

Framework Schedule 6 (Order Form Template and Call-Off Schedules)

Order Form

CALL-OFF REFERENCE: prj_457

CALL-OFF TITLE: Enquiry and Case Management Software Developer

CALL-OFF CONTRACT DESCRIPTION: The Office for Product Safety and Standards (OPSS) are building a case management service for operational staff using Microsoft Dynamics 365. An experienced software developer is required to maintain the velocity of this important work.

THE BUYER: Department for Business, Energy and Industrial Strategy

BUYER ADDRESS 1 Victoria Street, London, SW1H 0ET

THE SUPPLIER: Triad Group PLC

SUPPLIER ADDRESS: Weyside Park, Catteshall Lane, Godalming, Surrey, GU7 1XE

REGISTRATION NUMBER: 02285049

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 6 June 2022.

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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

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. 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)

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- Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 13 (Cyber Essentials)
- Call-Off Schedules for RM6263
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 5 (Pricing Details and Expenses Policy)
 - 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 13 (Implementation Plan and Testing)
 - Call-Off Schedule 14A (Service Levels)
 - Call-Off Schedule 18 (Background Checks)
 - Call-Off Schedule 20 (Call-Off Specification)
- 4. CCS Core Terms (version 3.0.11)
- 5. Joint Schedule 5 (Corporate Social Responsibility) RM6263
- 6. 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 Buyer (as decided by the Buyer) 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.

CALL-OFF SPECIAL TERMS

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

None

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CALL-OFF START DATE:	6 June 2022
CALL-OFF EXPIRY DATE:	6 September 2022
CALL-OFF INITIAL PERIOD:	3 months
CALL-OFF OPTIONAL EXTENSION PERIOD:	None
MINIMUM NOTICE PERIOD FOR EXTENSION(S):	n/a
CALL-OFF CONTRACT VALUE:	£45,500

CALL-OFF DELIVERABLES

- Deliver key components of the Enquiry & Case Management project as it progresses through Public and Private Beta, including the rollout to users across OPSS.
- Agree on requirements for delivery and ensure velocity of delivery is maintained to the agreed standard.
- Work closely with the delivery manager and OPSS delivery team colleagues.
- Support the delivery manager and the OPSS team on understanding complexities of requirements for delivery.

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).

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.

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The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £45,500.

CALL-OFF CHARGES

Time and Materials (T&M)

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

None

PAYMENT METHOD

Payment by BACS upon receipt of invoice, paid 30 days in arrears

BUYER'S INVOICE ADDRESS:

[REDACTED]

Senior Delivery Manager

Tel : [REDACTED]

[REDACTED]

4th Floor Cannon House, 18 The Priory Queensway, Birmingham, B4 6BS

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BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Deputy Director Operational Support

[REDACTED]

4th Floor Cannon House, 18 The Priory Queensway, Birmingham, B4 6BS

BUYER'S ENVIRONMENTAL POLICY

BEIS: Environmental Policy, September 2021, available online at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1030915/beis-environmental-policy.pdf

BUYER'S SECURITY POLICY

Security policy framework: protecting government assets. 8 February 2022. Online at:

<https://www.gov.uk/government/publications/security-policy-framework>

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Principal Consultant

[REDACTED]

3 Caldecotte Lake Business Park, Milton Keynes, MK7 8LF

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

Client Services Director

[REDACTED]

Huxley House, Weyside Park, Catteshall Lane, Godalming, GU7 1XE

PROGRESS REPORT FREQUENCY

Monthly, as agreed by parties

PROGRESS MEETING FREQUENCY

Monthly, as agreed by parties

[REDACTED]

Product Manager

[REDACTED]

Huxley House, Weyside Park, Catteshall Lane, Godalming, GU7 1XE

Worker Engagement Status – off payroll working rules (IR35) do not apply. A copy of the determination has been provided to BEIS Commercial.

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COMMERCIALLY SENSITIVE INFORMATION

Not applicable

BALANCED SCORECARD

See Call-Off Schedule 14B (Service Levels and Balanced Scorecard)]

MATERIAL KPIS

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

Material KPIs	Target	Measured by
Maintain velocity and standard of delivery through completion of agreed work using Agile and Scrum methodology.		Fortnightly reviews as part of Scrum methodology
Completed work meets standard requested by delivery team through acceptance criteria.		Fortnightly reviews as part of Scrum methodology

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

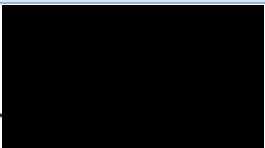
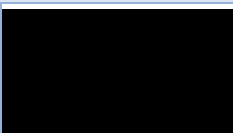


Not applicable

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 social value commitments in Call-Off Schedule 4 (Call-Off Tender)]

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:		Signature:	
Name:		Name:	
Role:	Client Services Director	Role:	Deputy Director: Organisational and Operational Support
Date:	09/06/22	Date:	01/06/22

Appendix 1

The first Statement(s) of Works shall be inserted into this Appendix 1 as part of the executed Order Form. Thereafter, the Buyer and Supplier shall complete and execute Statement of Works (in the form of the template Statement of Work in Annex1 to the Order Form in Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules))

Annex 1 (Template 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:	27/05/2022
SOW Title:	Enquiry and Case Management- Software Developer
SOW Reference:	DM013 (RT)

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Call-Off Contract Reference:	Prj_457
Buyer:	Department for Business, Energy and Industrial Strategy- Office for Product Safety and Standards
Supplier:	Triad Group PLC
SOW Start Date:	6 June 2022
SOW End Date:	5 September 2022
Duration of SOW:	3 months
Key Personnel (Buyer)	[REDACTED]
Key Personnel (Supplier)	[REDACTED] - Client Services Director
Subcontractors	n/a

2. CALL-OFF CONTRACT SPECIFICATION - PROGRAMME CONTEXT

SOW Deliverables Background	<ul style="list-style-type: none"> • Deliver key components of the Enquiry & Case Management project as it progresses through Public and Private Beta, including the rollout to users across OPSS. • Agree on requirements for delivery and ensure velocity of delivery is maintained to the agreed standard. • Work closely with the delivery manager and OPSS delivery team colleagues. • Support the delivery manager and the OPSS team on understanding complexities of requirements for delivery.
Delivery phase(s)	<i>Beta Phase</i>
Overview of Requirement	<i>Delivery</i>
Accountability Models	<p><i>Please tick the Accountability Model(s) that shall be used under this Statement of Work:</i></p> <p><i>Sole Responsibility:</i> <input type="checkbox"/></p> <p><i>Self Directed Team:</i> <input type="checkbox"/></p> <p><i>Rainbow Team:</i> <i>x</i></p>

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3. BUYER REQUIREMENTS – SOW DELIVERABLES			
Outcome Description	<ul style="list-style-type: none">• Maintain velocity and standard of delivery through completion of agreed work using Agile and Scrum methodology.• Completed work meets standard requested by delivery team through acceptance criteria.• (KPIs to be reviewed on an ongoing fortnightly basis as part of Scrum methodology.)		
Milestone Ref	Milestone Description	Acceptance Criteria	Due date

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MS01	Completed work meets standard requested by delivery team through acceptance criteria.	Regular meetings with [REDACTED]	September 2022
MS02	Maintain velocity and standard of delivery through completion of agreed work using Agile and Scrum methodology.	Regular meetings with [REDACTED]	September 2022
Delivery Plan	To be agreed between the parties		
Dependencies	*Dependant, in part, on that a suitably qualified team is appointed ensuring the velocity of the delivery of the project, and client availability and decision making, is provided in an appropriate and timely manner.		
Supplier Resource Plan	Not Applicable		
Security Applicable to SOW:	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).		
Cyber Essentials Scheme	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	Not Applicable		
Performance Management			
	Material KPIs	Target	Measured by
	Completed work meets standard requested by delivery team through acceptance criteria.	September 2022	Regular meetings with [REDACTED]
	Maintain velocity and standard of delivery through completion of agreed work using Agile and Scrum methodology.	September 2022	Regular meetings with [REDACTED]
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 Annex1 attached to this Statement of Work.		

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Key Supplier Staff	Key Role	Key Staff	Contract Details
	Software Developer		

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Worker Engagement Status	Outside IR35. Assessment available on request														
[SOW Reporting Requirements:]	<p>[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:</p> <table border="1"> <thead> <tr> <th>Ref.</th><th>Type of Information</th><th>Which Services does this requirement apply to?</th><th>Required regularity of Submission</th></tr> </thead> <tbody> <tr> <td>1.</td><td>[insert]</td><td></td><td></td></tr> <tr> <td>1.1</td><td>[insert]</td><td>[insert]</td><td>[insert]</td></tr> </tbody> </table>			Ref.	Type of Information	Which Services does this requirement apply to?	Required regularity of Submission	1.	[insert]			1.1	[insert]	[insert]	[insert]
Ref.	Type of Information	Which Services does this requirement apply to?	Required regularity of Submission												
1.	[insert]														
1.1	[insert]	[insert]	[insert]												

4. CHARGES	
Call Off Contract Charges	<p>The applicable charging method(s) for this SOW is:</p> <p>[Time and Materials]</p> <p>The estimated maximum value of this SOW (irrespective of the selected charging method) is £45,500</p> <p>The Charges detailed in the financial model shall be invoiced in accordance with Clause 4 of the Call-Off Contract.</p>
Rate Cards Applicable	<i>SFIA Level 4 Software developer £[] per day (discount of £[] a day as per Framework rate card)</i>
Financial Model	<i>Time and materials basis</i>
Reimbursable Expenses	None

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</p>

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Order Form and incorporated into the Call-Off Contract and be legally binding on the Parties:

For and on behalf of the Supplier	Name and title	[REDACTED], Client Services Director
	Date Signature	27/05/2022
		[REDACTED]
		[REDACTED]
For and on behalf of the Buyer	Name: [REDACTED], Senior Delivery Manager and title	
	Date 27/05/2022	
		[REDACTED]
	Signature	