



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

Order Form

This Order Form is issued in accordance with the provisions of the Technology Services 3 Framework Agreement RM6100 dated 16/06/2021 between the Supplier (as defined below) and the Minister for the Cabinet Office (the "**Framework Agreement**") and should be used by Buyers after making a direct award or conducting a further competition under the Framework Agreement.

The Contract, referred to throughout this Order Form, means the contract between the Supplier and the Buyer (as defined below) (entered into pursuant to the terms of the Framework Agreement) consisting of this Order Form and the Call-Off Terms. The Call-Off Terms are substantially the terms set out in Annex 2 to Schedule 4 to the Framework Agreement and copies of which are available from the Crown Commercial Service website [Technology Services 3 - CCS \(crowncommercial.gov.uk\)](https://www.crowncommercial.gov.uk/technology-services-3-ccs). The agreed Call-Off Terms for the Contract being set out as the Annex 1 to this Order Form.

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

In this Order Form, capitalised expressions shall have the meanings set out in Schedule 1 (Definitions) of the Call-Off Terms.

This Order Form shall comprise:

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

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

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



Section A

General information

Contract Details

Contract Reference:

CEFAS24-124

Review of Cefas' IT security configurations including cloud and endpoint security, document protection, authentication and policies and procedures to produce a road map and enable implementation of proposed recommendations and deliverables.

Buyer details

Buyer organisation name

Centre for Environment, Fisheries and Aquaculture Science (Cefas)

Billing address

Cefas, Pakefield Road, Lowestoft, Suffolk, NR33 0HT

Email: finance@cefas.gov.uk

Buyer representative name**Buyer representative contact details**

procure@cefas.gov.uk

Buyer Project Reference

CEFAS24-124.

Supplier details

Supplier name

Advania UK Limited

Supplier address

Lowry Mill Lees Street, Swinton, Manchester, M27 6DB, England



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Supplier representative name

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Supplier representative contact details

Email and telephone contact details of the supplier's representative

[REDACTED] [REDACTED]

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

SO01, SO02, SO03.



Section B

Part 1 - The Services Requirement

Commencement Date

See above in Section A

Contract Period

Date of commencement (see Section A) to March 31 2025

Services

The Supplier shall provide the following Services to the Buyer:

Review of Cefas' IT security configurations including cloud, endpoint security, document protection, authentication, policies and procedures. The supplier will deliver workshops to generate documentation of findings and practical recommendation and will then work with Cefas to implement these recommendations. The supplier will also be required to produce a roadmap to inform longer term strategy and improvements moving forward.

The Services are more particularly described in Attachment 1 (Services Specification).

Deliverables

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

1. Entra ID and Defender modernisation

- Security Device Configuration Review
- Entra ID Premium Concept Design
- Entra ID conditional Access design
- M365 Defender design
- Entra ID Implementation
- Defender Review and Recommendations
- M365 EndPoint workshop and roadmap
- M365 Security workshop and roadmap

2. Microsoft Purview Review and Update

- MS Purview data governance compliance concept design and workshop
- MS Purview Information protection workshop
- MS Purview Information Protection design

3. External access roadmap



- Cefas External tenant review & roadmap
- Microsoft 365 Productivity workshop and roadmap
- M365 Endpoint Management workshop and roadmap
- M365 Security workshop and roadmap

The Deliverables are more particularly described in Attachment 1 (Services Specification).

Sites for the provision of the Services

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

Buyer Premises:

Cefas offices (Pakefield Road, Lowestoft, Suffolk NR33 0HT and/or Barrack Road, Weymouth, DT4 8UB)

Supplier Premises:

Lowry Mill Lees Street, Swinton, Manchester, M27 6DB, England

Third Party Premises:

Not Applicable

Additional Standards

The supplier will need to evidence that they are Cyber Security Plus and /or ISO 27001 certified.

Key Supplier Personnel

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

| Key Supplier Personnel | Key Role(s) | Duration |
|------------------------|-------------|----------|
| | | |
| | | |
| | | |

Buyer Property

Not Applicable

Buyer Security Policy

Cefas adhere to the Government Functional Standard GovS 007 Security which can be found here: [Government Functional Standard GovS 007: Security - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/government-functional-standard-govs-007-security)

For the purposes of this Contract the applicable policies and procedures are available at: [Policies, plans, reports and quality - Cefas \(Centre for Environment, Fisheries and Aquaculture Science\)](#)



For the avoidance of doubt, if other policies of the Authority are referenced in the Conditions and Annexes, those policies will also apply to the Contract on the basis described therein.

Buyer Enhanced Security Requirements

For this contract, Cefas requires that all supplier staff employed on this contract have SC level security clearance as a minimum.

Cefas may require the Supplier to ensure that any person employed in the delivery of the contract has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that they have a conviction that is relevant to the nature of the Contract, relevant to the work of the Authority, or is of a type otherwise advised by the Authority (each such conviction a "Relevant Conviction"), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Deliverables.

Insurance

Third Party Public Liability Insurance (£) – 1,000,000

Professional Indemnity Insurance (£) – 1,000,000

Employers Liability Insurance (£) – 5,000,000

The supplier shall hold the above insurance cover for the duration of the contract in accordance with this order form.

Key Sub-Contractors

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

Not Applicable

Part 2 – Charges, Payment and Invoicing

| | | | | |
|------------|------------|------------|------------|------------|
| [REDACTED] | | | | |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |



| | | | | |
|-------------|--|--|----------|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total Cost: | | | £103,550 | £ |

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

Payment Profile

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

The payment profile for this Contract is monthly in arrears

Invoice Details

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

All invoices must be sent to:

finance@cefas.gov.uk

Within 10 Working Days of receipt of your countersigned copy of this Order Form, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

The Supplier shall ensure that each invoice is submitted in a PDF format and contains the following information:

- 1.1.1 the date of the invoice;
- 1.1.2 a unique invoice number;
- 1.1.3 the period to which the relevant Charge(s) relate;
- 1.1.4 the correct reference for the Contract
- 1.1.5 a valid Purchase Order Number;



- 1.1.6 the dates between which the Deliverables subject of each of the Charges detailed on the invoice were performed;
- 1.1.7 a description of the Deliverables;
- 1.1.8 the pricing mechanism used to calculate the Charges (such as fixed price, time and materials);
- 1.1.9 any payments due in respect of achievement of a milestone, including confirmation that milestone has been achieved by the Authority's Authorised Representative
- 1.1.10 the total Charges gross and net of any applicable deductions and, separately, the amount of any reimbursable expenses properly chargeable to the Authority under the terms of this Contract, and, separately, any VAT or other sales tax payable in respect of each of the same, charged at the prevailing rate;
- 1.1.11 a contact name and telephone number of a responsible person in the Supplier's finance department and/or contract manager in the event of administrative queries; and
- 1.1.12 the banking details for payment to the Supplier via electronic transfer of funds (i.e. name and address of bank, sort code, account name and number)

Method of Payment

The payment method for this Contract is BACS

Contract Anticipated Potential Value: £130,000

Part 3 – Additional and Alternative Buyer Terms

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

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

Additional Schedules

Guidance Note: Tick any applicable boxes below

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

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

Alternative Clauses

Guidance Note: Tick any applicable boxes below



The following Alternative Clauses will apply:

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

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

Liability

As per call-off terms

Termination for Convenience

As per call off terms

Section C

Supplier response

Commercially Sensitive information

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

No Applicable



Attachment 1 – Services Specification

Background

As an executive agency of the UK Government, Cyber security is one of the biggest risks to Cefas as an organisation. There is an ever-growing threat level leading to an increase in well documented and high-profile cyber security compromises and incidents in other organisations. These compromises can lead to potentially catastrophic impacts for the organisation's delivery and reputation.

Although Cefas have implemented extensive protections and mitigations within our cloud and endpoint services, these have not been comprehensively reviewed in some time. With both security threats and technology (protections) evolving during that time we may be missing essential updates and recommended practices to help us protect our assets.

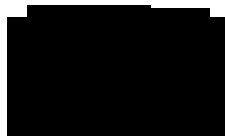
This aligns to Government cyber security strategy and requirements

<https://www.gov.uk/government/publications/government-cyber-security-strategy-2022-to-2030>

Requirement:

It is of critical importance for Cefas to engage an experienced partner to review our IT security configurations including cloud and endpoint security, document protection, authentication and policies and procedures.

Part of the drive for this work includes observations of actual and potential gaps in security configurations where resources have not been available to keep pace of changes, including a report generated by Advania based on several days of limited basic discovery [REDACTED]



The workshops and discovery will generate documentation of findings and practical recommendations by the supplier, to be presented to Cefas. This will be followed by implementation by the supplier, supported by Cefas, of all agreed relevant and practical security recommendations as a matter of priority, as well as production and presentation of roadmap documents to inform longer term strategy and improvements moving forward.

Workshops and discovery will be held onsite and in person where necessary or practical. All staff working on the project accessing Cefas sites or IT resources will have SC clearance

The review, recommendations and implementation will be managed by the supplier to ensure resource and technical interdependencies are considered which result in a practical, clear and achievable outcome of deliverables, concentrating (where appropriate) on high risk priorities that have been identified.

Deliverables / Outputs:

1. Entra ID Modernisation



- Configuration Reviews - Security Device Configuration Review Delivery
Output: Microsoft 365 Configuration Review for 2 tenants
- Microsoft Entra ID Premium Workshop & Concept Document for supplier to present and discuss.
Output: Entra ID Premium Concept Design
- Entra ID Conditional Access Workshop Design
Output: Entra ID Conditional Access Design
- Microsoft 365 E5 Defender for Identity, Cloud apps & Office 365 – Design
Output: Microsoft Defender for Identity Cloud Apps & Office 365 Design
- Microsoft Entra ID Implementation
Output: Using the outputs from the Entra ID Premium and Entra ID Conditional access workshop, the Supplier will work with the client to implement the agreed changes. The supplier will implement changes as agreed with support from Cefas where necessary.
- Microsoft 365 E5 Defender for Identity, Cloud apps & Office 365 – Prepare
Output: Defender for Endpoint and Intune Defender review and recommendations
Output: Using the outputs from the review, the Supplier will work with the client to implement the agreed changes. The supplier will implement changes as agreed with support from Cefas where necessary.
- Microsoft 365 Roadmap - M365 Endpoint Management Workshop and Roadmap
Output: M365 Productivity Workshop and Roadmap
Output: M365 Endpoint Management Workshop and Roadmap
Output: M365 Security workshop and Roadmap
- Microsoft 365 Roadmap - M365 Security workshop and Roadmap
Output: M365 Productivity Workshop and Roadmap
Output: M365 Endpoint Management Workshop and Roadmap
Output: M365 Security workshop and Roadmap
- Microsoft Defender suite of protection products (XDR, Office 365, Endpoint, Cloud Apps, Identity, Defender for Cloud, Vulnerability Management) - Review, Security workshop, Roadmap and implementations
Output: Defender suite Workshop and Roadmap where not already completed
Output: Using the outputs from the reviews, workshops and Roadmaps the Supplier will work with the client to implement agreed changes. The supplier will implement changes as agreed with support from Cefas where necessary.

Granular implementation dates will be agreed during discovery to be completed within the overarching agreed completion date



To be delivered by 31 March 2025

2. Microsoft Purview Review and Update

- Microsoft 365 Compliance & Data Governance - Microsoft Purview Advanced Data Governance & Compliance Workshop and Concept.
Output: Microsoft Purview advanced data governance & compliance concept design
- Microsoft Purview Information Protection & Data Loss Prevention (DLP) workshop and concept
Output: Microsoft Purview Information Protection & DLP concept design
- Microsoft Purview Information Protection implementation - Microsoft Purview Policy Orchestration Workshop
Output: Microsoft Purview Low Level design
Output: Using the outputs from the design, the Supplier will work with the client to implement the agreed changes. The supplier will implement changes as agreed with support from Cefas where necessary.
- Microsoft 365 Roadmap - M365 Endpoint Management Workshop and Roadmap
Output: M365 Productivity Workshop and Roadmap
Output - M365 Endpoint Management Workshop and Roadmap
Output - M365 Security workshop and Roadmap
- Microsoft 365 Roadmap - M365 Security workshop and Roadmap output
Output: M365 Productivity Workshop and Roadmap
Output: M365 Endpoint Management Workshop and Roadmap
Output: M365 Security workshop and Roadmap

Granular implementation dates will be agreed during discovery to be completed within the overarching agreed completion date

To be delivered by 31 March 2025

3. External access roadmap

- Cefas External tenant review & roadmap
Output: Cefas External tenant recommendations roadmap
- Microsoft 365 Roadmap - M365 Productivity Workshop and Roadmap
Output: M365 Security workshop and Roadmap
- Microsoft 365 Roadmap - M365 Endpoint Management Workshop and Roadmap
Output: M365 Endpoint Management Workshop and Roadmap output
Output: M365 Security workshop and Roadmap output
- Microsoft 365 Roadmap - M365 Security workshop and Roadmap



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Output: M365 Productivity Workshop and Roadmap

Output: M365 Security workshop and Roadmap

Granular implementation dates will be agreed during discovery to be completed within the overarching agreed completion date

To be delivered by 31 March 2025



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

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



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Attachment 3 – Transparency Reports

Not USED



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

Not USED