

Order Form Template and Call-Off Schedules

CALL-OFF REFERENCE:	Project 25351
DWP CONTRACT NUMBER:	TBC once contract finalised
CALL-OFF TITLE:	Digital Specialist Requirements for DWP - Technical Architect
CALL-OFF CONTRACT DESCRIPTION:	Provision of a Technical Architect for 3-month period to the 31 st March 2023.
THE BUYER:	Department for Work and Pensions (DWP).
BUYER ADDRESS	Caxton House, Tothill Street London Greater London SW1H 9NA England
THE SUPPLIER:	Cognizant Worldwide Limited
SUPPLIER ADDRESS:	1 Kingdom Street, London, W2 6BD
REGISTRATION NUMBER:	FC024125
DUNS NUMBER:	216654505
SID4GOV ID:	N/A

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 30th January 2023

It's issued under the Framework Contract with the reference number RM6263 for the provision of Digital Specialists and Programmes Deliverables.

The Parties intend that this Call-Off Contract will not, except for the first Statement of Work which shall be executed at the same time that the Call-Off Contract is executed, oblige the Buyer to buy or the Supplier to supply Deliverables.

The Parties agree that when a Buyer seeks further Deliverables from the Supplier under the Call-Off Contract, the Buyer and Supplier will agree and execute a further Statement of Work (in the form of the template set out in Annex 1 to this Framework Schedule 6 (Order Form Template, SOW Template and Call-Off Schedules)).

Upon the execution of each Statement of Work it shall become incorporated into the Buyer and Supplier's Call-Off Contract.

CALL-OFF LOT(S):

Lot 2 – Digital Specialists

CALL-OFF INCORPORATED TERMS

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

1. This Order Form including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1 (Definitions) RM6263
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6263
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information) as set out in this order form
 - ~~Joint Schedule 6 (Key Subcontractors)~~ N/A
 - Joint Schedule 7 (Financial Difficulties)
 - ~~Joint Schedule 8 (Guarantee)~~ N/A

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- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data) as set out in this order form
- ~~Joint Schedule 12 (Supply Chain Visibility) N/A~~
- Joint Schedule 13 (Cyber Essentials)
- Call-Off Schedules for RM6263
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer) Parts C and E only
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 5 (Pricing Details and Expenses Policy) as set out in this order form
 - Call-Off Schedule 6 (Intellectual Property Rights and Additional Terms on Digital Deliveries)
 - Call-Off Schedule 7 (Key Supplier Staff)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 10 (Exit Management)
 - ~~Call-Off Schedule 12 (Clustering) N/A~~
 - Call-Off Schedule 13 (Implementation Plan and Testing)
 - ~~Call-Off Schedule 14A (Service Levels) N/A~~
 - Section 1 of Call-Off Schedule 14B (Service Levels and Balanced Scorecard)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - ~~Call-Off Schedule 16 (Benchmarking)~~
 - ~~Call-Off Schedule 17 (MOD Terms) N/A~~
 - Call-Off Schedule 18 (Background Checks)
 - ~~Call-Off Schedule 19 (Scottish Law) N/A~~
 - Call-Off Schedule 20 (Call-Off Specification)
 - ~~Call-Off Schedule 21 (Northern Ireland Law) N/A~~
 - ~~Call-Off Schedule 23 (HMRC Terms) N/A~~
 - ~~Call-Off Schedule 25 (Ethical Walls Agreement) N/A~~
 - ~~Call-Off Schedule 26 (Secondment Agreement Template)~~

5. CCS Core Terms (version 3.0.11)

6. Joint Schedule 5 (Corporate Social Responsibility) RM6263

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.

CALL-OFF SPECIAL TERMS –

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

For this Call-Off Contract, as stated in Clause 10.2.2 of the CoreTerms:

10.2.2 Buyer has the right to terminate their Call-Off Contract at any time without reason by giving the Supplier not less than 30 days' written notice.

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CALL-OFF START DATE: 30/01/23

CALL-OFF EXPIRY DATE: 31/03/23

CALL-OFF INITIAL PERIOD: 3 months

CALL-OFF OPTIONAL

EXTENSION PERIOD:

Should an extension be required this will be agreed by both parties prior to end of February 2023

MINIMUM NOTICE PERIOD

FOR EXTENSION(S):

1 Month

CALL-OFF CONTRACT VALUE:

Up to a maximum of £33,500 (ex VAT) as more specifically described in Schedule 1 – subject to individually Buyer governed Statement of Works.

KEY SUB-CONTRACT PRICE:

N/A

CALL-OFF DELIVERABLES

Role Family:	Technical Specialist Architect
DDAT Role	SFIA Level 5
Staff Security Clearance	Baseline Personnel Security Standard (BPSS)
Location:	Remote
Number of each role	1

BUYER's STANDARDS

From the Start Date of this Call-Off Contract, the Supplier shall comply with the relevant (and current as of the Call-Off Start Date) Standards set out in FrameworkSchedule 1 (Specification). The Buyer requires the Supplier to comply with the following additional Standards for this Call-Off Contract:

The Security Policies are published on:

DWP procurement: security policies and standards - GOV.UK (www.gov.uk)

Acceptable Use Policy.

Information Security Policy

Physical Security Policy.

Information Management Policy.

Email Policy.

Framework Ref: RM6263

Project Version: v1.0

Model Version: v3.7

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Remote Working Policy.

Social Media Policy.

Security Classification Policy.

HMG Personnel Security Controls – May 2018

CYBER ESSENTIALS SCHEME

The Buyer requires the Supplier, in accordance with Joint Schedule 13 (Cyber Essentials Scheme) to provide a Cyber Essentials Plus Certificate prior to commencing the provision of any Deliverables under this Call-Off Contract.

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the CoreTerms, as amended by the Framework Award Form Special Terms.

The Estimated 3 month Charges used to calculate liability in the first Contract 6 months is £40,500 Ex VAT

CALL-OFF CHARGES

See details in Call-Off Schedule 5 – Annex 2 (Pricing Details)

Where non-UK Supplier Staff (including Subcontractors) are used to provide any element of the Deliverables under this Call-Off Contract, the applicable rate card(s) shall be incorporated into Call-Off Schedule 5 (Pricing Details and Expenses Policy) and the Supplier shall, under each SOW, charge the Buyer a rate no greater than those set out in the applicable rate card for the Supplier Staff undertaking that element of work on the Deliverables.

REIMBURSABLE EXPENSES

DWP Travel Policy 2 is attached.



Attachment 3 -
Annex 2 - DWP Trav

PAYMENT METHOD

BACS - The supplier will issue electronic invoices monthly in arrears. The buyer will make payment of the invoice within 30 days of receipt of a valid invoice. Invoicing will be in line with actual efforts spent by supplier resources.

A copy of the invoice must also be sent to the work requestor specified within the SOW/Purchase Order.

BUYER'S INVOICE ADDRESS:

Framework Ref: RM6263
Project Version: v1.0
Model Version: v3.7

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Invoices should be submitted monthly in arrears to:

REDACTED

When requested, paper invoices should be sent to:

REDACTED

BUYER'S AUTHORISED REPRESENTATIVE -
REDACTED

BUYER'S ENVIRONMENTAL POLICY

The Contracting Authority is committed to a 100% reduction of greenhouse gas emissions and requires the successful Supplier under this procurement to demonstrate an organisational commitment to the 'Net Zero' target.

Further information can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1054373/Guidance-on-adopting-and-applying-PPN-06_21--Selection-Criteria-Jan22_1_.pdf

BUYER'S SECURITY POLICY

Security and CONFIDENTIALITY requirements :

BPSS Clearance is required for all roles working under this this requirement.

DSP Call Off Schedule 9 (Security) Part A The Short Form Security Requirements will apply. In addition, the Contracting Authority requires the following clauses to be included in any resultant Contract:

Risk Management:

The Supplier shall and shall procure that any Sub-contractor (as applicable) shall, co-operate with the Contracting Authority in relation to the Contracting Authority's own risk management processes regarding the Services.

For the avoidance of doubt, the Supplier shall pay all costs in relation to undertaking any action required to meet the requirements stipulated in this section. Any failure by the Supplier to comply with any requirement of section (regardless of whether such failure is capable of remedy), shall constitute a Material Breach entitling the Contracting Authority to exercise its rights under clause.

Security Audit and Assurance:

The Supplier shall, and shall procure that any Sub-contractor (as applicable) shall, complete the information security questionnaire in the format stipulated by the Contracting Authority (the "Information Security Questionnaire") at least annually or at the request by the Contracting Authority. The Supplier shall provide the completed Information Security Questionnaire to the Contracting Authority within one calendar month from the date of request.

The Contracting Authority shall schedule regular security governance review meetings which the Supplier shall and shall procure that any Sub-contractor (as applicable) shall, attend.

Security Policies and Standards

The Supplier shall, and shall procure that any Sub-contractor (as applicable) shall, comply with the Security Policies and Standards set out in section below.

Notwithstanding the foregoing, the Contracting Authority's Security Requirements applicable to the Services may be subject to change following certain events including, but not limited to, any relevant change in the delivery of the Services. Where any such change constitutes a Contract Change, any change in the Contracting Authority's Security Requirements resulting from such Contract Change (if any) shall be agreed by the Parties in accordance with the Contract Change Procedure. Where any such change constitutes an Operational Change, any change in the Contracting Authority's Security Requirements resulting from such Operational Change (if any) shall be agreed by the Parties and documented in the relevant Operational Change Confirmation.

The Supplier shall and shall procure that any Sub-contractor (as applicable) shall, maintain appropriate records and is otherwise able to demonstrate compliance with the Security Policies and Standards.

Security Policies and Standards

The Security Policies are published on:

[DWP procurement: security policies and standards - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/dwp-procurement-security-policies-and-standards)

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The supplier will be required to comply with;

Acceptable Use Policy

Information Security Policy

Physical Security Policy

Information Management Policy

Email Policy

Remote Working Policy

Social Media Policy

Security Classification Policy

HMG Personnel Security Controls – May 2018

(published on [HMG personnel security controls - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/68421/hmg-personnel-security-controls-may-2018.pdf))

BUYER'S AUTHORISED REPRESENTATIVE

REDACTED

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED

SUPPLIER'S CONTRACT MANAGER

REDACTED

PROGRESS REPORT FREQUENCY

Monthly on the first week of each month

PROGRESS MEETING FREQUENCY

Monthly on the first week of each month

KEY STAFF

REDACTED

KEY SUBCONTRACTOR(S)

N/A

COMMERCIALLY SENSITIVE INFORMATION

Supplier's Commercially Sensitive Information as per joint schedule 4

MATERIAL KPIs – targets measures for supplier

The following Material KPIs shall apply to this Call-Off Contract in accordance with Call-Off Schedule 14A (Service Levels):

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KPI	Service Area	KPI description	Target
1	Performance	Supplier Staff provided have the necessary knowledge, skills, experience, and qualifications and are able to deliver to the required standard (Technical Specialist Architect – SFIA Level 5)	98%
2	Lead Times	Where Contracting Authority request CVs from the supplier, the supplier shall provide suitable CVs within 3 working days. If requested by the Contracting Authority the Supplier shall arrange interviews within 2 working days of the Contracting Authority confirming which CV's are of interest.	95%
3	Reporting	Quality and accuracy of Management Information Reports received within agreed reporting timescales	95%

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the Government social value goals as detailed in the Social Value Model:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/940826/Social-Value-Model-Edn-1.1-3-Dec-20.pdf

In support of this, the Contracting Authority requires the successful Supplier under this procurement to demonstrate and report on their commitment to the Social Value Themes and Policy Outcomes:

Themes		Policy Outcomes
Theme 1	COVID 19 Recovery	Help local communities to manage and recover from the impact of COVID-19
Theme 2	Tackling economic inequality	Create new businesses, new jobs, and new skills

Framework Ref: RM6263

Project Version: v1.0

Model Version: v3.7

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		Increase supply chain resilience and capacity
Theme 3	Fighting climate change	Effective stewardship of the environment
Theme 4	Equal Opportunity	Reduce the disability employment gap
		Tackle workforce inequality
Theme 5	Wellbeing	Improve health and wellbeing
		Improve community cohesion

In view of the Contracting Authority's objective of encouraging people to work and making work pay and its aim to provide assistance and guidance into employment, the Contracting Authority is particularly interested in Supplier commitments that support these goals, and which align more directly with themes 1, 2 and 4 of the Social Value Model.

There are many ways Suppliers may be able to demonstrate their support, including but not limited to:

Kickstart Scheme: As part of the Government's response to tackling the impact of COVID on employment, the Department launched the Kickstart Scheme, aimed at helping young people who are at risk of long-term unemployment get the experience to help get them into long-term employment: <https://www.gov.uk/government/collections/kickstart-scheme>

Apprenticeship Schemes: [Apprenticeships](#)

Graduate Schemes: <https://nationalcareers.service.gov.uk/careers-advice/how-to-find-graduate-schemes/>

Returnship Programmes: [Toolkit for returners: helping you back to work \(publishing.service.gov.uk\)](#)

Creating Opportunities for ex-offenders: <https://www.gov.uk/government/publications/unlock-opportunity-employer-information-pack-and-case-studies/employing-prisoners-and-ex-offenders>

Recruiting ex-service personnel: <https://www.gov.uk/guidance/recruitment-for-ex-services-personnel>

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STATEMENT OF WORKS

During the Call-Off Contract Period, the Buyer and Supplier may agree and execute completed Statement of Works. Upon execution of a Statement of Work the provisions detailed therein shall be incorporated into the Call-Off Contract to which this Order Form relates.

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	REDACTED	Role:	REDACTED
Date:	REDACTED	Date:	REDACTED

Annex 1

Statement of Work

1. STATEMENT OF WORK ("SOW") DETAILS	
<p>Upon execution, this SOW forms part of the Call-Off Contract (reference below).</p> <p>The Parties will execute a SOW for each set of Buyer Deliverables required. Any ad-hoc Deliverables requirements are to be treated as individual requirements in their own right and the Parties should execute a separate SOW in respect of each, or alternatively agree a Variation to an existing SOW.</p> <p>All SOWs must fall within the Specification and provisions of the Call-Off Contract.</p> <p>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.</p>	
Date of SOW:	26 th January 2023
SOW Title:	Sentinel – Specialist Technical Architect
SOW Reference:	001
Call-Off Contract Reference:	Project_25351
Buyer:	The Department for Work and Pensions
Supplier:	Cognizant Worldwide Limited
SOW Start Date:	30 th January 2023
SOW End Date:	31 st March 2023
Duration of SOW:	48 working days
Key Personnel(Buyer)	REDACTED
Key Personnel (Supplier)	REDACTED
Subcontractors	N/A

2. CALL-OFF CONTRACT SPECIFICATION - PROGRAMME CONTEXT	
SOW Deliverables Background	DWP are requesting a Specialist Technical Architect to support their implementation of the Sentinel product.
Delivery phase(s)	The delivery will be between 30 th January 2023 – 31 st March 2023

Overview of Requirement	<p>We understand from the information provided that DWP require a Technical Architect with the following skills:</p> <p>REDACTED</p>
Accountability Models	<p>Sole Responsibility: <input type="checkbox"/></p> <p>Self Directed Team: <input type="checkbox"/></p> <p>Rainbow Team: <input checked="" type="checkbox"/></p>

3. BUYER REQUIREMENTS – SOW DELIVERABLES																	
Outcome Description	<p>The supplier is required to provide the below resources</p> <table border="1"> <tr> <td>Resource Type</td><td>Specialist Technical Architect</td></tr> <tr> <td>Security Level</td><td>BPSS (SC clearable) – 3 years residency in the uk</td></tr> <tr> <td>Quantity</td><td>1</td></tr> <tr> <td>SFIA Level</td><td>5</td></tr> <tr> <td>Start Date</td><td>30/01/2023</td></tr> <tr> <td>End Date</td><td>31/03/2023</td></tr> <tr> <td>Day rate (£)</td><td>REDACTED</td></tr> <tr> <td>Location</td><td>Hybrid. Remote plus 2 days / week in our London Hub (Caxton House in</td></tr> </table>	Resource Type	Specialist Technical Architect	Security Level	BPSS (SC clearable) – 3 years residency in the uk	Quantity	1	SFIA Level	5	Start Date	30/01/2023	End Date	31/03/2023	Day rate (£)	REDACTED	Location	Hybrid. Remote plus 2 days / week in our London Hub (Caxton House in
Resource Type	Specialist Technical Architect																
Security Level	BPSS (SC clearable) – 3 years residency in the uk																
Quantity	1																
SFIA Level	5																
Start Date	30/01/2023																
End Date	31/03/2023																
Day rate (£)	REDACTED																
Location	Hybrid. Remote plus 2 days / week in our London Hub (Caxton House in																

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		Westminster) with the view that there may be planned times, that DWP would look for in-person collaboration in the Leeds Hub (Quarry House). Regular travel to London would be included in the day rate. Any travel to Leeds would be billable as expense in line with DWP Travel and expense policy.	
Milestone Ref	Milestone Description	Acceptance Criteria	Due date
	N/A		
	N/A		
Delivery Plan	N/A		
Dependencies	N/A		
Supplier Resource Plan	N/A		
Security Applicable to SOW:	<p>The Supplier confirms that all Supplier Staff working on Buyer Sites and on Buyer Systems and Deliverables have completed Supplier Staff Vetting in accordance with Paragraph 6 (Security of Supplier Staff) of Part B – Annex 1 (Baseline Security Requirements) of Call-Off Schedule 9 (Security).</p> <p>If different security requirements than those set out in Call-Off Schedule 9 (Security) apply under this SOW, these shall be detailed in this SOW:</p> <p>The Supplier agrees to the additional Buyer standard clauses in respect of Security Requirements listed below.</p> <p>1. Risk Management:</p> <ul style="list-style-type: none"> a. The Supplier shall and shall procure that any Sub-contractor (as applicable) shall, co-operate with the Buyer in relation to the Buyer's own risk management processes regarding the Services. b. For the avoidance of doubt, the Supplier shall pay all costs in relation to undertaking any action required to meet the security requirements stipulated in this Statement of Work. Any failure by the Supplier to comply with any security requirements of this Statement of Work, shall constitute a material Default entitling the Contracting Authority to exercise its rights under clause 10.4.1 of the Core Terms. 		


	<p>2. Security Audit and Assurance:</p> <p>a. The Supplier shall, and shall procure that any Sub-contractor (as applicable) shall, complete the information security questionnaire in the format stipulated by the Buyer (the "Information Security Questionnaire") at least annually or at the request by the Buyer. The Supplier shall provide the completed Information Security Questionnaire to the Buyer within one calendar month from the date of request.</p> <p>b. The Buyer shall schedule regular security governance review meetings which the Supplier shall and shall procure that any Sub-contractor (as applicable) shall, attend.</p> <p>3. Security Policies and Standards</p> <p>a. The Supplier shall, and shall procure that any Sub-contractor (as applicable) shall, comply with the security policies and standards set out in paragraph 4 below.</p> <p>b. Notwithstanding the foregoing, the Buyer's security requirements applicable to the SOW Deliverables may be subject to change following certain events including, but not limited to, any relevant change in the delivery of the SOW Deliverables. Where any such change constitutes a Variation, any necessary Variation shall be agreed by the Parties in accordance with clause 24 of the Core Terms.</p> <p>c. The Supplier shall and shall procure that any Sub-contractor (as applicable) shall, maintain appropriate records and is otherwise able to demonstrate compliance with the Security Policies and Standards.</p> <p>4. Security Policies and Standards</p> <p>a. The Buyer's security policies are published on: DWP procurement: security policies and standards - GOV.UK (www.gov.uk)</p> <p>b. The Supplier will be required to comply with:</p> <ul style="list-style-type: none"> • Acceptable Use Policy • Information Security Policy • Physical Security Policy • Information Management Policy • Email Policy • Remote Working Policy • Social Media Policy • Security Classification Policy • HMG Personnel Security Controls – May 2018 <p>(published on HMG personnel security controls - GOV.UK (www.gov.uk))</p>
Cyber Security Standards	The Buyer requires the Supplier to have and maintain a Cyber Essentials Plus Certificate for the work undertaken under this SOW, in accordance with Joint Schedule 13 (Cyber Essentials Scheme).
SOW Standards	<p>The Supplier Staff must have the necessary knowledge, skills, experience and qualifications to meet the Digital, Data and Technology Profession Capability Framework standards:</p> <p>https://www.gov.uk/government/collections/digital-data-and-technology-profession-capability-framework</p>

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Performance Management	Material KPIs	Target	Measured by
	Performance	98%	
	Lead Time	95%	
	Reporting	95%	
	Service Levels and/or KPIs – See Call-Off Schedule 14 (Service Levels and Balanced Scorecard)		
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	REDACTED		
Worker Engagement Status	<p>The Supplier confirms to the Buyer that the Supplier will deliver the Services using resources who are on Supplier payroll and/or through subcontracts via Buyer pre-approved Subcontractors with full PAYE and NI deducted for such resources at source and therefore outside of IR35 so as not to breach the terms of the Framework Agreement.</p> <p>The provisions set out in the embedded document below shall apply to this SOW.</p> <div data-bbox="512 1137 574 1205" data-label="Image"> </div> <p>Worker Engagement Status</p> <p>In addition, the Supplier shall provide the information set out below to the Buyer and shall comply with the obligations set out below, so that the Buyer can comply with its obligations with regards to the off-payroll working regime.</p> <p>Key Supplier Staff shall mean those individuals identified as Key Supplier Staff in this Statement of Work.</p> <ol style="list-style-type: none"> Key Supplier Staff Name(s) Start and End date of the Engagement The contracted Day Rate of the Key Supplier Staff Worker Engagement Status, i.e. are Key Supplier Staff on payroll and are deductions of PAYE and National Insurance made at source? Yes/No If “yes”, fee payer details for each of the Key Supplier Staff (e.g. Supplier PAYE, Agent PAYE, Umbrella Company) 		
[SOW Reporting Requirements:]	Further to the Supplier providing the management information detailed in Call-Off Schedule 15 (Call-Off Contract Management), the Supplier shall also provide the following additional management information under and applicable to this SOW only:		

	Not required.
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4. CHARGES	
Call Off Contract Charges	<p>The applicable charging method(s) for this SOW is:</p> <ul style="list-style-type: none"> Time and Materials <p>The estimated maximum value of this SOW (irrespective of the selected charging method) is £33,500 exclusive of VAT.</p> <p>The Charges detailed in the financial model shall be invoiced in accordance with Clause 4 of the Call-Off Contract.</p> <p>INVOICING: Electronic Invoices (attached to E-Mails) should be sent to:</p> <p>APinvoices-DWP-U@gov.sscl.com</p>
Rate Cards Applicable	 Rate Card
Financial Model	<p>N/A T&M engagement based on rate card above.</p> <p>T & M estimate based on 48 working days @ £700 per day = £31,500. An additional £2000 has been added for any expenses.</p>
Reimbursable Expenses	As per DWP Expense Policy embedded in the Order Form

5. SIGNATURES AND APPROVALS		
<p>Agreement of this SOW</p> <p>BY SIGNING this Statement of Work, the Parties agree that it shall be incorporated into Appendix 1 of the Order Form and incorporated into the Call-Off Contract and be legally binding on the Parties:</p>		
For and on behalf of the Supplier	Name and title	
	Date	
	Signature	
For and on behalf of the Buyer	Name and title	
	Date	

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	<table border="1"><tr><td data-bbox="485 174 681 257">Signature</td><td data-bbox="681 174 1473 257"></td></tr></table>	Signature	
Signature			

ANNEX 2

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:

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 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">• No personal data will be processed as part of this contract , if any personal data is processed, it will be processed on DWP provided Kit only and will be subject to the parties agreeing a change to the contract (including this Annex 1) to reflect the nature of the processing• Every person onboarded will be given DWP kit and integrate, deploy code on DWP approved pipeline tools

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	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]
Duration of the Processing	25 th January 2023 – 31 st March 2023
Nature and purposes of the Processing	<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 or not by automated means) etc.</p> <p>The purpose might include: employment processing, statutory obligation, recruitment assessment etc.]</p>
Type of Personal Data	<p>Citizen details - name, address, NI number etc. Ability to update personal information</p> <ul style="list-style-type: none"> • Citizen contact history • Past payment information • Future payment information • Access to Proof of benefit (to enable download) • Citizen evidence upload • Online notifications
Categories of Data Subject	Customers/ clients, suppliers, members of the public, users of a particular website etc.
<p>Plan for return and destruction of the data once the Processing is complete</p> <p>UNLESS requirement under Union or Member State law to preserve that type of data</p>	Data will be accessed for the term of the contract. No data is transferred to supplier as part of this service.