

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

Order Form

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the DIPS Framework Contract with a unique reference number starting with RM6249. The DIPS Framework and this Call-Off Contract are to be for the delivery of Outcomes only. This Framework is not for the request and delivery of resource. If specific resources are needed alternative sourcing methods must be used.

During the Call-Off Contract Period, the Requirement Holder and the Supplier may agree and execute a Statement of Work (in the form of the template set out in Appendix 4 to this Framework Schedule 6 (Order Form Template, Statement of Requirements Template)). Upon execution of any Statement of Work the provisions detailed therein shall be incorporated into the Call-Off Contract to which this Order Form relates.

The Parties agree that when the Requirement Holder seeks further Deliverables within the initial scope of the original Call-off contract from the Supplier that are not provided for in this Call-Off Contract, the Requirement Holder and Supplier will agree and execute a Call-Off Variation Form.

1a. Identification

Call-Off Lot	Lot 2 - Dev, Apps, UX, Dev Ops, Sys Design & Support				
Call-Off Reference	RM6249/DIPS (2) 040	Version Number	V2	Date	19/06/2024
Project / equipment for which Services are in support	SSDT Digital Application	Urgent Capability Requirement (UCR)		N/A	
Call-Off Contract title:	PS458 SSDT Sustainment Extension Plus (July 24 – September 24)				
Call-Off Contract description:	3-month (with the option to extend in 3-month intervals) Direct Award Contract to extend the existing Capgemini Development team to release Pega V1.4, offer support on developed functionality.				

1b. Contact details

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

Government Directorate / Organisation Title		Name of Supplier	
Name of Requirement Holder's Authorised Representative		Name of Supplier's Authorised Representative	
Post title		Post title	
Requirement Holder's Address	Ministry of Defence, Defence Support Major Programmes (Def Sp MP), Maple 1A #2124, NH2, MOD Abbey Wood, Bristol, BS34 8JH	Supplier Address	1 Forge End, Woking, Surrey, GU21 6DB
Postcode		Postcode	
Telephone		Telephone	
Email		Email	
		Value Added Tax (VAT) Code	GB232441107
Name of Requirement Holder's Project Lead			
Requirement Holder's Secondary Contact Name		Supplier Secondary Contact Name	
Requirement Holder's Secondary Contact Role		Supplier Secondary Contact Role	
Requirement Holder's Secondary Contact Email		Supplier Secondary Contact Email	

All capitalised terms in this Order Form shall have the meanings set out in Joint Schedule 1 (Definitions) unless otherwise stated.

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Background/justification for Call-Off Contract

This is an interim Direct Award contract to Capgemini for 3 months, (July – September 2024), to enable a fair competition to be run in parallel for a replacement Supplier and allow sufficient time for a managed handoff from the incumbent.

Description of Services to be provided under the Call-Off Contract

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Please refer to Appendix 3.

Activities required to be undertaken under the Call-Off Contract

Date that the Statement of
Requirements was issued

21/05/2024

Deadline for Requirement Holder's receipt of
Supplier's Call-Off Tender

21/06/2024

1c. Statement of Requirements (SOR) (This section 1c. to be completed in full OR a complete SOR to be attached in Appendix 3 of this document)

Unique Order Number (defined by
delivery team)

FBCS15

SOR version issue number

V2

SOR dated

21/05/2024

SOR title

SSDT Interim Direct Award, July-September 2024, SOR

Please refer to Appendix 3.

Outputs to be provided under the Call-Off Contract

Please refer to Appendix 3.

Acceptance/rejection criteria / provisions

Please refer to Appendix 3.

Material KPIs / Critical Service Level Failure

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The following Material KPIs shall apply to this Call-Off Contract in accordance with Framework Schedule 4 (Framework Management):

Material KPIs
N/A

The following shall constitute a Critical Service Level Failure for the purposes of this Call-Off Contract in accordance with Call-Off Schedule 14 (Service Levels):

Critical Service Level Failure
N/A

The applicable Service Levels are as specified in Annex A to Part A of Call-Off Schedule 14 (Service Levels).

List all Requirement Holder Assets applicable to the Services that shall be issued to the Supplier and returned to the Requirement Holder at termination of the Call-Off Contract

Authority to continue to provide laptops with access to MODNET to enable the delivery of the service.

Additional quality requirements & standards (in addition to any quality requirements & standards detailed in the addition to the Call-Off Schedules)

From the Call-Off Start Date, the Supplier shall comply with the relevant (and current as of the Call-Off Start Date) Standards, including those referred to in Framework Schedule 1 (Specification). The Requirement Holder requires the Supplier to comply with the following additional Standards for this Call-Off Contract:

- No specific Quality Management System requirements are defined. This does not relieve the Supplier of providing conforming products under this contract.
- No Deliverable Quality Plan is required reference DEFCON 602B.
- Concessions shall be managed in accordance with Def Stan. 05-061 Part 1, Issue 7 - Quality Assurance Procedural Requirements - Concessions.
- Any contractor working parties shall be provided in accordance with Def Stan. 05-061 Part 4, Issue 4 - Quality Assurance Procedural Requirements - Contractor Working Parties.

Project and risk management

The Supplier shall appoint a Supplier's Authorised Representative and the Requirement Holder shall appoint a Requirement Holder's Authorised Representative, who unless otherwise stated in this Order Form shall each also act as Project Manager, for the purposes of this Contract through whom the provision of the Services and the Goods shall be managed day-to-day.

Both Parties shall pro-actively manage risks attributed to them under the terms of this Call-Off Contract. The Supplier shall develop, operate, maintain and amend, as agreed with the Requirement Holder, processes for: (i) the identification and management of risks; (ii) the identification and management of issues; and (iii) monitoring and controlling project plans.

Timescales (Prior to Further Competition enter anticipated dates. Following Further Competition update with actual dates)

Call-Off Start Date	22/07/2024
Call-Off Initial Period	22/07/24 to 30/09/24

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Call-Off Expiry Date	30/09/2024
Call-Off Optional Extension Period	31/03/2025 (2 x 3 month optional extension periods)

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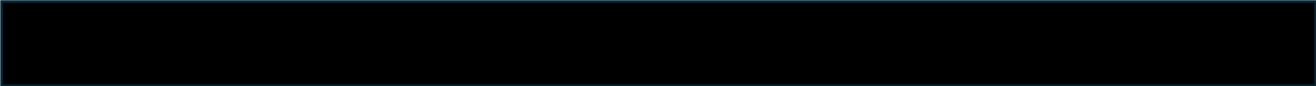
Minimum notice period prior to a Call-Off Optional Extension Period	
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SOR approved by (Name in capital letters)		Telephone	
Directorate / Division		Email	
Organisation Role / Position		Date	21/05/2024
Approver's signature			

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Original FBC Number <i>(when known)</i>	Amendment FBC Number <i>(if applicable)</i>
20240520 -BMfS Business_Case_SSDT Sustain Plus July - Oct 24 v1.0	N/A



MEASURES OF EFFECTIVENESS

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2. Call-Off Incorporated Terms

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

- 1 This Order Form including the General Conditions in section 2(b) and the Call-Off Special Terms in section 2(c).
 - 2 Joint Schedule 1 (Definitions)
 - 3 Any Statement(s) of Work (in the form of the template set out in Appendix 4 to this Framework Schedule 6 (Order Form Template, Statement of Requirements Template)) executed by the Requirement Holder and the Supplier with a corresponding Call-Off Contract reference.
 - 4 [Framework Special Terms] No special terms included.
 - 5 The following Schedules in equal order of precedence:
 - Joint Schedules ○ Joint Schedule 2 (Variation Form) ○ Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information) ○ Joint Schedule 5 (Corporate Social Responsibility) ○ Joint Schedule 10 (Rectification Plan) ○ Joint Schedule 11 (Processing Data)
 - Call-Off Schedules ○ 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 Deliverables) ○ 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 14 (Service Levels) ○ Call-Off Schedule 17 (MOD Terms) ○ Call-Off Schedule 25 (Ethical Walls Agreement) ○ Call-Off Schedule 26 (Cyber)
 - 6 Core Terms (DIPS version)
 - 7 Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Requirement Holder (as decided by the Requirement Holder and Commercial) take precedence over the documents above.
- No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

2a. Strategy for procurement and evaluation

Further competition	<input type="checkbox"/>	Competitive award criteria to be used for	N/A
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Direct award	X	undertaking evaluation of proposal(s)			
		Weighting (Technical)	N/A	Weighting (Price)	N/A

2b. General Conditions

Additional Conditions:

- The Authority has determined that this contract is a managed service and therefore responsibility for determining the IR35 status and informing resources passes to the supplier.
- SC Clearance is required as a minimum.



2c. Call-Off Special Terms

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

None

2d. Call-Off Charges

Capped Time and Materials (CTM)	
Incremental Fixed Price	
Time and Materials (T&M)	
Fixed Price	X
A combination of two or more of the above Charging methods	
T&S is applicable	X

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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 charge the Requirement Holder 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

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

2e. Payment Method

BACS Payment

Requirement Holder's Invoice Address

Requirement Holder's Authorised Representative



Ministry of Defence
Defence Support Major Programmes (Def Sp MP)
Maple 1A #2124, NH2, MOD Abbey Wood, Bristol, BS34 8JH

Requirement Holder's Authorised Representative



Cedar 2A, NH3, MOD Abbey Wood, Bristol, BS34 8JH

2f. Milestone Payments Schedule (MPS) (expand table as appropriate)

Milestone/ Payment number	Stage	Key Deliverable	Due Date	%	Milestone Payment value £ (ex VAT)
6					

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FINAL Payment				
			Total Contract Value Including Expenses	£136,850.00

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2g. Maximum Liability

The limitation of the Supplier's liability for this Call-Off Contract is stated in Clause 11.4 of the Core Terms.

2h. Requirement Holder's Environmental Policy

Available online at: [Management of environmental protection in defence \(JSP 418\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/management-of-environmental-protection-in-defence-jsp-418)

This version is dated 18th August 2023.

2i. Requirement Holder's Security Policy

Security Aspects Letter issued and executed alongside this Order Form, see Appendix 6.

2j. Progress Reports and meetings

Progress Report Frequency

Progress Meeting Frequency

TBC

2k. Quality Assurance Conditions

According to the product or scope of the work to be carried out, the Supplier shall meet the following requirements:

Allied Quality Assurance Publications (AQAP) 2110 – North Atlantic Treaty Organization (NATO) Quality Assurance Requirements for Design, Development and Production.

Certificate of Conformity shall be provided in accordance with DEFCON 627 (*Edn 12/10*).

☐

Deliverable Quality Plan requirements:

DEFCON 602A (*Edn 12/17*) - Quality Assurance with Quality Plan

☐

DEFCON 602B (*Edn 12/06*) - Quality Assurance without Quality Plan

☒

AQAP 2105:2 – NATO Requirements for Deliverable Quality Plans

☐

Software Quality Assurance requirements

Allied Quality Assurance Publications (AQAP) 2210 – North Atlantic Treaty Organization (NATO) Supplementary Software Quality Assurance Requirements to AQAP-2110 shall apply

☐

Air Environment Quality Assurance requirements

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Defence Standard (DEF STAN) 05-100 – Ministry of Defence Requirements for Certification for Aircraft Flight and Ground Running (Mandatory where flying and/or ground running of issued aircraft is a requirement of the Task)	<input type="checkbox"/>
Relevant MAA Regulatory Publications (See attachment for details)	<input type="checkbox"/>
Additional Quality Requirements (See attachment for details)	<input type="checkbox"/>
Planned maintenance schedule requirement	
Not applicable	<input type="checkbox"/>

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2l. Key Staff

n/a

2m. Key Subcontractor(s)

n/a

2n. Commercially Sensitive Information

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2o. Cyber Essentials

Cyber Essentials Scheme: The Requirement Holder requires the Supplier to have and maintain a Cyber Essentials Plus Certificate for the work undertaken under this Call-Off Contract, in accordance with Call-Off Schedule 26 (Cyber).

Risk Assessment
Ref: 322040182
Cyber Risk Profile:
N/A

2p. Implementation Plan

Not applicable

☐

3. Charges

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

£135,350.00 ex. VAT

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4. Additional Insurances

Not applicable.

5. Guarantee

Not applicable.

6. Social Value Commitment

Not applicable.

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7. Requirement Holder Commercial Officer Authorisation

Order Form approved by (Name in capital letters)		Telephone	
Directorate / Division		Email	
Organisation Role / Position		Date	24/07/2024
Approver's signature			

8. Acknowledgement by Supplier

Order Form acknowledged by (Name in capital letters)		Telephone	
Supplier Name	Capgemini UK plc	Email	
Supplier Role / Position		Date	24/07/2024
Approver's signature			

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9. Final Administration

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

Framework Schedule 6 (Order Form Template, Statement of Requirements Template)

(Edn 10/22)

Addresses and Other Information

1. Commercial Officer

Name: [REDACTED]

Address: Floorplate B2, Building 405, MOD Corsham,
Westwells Road, Corsham, SN13 9NR

Email: [REDACTED]

8. Public Accounting Authority

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

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

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

Name: [REDACTED]

Address: Ministry of Defence
Defence Support Major Programmes (Def Sp MP)
Maple 1A #2124, NH2, MOD Abbey Wood, Bristol, BS34 8JH

Email: [REDACTED]

**9. Consignment Instructions**

The items are to be consigned as follows:

3. Packaging Design Authority Organisation & point of contact:

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

**10. Transport.** The appropriate Ministry of Defence Transport Offices are:**A. DSCOM**, DE&S, DSCOM, MoD Abbey Wood, Cedar 3c, Mail Point 3351, BRISTOL BS34 8JHAir Freight Centre

IMPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

Surface Freight Centre

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

EXPORTS ☎ 030 679 81129 / 81133 / 81138

913 8946

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

Branch/Name:



(b) U.I.N.

B. JSCS

JSCS Helpdesk No. 01869 256052 (select option 2, then option 3)

JSCS Fax No. 01869 256837

Users requiring an account to use the MOD Freight Collection Service should contact

UKStratComDefSpRAMP@mod.gov.uk in the first instance.**5. Drawings/Specifications are available from****11. The Invoice Paying Authority**

Ministry of Defence

☎ 0151-242-2000

DBS Finance

Walker House, Exchange Flags

Fax: 0151-242-2809 Liverpool, L2 3YL

Website is:
<https://www.gov.uk/government/organisations/ministryofdefence/about/procurement>

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	6. Intentionally Blank	12. Forms and Documentation are available through *: Ministry of Defence, Forms and Pubs Commodity Management PO Box 2, Building C16, C Site Lower Arncott Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824) Applications via fax or email: Leidos-FormsPublications@teamleidos.mod.uk
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7. Quality Assurance Representative:

[Redacted]

* NOTE

1. Many **DEFCONs** and **DEFFORMs** can be obtained from the MOD Internet Site:
<https://www.kid.mod.uk/maincontent/business/commercial/index.htm>

Appendix 1 to Schedule 6

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requirements should be listed under the General Contract Conditions.

AQAPS and **DEF STANs** are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit <http://dstan.gateway.isg-rr.mil.uk/index.html> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed].

2. M If the required forms or documentation are not available on the C D Internet site requests should be submitted through the Commercial Officer named in Section 1.

Commercial staff are reminded that all Quality Assurance

1. To:

2. From:

[Redacted]

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Date of tender submission:

In response to the Order Form request for a quotation Dated || reference

*The work can be undertaken and our detailed response is attached.

*We are unable to provide the resources/deliverables identified on this occasion.

(* Check box as appropriate)

Name: (Block Capitals)

[Redacted]

Signed:

Date:

22/07/2024

2. Call-Off title: PS458 SSDT Sustainment Extension Plus (July 24 – September 24)

SENSITIVE (when complete)

Appendix 2 – Supplier’s Quotation - Charges Summary

3. Supplier Unique Reference Number: PO093						
4. Start Date:		22/07/2024		Completion Date: 30/09/2024		
5a. Manpower/Resources						
Broad Capability Area Number	Grade	Daily rate quoted at ITT	Daily rate quoted for this task	Reduction on original ITT rate	No of Days	Total
5b. Travel						
(Estimated expenditure on:)		Unit cost	Number of Journeys / Miles		Total	
Rail						
Motor Mileage (max 30p per mile incl VAT)		30p max (incl VAT)				
Air						
Sea						
(Estimated expenditure on:)		Unit cost	Number of Night / Days		Total	
Accommodation (max £100 per night incl VAT)						

Framework Schedule 6 (Order Form Template, Statement of Requirements Template)

5c. Subsiste	Meals (max £5 for lunch and/or £22.50 for an evening meal, including all drinks)			
	Miscellaneous costs (please define below)			
	The above T&S costs relate to the period to			
5d. Other Co	<u>Subcontractor price</u>			
	Subcontractor Details			

	Materials	
<p>Other (Please provide details below)</p>		
Description		Cost
<p>Total Charges for completion of Call-Off Contract (excl. VAT) Deliverables</p>		

Framework Schedule 6 (Order Form Template, Statement of Requirements Template)

Appendix 3

1. Statement of Work (SOW) Details

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

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

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

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

Date of SOW: 1st July 2024

SOW Title: BMfS Business_Case_SSDT Sustain Plus July – September 24 v1.0

SOW Reference: V1.0

Call-Off Contract Reference: RM6249/DIPS (2) 040

Requirement Holder:

Supplier: Capgemini UK Plc

SOW Start Date: 22nd July 2024

SOW End Date: 30th September 2024

Duration of SOW: 10 weeks

Key Personnel (Requirement Holder): n/a

Key Personnel (Supplier): n/a

Subcontractors: n/a

2. Call-Off Contract Specification – Deliverables Context

Statement of Requirement:

The SSDT tool (Support Solution Development Tool) is a Pega App that requires a V1.4 release and service support as part of this SOW.

Framework Schedule 6 (Order Form Template, Statement of Requirements Template)

The scope of services is the provision of the Supplier Staff using an agile approach aligned to GDS principles, as set out under this SOW, and is constrained by the resource profile as set out in the table below entitled "Supplier's Team - Charges" (in 4. Charges).

The scope of the Service is to support the Buyer's SSDT team in the delivery of the V1.4 release only, provide support for the Pega application during the timebox of this SOW. Subject to resource, plan and time constraints and Buyer prioritisation, the activities undertaken by the Supplier shall:

- 1) Release V1.4 and provide support for the developed functionality.
- 2) Provide ongoing in-service support for SSDT on the live Pega platform.

Each Party will advise the other Party of any issues which arise in a timely manner to enable these to be resolved at the earliest opportunity. The Parties will meet regularly to discuss any quality issues in respect of Supplier's performance or issues being experienced by either Party. Action plans to be created and implemented jointly agreed by both Parties.

The Services defined in this SOW shall be provided during working hours as set out in section 1.4.2 of Call-Off Schedule 5 (Pricing Details and Expenses Policy).

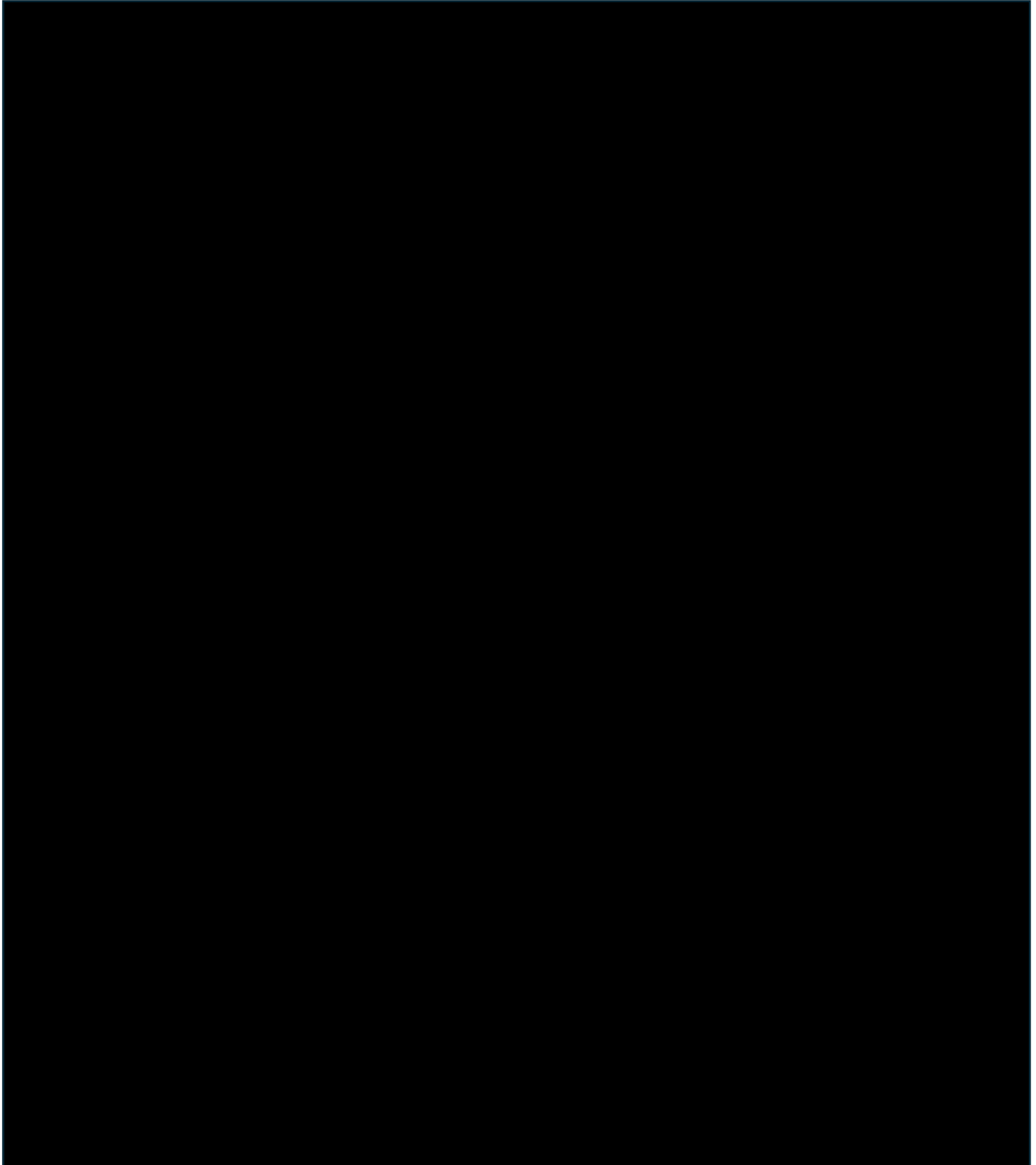
Terms and Definitions

The following terms and definitions shall apply to this SoW

Term	Definition
Product Owner	A single person responsible for maximising the value delivered by the team and ensuring that the Product Backlog is aligned with customer and stakeholder needs. The PO is the team's primary customer advocate and primary link to business and technology strategy
T-Shirt Sizing	T-shirt sizing is a relative estimation technique utilised to track and give a rough estimate to how much time or effort an epic/feature/task would be expected to take
Product Backlog	The list of items which serve as the Buyers requirements, as set out in annex A to this SOW, superseding all other versions of the Buyer's requirements
Product Backlog Item or PBI	An item of work on the Product Backlog
Sprint	A short period of two weeks in duration during which time a Squad completes as much of the work planned for that sprint as it is reasonably able to do so. Any Product Backlog Item not completed in the Sprint is moved back into the Product Backlog

3. Requirement Holder Requirements – SOW Deliverables

Outcome Description:



Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)

Delivery Plan:

The above plan is indicative and outlines the key activities that will take place during this SOW.

Dependencies: n/a

The Buyer shall, unless otherwise stated below, upon SoW Start Date and for the duration of this SOW provide the following:

Ref.	Buyer Dependencies
1.	Provision of hardware, facilities and the system access required to enable the Supplier to deliver these Services.
2.	Allow up to one day per month, if required, for the resources under this SoW to attend the Supplier's events/meetings at their Supplier's home base location. NB: time undertaking these activities would not be charged to the Buyer.

Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)

3.	Provision of agreed software, licensing, equipment, infrastructure and environments to enable the Supplier to provide the Services.
4.	Provision of secure remote access to all environments to enable the Supplier to provide the Services.
5.	Provision of timely access to relevant subject matter experts and business stakeholders to enable the Supplier to deliver these Services.
6.	Provision of all background information and material produced by the Buyer or the Buyer's suppliers that requires consideration by the Supplier during the provision of these Services.
7.	Participation of relevant subject matter experts and business stakeholders to support the timely operation of the agreed ways of working.
8.	Provision of technical support to and governance of the Supplier as required to enable delivery of these Services.
9.	Provide business and technical documentation for current Pega based SSDT application.
10.	No further product development on the Pega platform post 1.4 deployment and sign-off.
11.	Identification and assignment of a SSDT designated Product Owner by the SOW Start Date.
12.	Identification of, and access to key SSDT stakeholders by the SOW Start Date.
13.	The Supplier is required to submit to the Authority each deliverable and evidence of compliance with the description for review and acceptance by the Authority, If the Authority rejects the output, then it shall provide feedback to the supplier within 5 working days from delivery of the relevant output. The supplier shall only submit invoices for a charge set out in the milestone payment structure below, once all of the deliverables associated with that charge have been accepted by the Authority. Payments will not be made for progress towards delivering one or more deliverables associated with a milestone payment.

This SOW will be delivered following an agile approach. Work that is required to be undertaken by the Supplier will be added to the Product Backlog in collaboration with the Buyer Product Owner, within the scope of this SOW. The Buyer Product Owner will determine the relative priority of the Product Backlog items prior to the commencement of a Sprint. Sprints will be time-boxed to two weeks to align to the wider BMfS Programme. Changes to requirements, including re-work and defects will be agreed and prioritised jointly by the Supplier, and the Buyer Product Owner and reflected within the Product Backlog.

Where work is completed ahead of schedule, the Supplier will work collaboratively with the Product Owner to agree which, if any, additional items are to be brought into the scope of this SOW. Any changes to the scope or SOW will need to go through the Contract Variation process.

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Overview of Requirement and Proposed Solution

Requirement: *Release V1.4 and provide support for developed functionality*

Key activities:

[REDACTED]

Requirement: *Provide in service support for SSDT, utilising the DevSecOps Model*

Key activities:

[REDACTED]

Security Applicable to SOW:

[REDACTED]

SOW Standards:

Delivery will be conducted in line with standards set out in the Order Form.

Additional Requirements:

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

Key Supplier Staff:

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

SOW Reporting Requirements:

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

[REDACTED]

4. Charges

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Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)

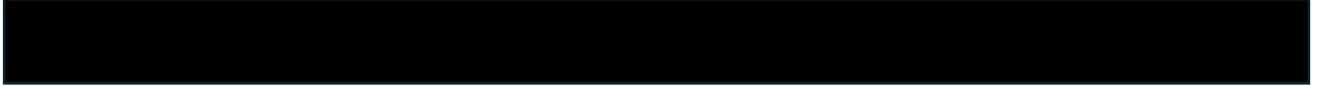
Call Off Contract Charges:

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

- Fixed Price

The estimated maximum value of this SOW (irrespective of the selected charging method) is **£135,350**

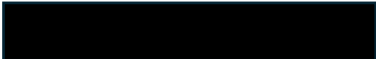
Rate Cards Applicable:

**MEASURES OF EFFECTIVENESS****Reimbursable Expenses:****5. Signatures and Approvals****Agreement of this SOW**

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

For and on behalf of the Supplier

Name:

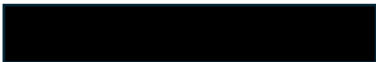


Title:



Date: 24/07/2024

Signature:

**For and on behalf of the Requirement Holder**

Name:



Title:



Date: 24/07/2024

Signature:

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

Prior to the execution of this Statement of Work, the Parties shall review Annex 1 of Joint Schedule

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Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)

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 Parties are Independent Controllers of Personal Data</p> <p>The Parties acknowledge that they are Independent Controllers for the purposes of the Data Protection Legislation in respect of:</p> <p>Business contact details of Supplier Personnel for which the Supplier is the Controller,</p> <p>Business contact details of any directors, officers, employees, agents, consultants and contractors of Relevant Authority (excluding the Supplier Personnel) engaged in the performance of the Relevant Authority's duties under the Contract) for which the Relevant Authority is the Controller,</p> <p>The scope of other Personal Data provided by one Party who is Controller to the other Party who will separately determine the nature and purposes of its Processing the Personal Data on receipt e.g. where (1) the Supplier has professional or regulatory obligations in respect of Personal Data received, (2) a standardised service is such that the Relevant Authority cannot dictate the way in which Personal Data is processed by the Supplier, or (3) where the Supplier comes to the transaction with Personal Data for which it is already Controller for use by the Relevant Authority.</p>
Duration of the Processing	22 nd July 2024 to 30 th September 2024
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: Data processing and curation, working alongside civil servants for knowledge transfer.</p>
Type of Personal Data	Name, address, date of birth, telephone number, email address, work location and details, home address.

Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)

Categories of Data Subject	Personnel (including volunteers, agents, and temporary workers), customers / clients, suppliers.
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Appendix 5 Confidentiality Undertaking

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

Employee:

Name of Employer:

MOD Contract/Task No:

Title:

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

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

3. Unless otherwise instructed by my Employer, if I have in the course of my employment received documents, software or other materials from the Secretary of State for Defence or other third party for the purposes of my duties under the above Contract then I shall promptly return them to the Secretary of State for Defence or third party (as the case may be) at the completion of the Contract via a representative of my Employer who is an authorised point of contact under the

OFFICIAL SENSITIVE (when complete)

Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)

Contract and (in the case of information referred to under paragraph 1 above) is also authorised under paragraph 2. Alternatively, at the option of the Secretary of State for Defence or the third party concerned, I shall arrange for their proper destruction and notify the above authorised point of contact under the Contract to supply a certificate of destruction to the Secretary of State for Defence. Where my Employer may legitimately retain materials to which this paragraph applies after the end of the Contract, I shall notify the authorised representative of my Employer to ensure that they are stored, and access is controlled in accordance with my Employer's rules concerning third party confidential information.

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

Signed:

Date:

Appendix 6

Security Aspects Letter

Security Aspects Letter for UK Contractors

Where Provisional MoD Approval has been Granted for the Contractor but no Information above OFFICIAL-SENSITIVE needs to be Disclosed.


For the attention of: Capgemini UK plc

Dear Sir

CONTRACT NO AND SUBJECT: PS458 SSDT Sustainment Extension Plus (July 24 – Oct 24)

1. On behalf of the Secretary of State for Defence, I hereby give you notice that any sketch, plan, model, article, note or document, or information connected with or arising out of the above-mentioned Contract, is subject to the provisions of the Official Secrets Acts (OSA) 1911-1989.

2. The following aspects constitute the 'SECRET Matter' for the purpose of the DEFCON 659A Security Clause included in the contract and for DEFCON 660 other aspects that are classified as OFFICIAL-SENSITIVE.



3. The requirements, which outline the principal measures required to safeguard OFFICIAL and OFFICIAL-SENSITIVE information, is detailed in the BMfS Security Management Plan v1.0 attached for your compliance.

4. Will you please confirm that measures can and will be taken as necessary to safeguard the protective aspects referred to above.

Yours
faithfully

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Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)

Copy via DII email to:

CIO-DSAS-IndustryContactPoint@mod.gov.uk

SPODSR-IIPCSy@mod.gov.uk

DESPSyA-SecurityAdviceCentre@mod.gov.uk

Appendix 7