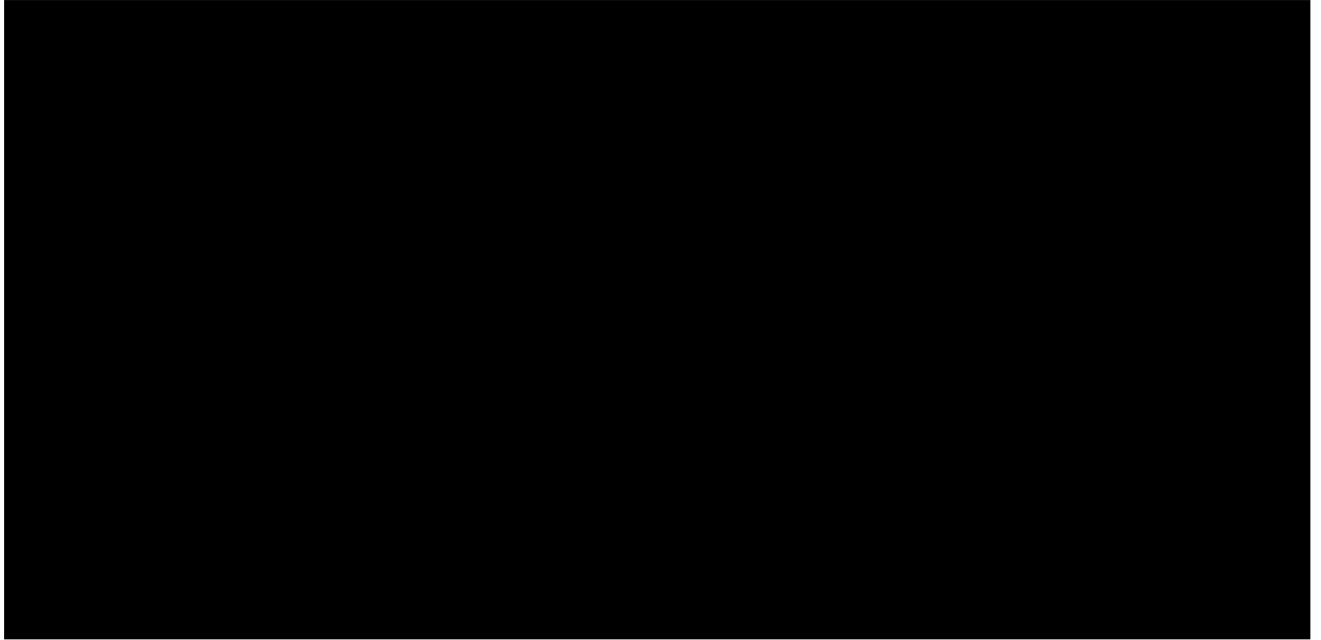


Strategic Command
Defence Digital

Defence Digital Foundry (DDF) Delivery Partner Statement of Requirements for the Business Modernisation for Support (BMfS) Programme



Appendix 8 Incremental Milestones



Appendix 9 Supplier Dependencies

The delivery of the Services by the Supplier shall be dependent upon the following Dependencies being met by the Buyer:

