Call-Off Schedule 20 – Call-Off Specification

This Schedule sets out the characteristics of the Deliverables that the Supplier will be required to make to the Buyers under this Call-Off Contract

1. PURPOSE

1.1 The purpose of this requirement is to secure professional services and subject matter expertise to support the d-NAR Programme deliver a number of work package activities as set out in section 5 below. The Programme is now at the Beta phase and will designing and building the future d-NAR capability, along with delivering new data requirements and business processes. The Office of Government Property (OGP) require a delivery Partner to support the programme in the delivery system and data of technical elements.

1.2 The Office of Government Property (OGP), hereafter referred to as the Authority, as part of Government's digital estate agenda require a new cross Government property reporting capability that provides a range of data-led business activities.

1.3 One of the primary activities is to enhance the Authority's analytics capabilities by a solution that performs at a strategic property portfolio level for the United Kingdom's public-funded estate.

1.3.1 This digital ecosystem is collectively referred to as the Digital National Asset Register (d-NAR) and will be built to support the delivery of the Government Estates Strategy (GES) 2018, a link to which is provided here.

1.3.2 (https://www.gov.uk/government/publications/government-estate-strategy-2018)

1.4 The d-NAR will be designed to combine multiple data sources to provide the Authority with the ability to report on the current estate and analyse future requirements.

1.5 The system will operate at a portfolio level for Land, Building, Occupancy Space; however, it will not involve operating at a transactional services level such as work orders, maintenance schedules, rent rolls and leases. The overall data model and digital estate standards will be designed to be complementary to the more detailed system functions from a strategic interoperability perspective for the future; detailed system functionality and data content are generally within the remit of property departments within Government bodies and Local Authorities, who hold the assets concerned. As such, the d-NAR ecosystem will be designed to connect key information from these bodies to provide portfolio analysis across the entire estate. A subset of the data will also be publicly accessible. This will enable members of the public to view the government estate and identify any surplus property for rent or purchase, through a mix of GIS and other interfaces.

2. BACKGROUND TO THE CONTRACTING aUTHORITY

2.1 The Office of Government Property (OGP) supports government and the wider public sector to manage their estates more efficiently and effectively, helping to deliver the finest public services and supporting the government's priorities by unlocking surplus land for housing, and encouraging the creation of public service jobs outside London to support economic growth. OGP builds capacity and capability in the property function across government through leadership of the Government Property Profession and improving the use of data for better decision-making.

2.2 In line with above, the Authority developed and published the Government estates strategy.

2.3 The OGP priorities / programmes are:

2.3.1 One Public Estate (OPE): a partnership between the OGP and the Local Government Association (LGA) to provide practical and technical support as well as funding to councils to deliver ambitious property-focused programmes in collaboration with central government and other public sector partners.

2.3.2 Land for Housing: OGP works with departments, seeking to manage and release government property and land, which raises capital receipts, cuts running costs, and delivers local economic growth, including new homes and jobs.

2.3.3 Places for Growth: This programme works with Departments, Professions, and Arm's Length Bodies (ALBs) to encourage the movement and creation of civil service roles outside London.

2.3.4 Government Property Profession (GPP): OGP works to improve the capability of the Government property function. Working with the GPP Board, this includes specific development for the 2,000 members of the Government property profession.

2.3.5 The property function: The OGP leads the property function that exists to support the delivery of central government services. Around 4,500 people are employed in the function across government, managing a large estate, working towards delivering the Government Estate Strategy.

2.3.6 Developing cross government strategy, standards and policies on Facilities Management, Whole Life asset management and Sustainability.

2.3.7 Developing cross government property data standards.

3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

3.1 OGP produces evidence-based policies and leads on initiatives that have a far-reaching impact on the entire public-funded property sector. To achieve this, it requires cross organisational data and information from over a thousand public bodies.

3.2 OGP has an in-house data and analytics capability that provides specialist expertise to the unit, the property function and the circa 1,500 public sector organisations that contribute data to it. The capability spans data collection, storage, management and geospatial analysis, developing insight-based management dashboards and performing financial modelling. The unit authors the State of the Estate Report (SOFTE), which is data and analytics driven report tabled in the parliament under the Climate Change Act.

3.3 The Authority is the only body in central government that has access to estates data across multiple public bodies with plans to further expand the number of bodies that provide data, giving an even more holistic view of estate assets owned by the public. It is therefore in a unique position to provide insight to the property function, government departments, cross department programmes, parliament and the public.

3.4 By the end of 2022, the aim is that UK strategic building and property data for nearly all government and public sector bodies will be available to the Cabinet Office, offering a single, trusted view of all public estate assets.

3.5 OGP's Data and Analysis team published an Information Strategy to prepare for the future. The Information Strategy **(Annex A OGP Information Strategy)** sets out the high-level aspirations, new ways of working, skills, data and technology needed to ensure the OGP analytical function is fit for purpose and focused on delivering the added value to the property function and to deliver the GES and underpinning targets.

3.6 OGP maintains an electronic property information mapping service (e-PIMS). This is the largest central government property database and is the only such source of property data for the whole of government. The system has been operational since 1996 and is at the end of its ability to be upgraded for the OGP's future needs.

3.7 To meet its future needs, the Authority's Information Strategy recommends the creation of a **digital National Asset Register (d-NAR)**, a new insight focused platform that will replace e-PIMS and will:

3.7.1 Be based around a central data hub with a suite of advanced business intelligence and analytics tools. These tools will be designed to process wider estate and project-based data from source to consumption and will support future external data sources, such as socioeconomics

3.7.2 Collect base property data from public bodies that own land/property and 'mastered' on their systems, into a central data hub, with improved integration between those systems and d-NAR to improve accuracy and ease of data transfer. Responsibility for the base data accuracy rests with the public bodies.

3.7.3 Contain only data required for portfolio analysis in d-NAR, e.g. rent values, lease expiry dates, floor areas. Operational property management data, such as transactional data, is not required in d-NAR.

3.7.4 Supported by a flexible data model with limited 'core' data that adapts to programme needs. This model would allow mostly structured data brought into platform for specific project needs

3.7.5 Containing system support for effective data management and governance.

3.8 The d-NAR will provide control of data across the organisation to increase efficiency, transparency, accuracy, governance and trust to support better decision making and insight.

3.9 The Authority also recognises that its Data & Analytics team needs to be re-focused to provide data driven insight to programmes, initiatives and departments. This will require upskilled resources, trained in new analytical tooling, geospatial analytics and processes with an organisational structure to support knowledge sharing, experimentation and proof of concepts

3.10 The d-NAR should be based on market-leading, user-friendly technology requiring minimal customisation. The new system should fundamentally address future functionality and the aspirations set out in the Information Strategy.

3.11 Broadly, the d-NAR is envisaged to encompass the following components:

3.11.1 A platform to extract and transform portfolio-level property data from Government Departments, Local Authorities and other 3rd party sources, with the aim of being connected through API's. The platform would also include the ability to store unstructured data. It should be noted that depending on the public body, the mode of extraction will vary from API integration (this will require coordination with the managers of the source systems who may be 3rd party), bulk uploads and manual entry. All these modes will be catered for on d-NAR.

3.11.2 A Geographic Information Systems (GIS) based functionality that allows the Authority to visualise this data, with analytical tools, such as filters and overlays.

3.11.3 A reporting functionality that allows the Authority to create reports to support, amongst other things, its obligation to create a State of the Estate (SoftE) report, detailing the Government's holdings each year

3.11.4 A User Interface to allow users (with appropriate rights) to:

- Manage property data on the system;
- Search for properties; and
- Use self-service reporting and analytics.

3.11.5 An integrated data governance (audit and workflow) capability that provides confidence in system data

3.11.6 A public-facing capability that allows the public to view the government estate in GIS-format. This will include drill down

capability to a restricted set of property data, such as availability for sale and rent.

3.11.7 Enhancement on existing transparency reports and Government Property Finder, and a tool that provides information about government property assets for sale and lease.

3.12 **Annex B Solution Context Document** explains the current technical architecture and the existing high-level data relationships for the application. This meets the Authority's existing requirements but the current data model contains attributes for functionality that is discontinued or not required for the future.

3.13 **Annex B Solution Context Document** also includes a sample set of user scenarios for the future system and the data relationships at a business level that will form the basis of the future Supplier-designed data model.

4. DEFINITIONS

Expression or Acronym	Definition
ALB	Arm's Length Bodies
API	Application Programming Interface
CCS	Crown Commercial Service
COTS	Commercial-off-the-shelf
CTC	Counter Terrorist Check
d-NAR	The Digital National Asset Register that will join the public sector property data sets across hundreds of public sector entities into one geospatial umbrella.
Delivery Partner	means the successful, contracted Supplier for this contract.
e-PIMS	Electronic Property Information and Mapping Service is the central database of Government Central Civil Estate properties and land. It records the precise location of property, along with information such as landlord details, lease data and usage.
FBC	Full business case
FR	Functional Requirements
GDS	The Government Digital Service, part of the Cabinet Office is a centre of excellence in digital, technology and

	data, collaborating with Departments to assist with their system transformation.
GES	Government Estates Strategy 2018. This sets out how the government plans to make the most efficient and cost-effective use of its property.
GIS	Geographic Information Systems
Government Property Finder or GPF	This is a digital tool to find government-owned property, buildings or land in the UK.
GPP	Government Property Profession
InSite	InSite is the new name for the Digital National Asset Register, a Cabinet Office platform for the capture and reporting of strategic portfolio property data from across the government. The InSite platform will provide manual data entry and system integration for users to enter property data which will then be used to meet the Government's statutory and strategic reporting requirements.
LGA	Local Government Association
MOG	Machinery of Government
NFR	Non-Functional Requirements
OBC	Outline Business Case
OGP	Office of Government Property
PoC	Proof of Concept
PS	Public Sector
RFP	Request for Proposal
SoftE	State of the Estate report, published by the Authority that is tabled in Parliament on an annual basis.
TP	Technology Partner
UAT	User Acceptance Testing

5. SCOPE OF REQUIREMENT

5.1 The Authority requires the Supplier to provide technical assurance to support the d-NAR Programme through the activities as set out in section six. A

significant phase of the programme is the continued development and deployment of the system. The following items have been included to give the Supplier some background information of that phase for which the Authority required technical assurance and support.

5.2 The scope of the requirements extends to:

5.2.1 The provision of technical assessment and assurance of the design and delivery of the d-NAR system, covering a number of work package activities as set out in section 6 below.

5.2.2 Working with the Authority's Contracted Technology partner as detailed within section 5 below.

5.3 Out of scope for the requirement:

5.3.1 Any work on the technical deployment of the d-NAR system.

5.4 The Contract will commence on the 1st June 2021 with an initial contract expiry date of 1st September 2021.

5.4.1 There is an option to extend by a further six month period until 1st March 2022, however it is at the Authority's discretion if they wish to invoke.

5.5 **Programme Stage Background**

5.6 The requirements should be read in conjunction with the requirements for the technology partner who will be delivering the d-NAR beta. The requirements listed in point 5.8-5.11 are out of scope for this contract.

5.7 The Technology partner, who commenced work on the 1st of October 2020, are delivering the following work:

5.8 Design, build and operate a cloud-based cross-public sector property information solution that:

5.8.1 Automates data collection from designated government databases and 3rd party sources; and

5.8.2 Uses this data to create dashboards, reports and analytics using Business Intelligence and Geospatial tools.

5.9 The d-NAR design and build period is estimated to last between 5 and 6 months, delivering a minimum viable product in line with the requirements set out in **Annex C**.

5.10 The level of functionality required for the in **Annex C User Case (Functional and Non-Functional Requirements)**. In outline, the Technology partner is required to provide a solution that demonstrates the following functional outcomes and capabilities;

5.10.1 **User interface:** Users will navigate effectively and easily between different views, such as tables, forms, GIS, analysis and reporting views based on their organisation and functional roles, with associated differentiation in access to, and views, of the data.

5.10.2 **Information Entry and Review:** The data will be used as the basis for Government reporting, including freedom of information requests and must be accurate. Therefore, users will control processing of records, including validation, review and publishing.

5.10.3 **Business Intelligence and Reporting:** Users will produce reports in different formats without reversion to the Supplier. Such business intelligence reporting, will be in different formats, including structured ad-hoc tabular reports, dashboards and pre-formatted formal summary reports.

5.10.4 **Self Service Tools (Analytic, GIS and reporting):** Designated users will be able to source, transform and manipulate data in the solution and view the results in GIS, analysis or reporting tools.

5.10.5 **Data Integration & Processing:** Users will integrate data from multiple sources, process and validate the data, before structuring it to allow consumption through different presentational methods.

5.10.6 **Data Quality Management**: Users will achieve a high-level of data quality through the automated identification and reporting of data issues, followed by management of resolution

5.10.7 **Data Storage:** Users will store both structured and unstructured data, which can be associated with, and accessed by, records and reports.

5.10.8 **System Administrative functions:** End-users, the Supplier team and/or the in-house system administrators will manage user access through effective self-service.

5.11 In outline, the Technology Partner is required to provide a solution that demonstrates the following non-functional outcomes and capabilities.

5.11.1 **Hosting environment, availability and capacity:** PoC will be cloud-based with all integrations to required data sources

5.11.2 **Usability:** The solution will be aligned to best-practice and government user-interface design standards. These are detailed in **Annex C User Case (Functional and Non-Functional Requirements)**.

5.11.3 **Integration, API Management:** The solution will enable data integration to data sources and to output to social media.

5.11.4 **Identity and Access Management, Security, Encryption & Data Protection:** The solution will demonstrate data at rest protection, with acceptable approaches to demonstrating compliance including the encryption of all physical media, or sufficient physical access controls to appropriate standards. Please refer to **Annex C User Case (Functional and Non-**

Functional Requirements (NFRs) for standards and policies regarding technical design and data processing.

5.11.5 **Data Management:** The solution will demonstrate file management and audit capability.

6. THE REQUIREMENT

6.1 WORK PACKAGE 1 - CLIENT-SIDE TECHNICAL SYSTEMS DELIVERY ASSURANCE

6.1.1 The following sets out the Authority's requirement for technical assurance and applied technical expertise in terms of **nine** distinct work packages and deliverables upon which contract performance will be measured to time and quality. The Authority has set out a summary of suggested activities to achieve the required results; however; these activities are advisory and subject to change in conjunction with the successful Supplier's delivery plan. The Authority has a range of strategy, design and testing material that will inform the end product contracted for delivery by the Supplier. The intent is to share and work together in a spirit of partnership during development of the work packages to support the Supplier in achieving the required outcome.

6.1.2 The Delivery Partner is being procured to provide technical assurance to the programme in the delivery of technical elements (Design, Build, Test, Deploy phases), i.e. d-NAR and Government Property Finder tooling. The services will required to cover the period from 1 June 2020 to 1 September 2021 within the programme. This period aligns with the design and build of the d-NAR Private Beta Phase.

6.2 WORK PACKAGE 2 - TECHNICAL SYSTEM DELIVERY ASSURANCE

6.2.1 Review, monitor and report on Technology Partner activity down to JIRA item level development work tickets – providing detailed assessment of progress across all system work streams three times a week.

6.2.2 Set out and monitor technical risks and issues, formally reporting into wider programme issues

6.2.3 Provide a technical assessment of any change requests to InSite contract.

6.2.4 Set out the strategy and technical plan for legacy system e-PIMS decommissioning. Ensure all data is effectively migrated centrally and at an organisation level along with archiving key components of the system.

6.2.5 Develop and maintain a full suite of business process the system is required to enable and aligns to functional requirements. Agree these formally with OGP and oversee the implementation by the Technology Partner. Ensure formal hand over at end of contract and process to ensure processes are maintained up to date.

6.3 WORK PACKAGE 3 - TECHNICAL AND DATA ASSURANCE

6.3.1 Set out the API Integration Strategy for phase 1, integrating d-NAR with up to 3 departments property management systems. Assure design documents for the API to department early adopters (assumed to be Horizon) and engage with all sides to deliver effective integration in line with the agreed data schema. It remains the TP and Department responsibility to ensure that the design works so info flow in/out as planned, but it is the Delivery Partners role to coordinate this.

6.3.2 Develop a road map of high-level proposals for APIs to other systems in phase 2, engaging with depts. and suppliers to assess feasibility. Provide technical input into OGP/Department discussions regarding API development in Department systems

6.3.3 Set out the Single Sign-on Strategy across all 3 platforms and co-ordinate implementation. Oversee and assure the design process led by the technology partner.

6.3.4 Monitor the InSite Operational and Reporting Data Models and data bases to ensure it aligns with business requirements.

6.3.5 Formally assess in line with Technology Partner project plan, the intermediate and final version of technical design documents form compliance with contract requirements. The review of the documents should be evidenced and report produced setting compliance and any key issues. If applicable, to review the software development practice of the technology partner and comment on suitability in time for corrective action, if any.

6.3.6 Assure and monitor design documentation regularly to allow for any corrective action to be undertaken, covering the following documents:

6.3.6.1 System architecture design document;

6.3.6.2 Data model design document;

6.3.6.3 System integration design document;

6.3.6.4 API design document; and

6.3.6.5 Functional Design Document.

6.3.6.6 Service Operating Procedures (d-NAR community user handbook)

6.3.7 The programme material in **Annex A Information Strategy**, the detailed specifications, should be considered when reviewing documents to ensure alignment with wider programme objectives, in addition to technical requirements.

6.4 WORK PACKAGE 4 - TESTING AND PRIVATE BETA SUPPORT (UNTIL END OF AUGUST)

6.4.1 Formal assurance of updated Technology Partner Testing Strategy and plan.

6.4.2 Development of User Acceptance Testing (UAT) scripts, which will then need to be approved by the Authority before proceeding. Provide necessary assurance over execution of UAT.

6.4.3 Oversee with execution of UAT (including end to end testing) in assuring the Technology Partners work.

6.4.4 Provide OGP with the technical material and input to meet GDS service assessment.

6.4.5 Provide OGP with technical material for communications with Departments on testing and informal user training.

6.5 WORK PACKAGE 5 - OPERATIONS ASSURANCE

6.5.1 Support OGP with production of data management processes (data governance overall and system, data standard, is ongoing)

6.5.2 Review updated supplier system maintenance processes and manuals

6.6 WORK PACKAGE 6 - SATELLITE SYSTEM TECHNICAL INTEGRATION

6.6.1 Review changes to interfaces between GPF and Asset Register

6.6.2 Support development of material for GDS Assessment

6.6.3 Co-ordinate with Strategy and Assurance (for GPF) and Profession OGP Programme teams to ensure that all data can be linked.

6.6.4 Develop a technical plan to allow GPF to integrate with the InSite asses register through an API Integration and oversee the delivery of this.

6.7 WORK PACKAGE 7 - DATA MANAGEMENT

6.7.1 Create a Systems Integration Technical Plan, manage the deployment and development of a pipeline of organisations to deliver Application Programming Interface (API) data collection, assessing the technical and data practicalities.

6.8 WORK PACKAGE 8 - CO-ORDINATION AND GOVERNANCE SUPPORT

6.8.1 Report into the OGP Design Authority on change control and quality assurance. Providing assessment of compliance against contract requirements.

6.8.2 Provide OGP with technical input into business case and supporting assurance processes, ensuring and evidencing compliance.

6.8.3 Provide technical input into governance forums and presentations, such as InSite Board, Property Leaders and Property System and Data Team

6.8.4 Produce technical sections of departmental communications, especially around the role of systems integration and data mapping to OGP Requirements.

6.8.5 Monitor the impact of Beta programme decisions on the wider interoperability agenda for Beta In-Use and future developments.

6.8.6 Assurance on the value for money of the cost of contract post design and build

6.9 **WORK PACKAGE 9 - TESTING AND PUBLIC BETA SUPPORT (OPTIONAL (DEPENDENT ON THE AUTHORITY UTILISING THE CONTRACT EXTENSION PERIOD) FROM MID SEPTEMBER TO END)**

6.9.1 Provide OGP with technical documentation in preparation for Private Beta GDS assessment (potentially 2 of)

6.9.2 Provide OGP with Public Beta readiness assessment

6.9.3 Provide OGP with technical material for communications with Departments on testing, training and roll-out

6.9.4 Review of Technology Partner Plan for residual testing, support OGP with residual UAT scripts and UAT execution.

6.9.5 Assure OGP in supplier system maintenance processes and manuals.

6.9.6 Development of full suite of business process to underpin help desk function set up and delivery. Assessment of helpdesk processes implementation and roll out.

6.9.7 Provide OGP with Technical assurance of supplier training material, e.g. strategy, plan, manuals/reference guides.

6.9.8 Provide feedback on the above to the Authority where improvements or changes are required on the materials.

7. KEY MILESTONES AND DELIVERABLES

7.1 The Potential Provider should note the following project milestones that the Authority will measure the quality of delivery against:

Milestone/Deliverable	Description	Timeframe or Delivery Date
1	Contract returned and signed	Within 1 working day of contract award
2	Documentation review	Within 5 working days of document issued to the supplier
3	Authority Sign off of Supplier Developed User Acceptance Testing (UAT) Scripts	15th June 2021
4	Deliver full suite of Business Processes	15th June 2021

5	Detailed tracking progress report on System Delivery progress against functional requirement	3 times a week
6	The Supplier will provide the Authority with a schedule of month by month deliverables and the expected associated invoice amount for that month.	Every Month
7	e-PIMS Decommissioning technical plan agreed with OGP and suppliers	1st July 2021
8	All technical documentation and overall assessment of readiness against GDS criteria for the GDS assessment. (GDS Assessment anticipated to take place in Early September)	1 Month prior to GDS Assessment
8	Single Sign on Strategy and Implementation Plan	31st August
9	Technical plan to allow GPF to integrate with the InSite assets register through an API Integration and oversee the delivery of this.	25th September

8. MANAGEMENT INFORMATION/REPORTING

8.1 The Authority will ensure the necessary documentation is provided to the supplier to review, alongside any supporting documentation that is required to provide the required assurance.

8.2 The platform and frequency for communication and reporting will be discussed with the successful Supplier as part of the on-board and mobilisation phase. Suppliers should anticipate an on-line digital platform and project-based approach for file sharing, communication Authority-Supplier collaboration and knowledge transfer during the contract period. Security will be a key aspect of any sharing and we would expect password protection and encryption for any sensitive information.

9. VOLUMES

9.1 N/A

10. CONTINUOUS IMPROVEMENT

10.1 The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.

10.2 The Supplier should present new ways of working to the Authority during weekly Contract review meetings.

10.3 Changes to the way in which the Services are to be delivered must be brought to the Authority's attention and agreed prior to any changes being implemented.

11. SUSTAINABILITY

11.1 The Supplier should minimise impact on environmental sustainability by minimising landfill waste, paper, water, energy consumption and carbon emissions during delivery of this requirement.

12. QUALITY

12.1 No specific industry accreditation is mandatory for this work.

13. PRICE

13.1 The Supplier shall provide fixed pricing for the delivery of the nine work packages listed in above in section 6. The Supplier will be evaluated against the total price offered in their submissions.

13.2 The Supplier shall also provide Rate Card pricing that will be capturing the rates for any roles applicable for this requirement. This information is captured for information purposes only and will not be used for the Commercial Evaluation for this requirement.

13.3 Daily Rates are based on a Working Day consisting of Eight (8) hours (excluding breaks). All Daily Rates are inclusive of travel, subsistence, lodging and related expenses.

13.4 The Authority's expectation is that the total price for the work packages included within the Price Schedule will be within the maximum budget for the initial period of this contract, which is £150,000.00 (ex VAT).

14. STAFF AND CUSTOMER SERVICE

14.1 The Supplier shall provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service.

14.2 The Supplier's staff assigned to the Contract shall have the relevant qualifications, experience and aptitude to deliver the Contract to the required standard.

14.3 The Supplier shall ensure that staff understand the Authority's vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

15. SERVICE LEVELS AND PERFORMANCE

15.1 The Authority will measure the quality of the Supplier's delivery by:

KPI/SLA	Service Area	KPI/SLA description	Target
1	Project Management	Delivery on time and within total Contract award value.	100%

2	Project Management	Weekly contract review meetings with the project manager and monthly with the Programme Director.	100%
3	Compliance with Authority Requirements	The deliverables should meet the requirements specified in the Statement of Requirements.	100%
4	Support to the User and Project Teams	The Supplier Team will provide sufficient knowledgeable resource to support the Authority Project Team and Users to review the PoC and refine requirements. This is measured by approval to move to next deliverable according to the agreed delivery/ milestones.	100%
5	Progress Reporting	The Supplier Team will provide Detailed tracking progress report on System Delivery progress against functional requirement three times a week.	100%

15.2 The termination rules are detailed within the Contract Terms & Conditions.

16. SECURITY AND CONFIDENTIALITY REQUIREMENTS

16.1 Any supplier staff who will have access to internal OGP data should be Baseline Personnel Security Standard cleared. It is expected that a number of the team should have CTC clearance to allow access to more secure information. Those members of the project team who will be on the premises, at the location set out below, will be expected to adhere to the security process in place at the building.

16.2 The details for the project team who will be carrying out the work must be supplied to the Authority as part of the evaluation process and confirmation of the clearance that that they currently hold.

16.3 OGP will require a non-disclosure agreement (Please see Attachment 6 – Non Disclosure Agreement) if access to information about certain sensitive projects or programs is required by the Winning Supplier at Contract Award stage to perform this engagement.

17. PAYMENT AND INVOICING

17.1 Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

17.2 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs. At the commencement of the contract, the Supplier will provide the Authority with a schedule of month by month deliverables and the expected associated invoice amount for that month.

17.3 The Authority will issue a purchase order at the start of the contract. To enable prompt payment the Potential Bidder should submit invoices for payment clearly quoting the purchase order number to: **REDACTED**

18. CONTRACT MANAGEMENT

18.1 Attendance at Contract Review meetings shall be at the Supplier's own expense.

18.2 There must be weekly contract review meetings with the project manager and monthly with the Programme Director.

18.3 In the current situation with Covid-19 these meetings can be held virtually. If face-to-face is necessary then any social distancing rules that are in place at that time must be adhered to.

19. LOCATION

19.1 The base location of the Services will be carried out at the OGP offices in 1 Horse Guards Road, London and expenses incurred from travel to this location should be included in the rates provided in Attachment 4 – Pricing Schedule. All expenses including Travel & Subsistence, must be absorbed into the Supplier's Fix Price Proposal.

19.1.1 In the current situation with Covid-19 any social distancing rules that are in place at that time must be adhered to when visiting any sites.

19.2 The activities in the OGP offices will include kick-off meetings, requirements meetings, review sessions and system demonstrations. The project team is expected to regularly visit the client premises.

19.2.1 Critical review sessions should be scheduled in advance to ensure attendance can be secured. These arrangements are also subject to latest Government COVID guidance.

19.3 OGP promotes smarter working practices and green travel plans. Therefore, activities requiring location based meetings and workshops should be planned and kept to a minimum. The Authority uses Google Hangouts for collaboration in support of this approach and expects the supplier to be able to access this tool.