

STATEMENT OF WORKS

This **Statement of Works** is as between the following parties:

1. Client name ("Client")

Client name	UK Health Security Agency
Registered office is at	10 South Collanade, Canary Wharf London EP14 4PU

2. Sub-Contractor Name ("Sub-Contractor")

Sub-Contractor name	British Society for Antimicrobial Chemotherapy
Registered office is at	Griffin House 53 Regent Place, Birmingham, B1 3NJ

3. Insight ("Insight")

Insight	Insight Direct (UK) Ltd
Registered office is at	The Technology Building, Insight Campus, Terry Street, Sheffield, S92BU

This Statement of Works is governed by the terms of the Call Off Contract to the Framework Agreement specified below as between the Client and Insight and the terms of the Partner Agreement as between Insight and the Sub-Contractor. In the event of a conflict between the terms of this Statement of Works and the attachments, the terms of this Statement of Works prevail.

Framework Agreement – Call Off Contract	HTE ICT Solutions (Complete IT) ComIT2
Contract Commencement Date	27/11/2023
Go Live Date – Software/Support (May be subject to CCN if unknown at Commencement Date)	Not Applicable
Client Purchase Order	Not Available
Contract Term	Consultancy end date 31/03/2024
Site(s)	Choice of premises shall be determined by the Customer, in consultation with the Sub-contractor and may consider the Customer's intention to keep overall cost of travel and subsistence for all parties to a practical minimum.
Insight Legal Workflow Ref:	██████████
Insight Contract Manager:	██████████

1. Deliverables

	Yes	No
Hardware	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Third Party Software	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Maintenance and/or Support	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Installation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Consultancy	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Training	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2. Scope of Services

Professional services

ANTIBIOTIC CHECKLIST

Uploading of translated templates –languages/templates (translation work already completed by a translation Company) onto a website developed and hosted by BSAC.

ANTIBIOTIC CHECKLIST

Associated design work required due to the above.

UPDATING THE E-BUG COURSE

Updating and refreshing content and links across the course (English language version only)

PREVENTING AND MANAGING INFECTIONS IN CHILDCARE AND PRE-SCHOOL

Updating content to reflect changes to the e-bug course.

TARGET

Updating each of the 6 modules that comprise TARGET, course description pages and emails and certifications, including rebranding to UKHSA from PHE.

3. Assumptions

List standard assumptions, as applicable:

- Contract commencement date and Go Live date for software licenses and service support are expected to be the same unless specified differently in this Statement of Works. Please note that the Term for the software licenses and service support will be from the Go Live Date specified.
- Unless specified this Statement of Works does not include any electrical, network or external communications infrastructure cabling specification or installation.
- All such cabling and associated sockets should be in their correct location and tested by the Client prior to the equipment installation date.
- An adequate area must be set aside for the engineer to complete his work, and all agreed equipment locations will be final and adequate power sockets must be available.
- No additional work will be undertaken if not included on this Statement of Works.
- Under no circumstances will the equipment be released, or the Client given access to the equipment, until Insight has finished the installation.
- Any existing equipment belonging to the Client being utilised or connected must be fully operational and virus free, and fully accessible to the engineer during the installation.
- Delays on site caused by faulty equipment, not supplied by Insight, services not being ready, or access restrictions may incur additional charges.
- Client must have all relevant licences and suitable environment to accommodate the services.
- The Client is responsible for backing up all data, and neither Insight nor any Sub-Contractor will have any liability for the loss of data resulting the Client's failure to back up data.
- The Client hereby consents to Insight's use of sub-processors. A maintained list of sub-processors can be found using the following link: https://sim.insight.com/en_US/help/terms-and-policies/sub-processors.html. Insight reserves the right to add or replace sub-processors. The Client can opt in at the above link to receive email notifications of upcoming changes to sub-processors.

Are there any additional assumptions? ☐ Yes ☒ No

4. Acceptance Test Criteria

None

5. Renewal Options

Subject to receiving a Purchase Order from the Client for renewal of the services, it is agreed the services will be provided on the same terms and conditions as set out in this Statement of Works and for the term set out in the Purchase Order. To the extent such services include software, the software vendor's End User Licence Agreement shall apply thereto. Renewal prices shall be as quoted by Insight.

6. Payment Terms

Payment shall be made in accordance with the relevant payment schedule detailed below.

7. Attachments

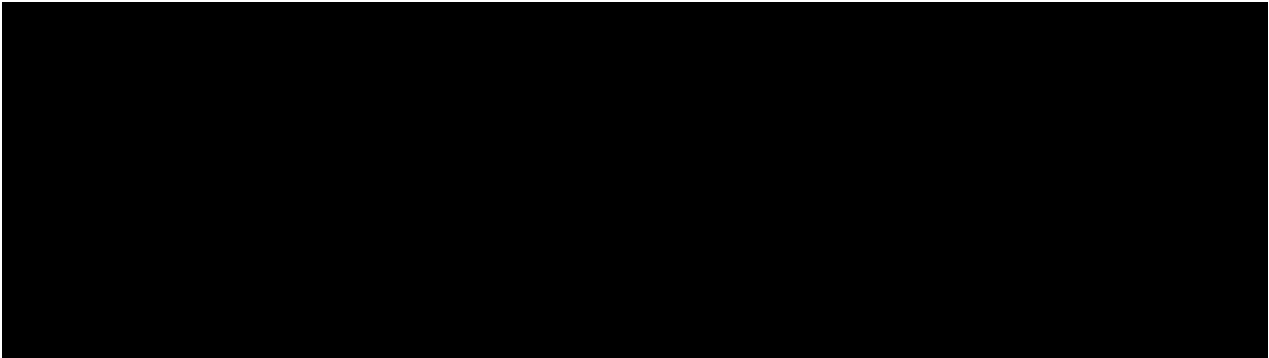
All attachments are attached/embedded in **Appendix A** below.

Signatures

This Statement of Works may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all the counterparts shall together constitute the one agreement.

Insight Legal Workflow Ref:	16386
Insight Contract Manager:	Tina Adams

1. Client




Date Signed: 28/11/2023

2. Insight

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Appendix A – Attachments

Insight Quote



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810-1%20Insight%20Q

Appendix B – Payment Schedule

PAYMENT SCHEDULE A

Insight Legal Workflow Ref:	██████████
Insight Contract Manager:	██████████

This Payment Schedule is attached to the Statement of Works as between:

1. Customer name ("Customer")

Customer name	UK HEALTH SECURITY AGENCY
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2. Insight ("Insight ")

Insight	Insight Direct (UK) Ltd
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Applicable Terms

Unless expressly varied, payment terms are 30 days net. All prices exclude VAT.

Payment terms include the following:

Quote or Proposal Pricing	<input checked="" type="checkbox"/>
Payment Milestones	<input checked="" type="checkbox"/>

Payment Schedule A – Customer Quote

Description	Qty	Unit cost	Total value
Antibiotic Checklist Uploading of translated templates –languages/templates (translation work already completed by a translation Company) onto a website developed and hosted by BSAC	25	██████████	██████████
ANTIBIOTIC CHECKLIST Associated design work required due to the above	n/a	n/a	██████████
Updating the e-Bug course Updating and refreshing content and links across the course (English language version only)	n/a	n/a	██████████
PREVENTING AND MANAGING INFECTIONS IN CHILDCARE AND PRESCHOOL Updating content to reflect changes to the e-bug course	n/a	n/a	██████████
Target Updating each of the 6 modules that comprise TARGET, course description pages and emails and certifications, including rebranding to UKHSA from PHE	n/a	n/a	██████████
			£50,854

Details at attachment 1

1.1 To note:

Times and costs for sections 3,4 & 5 are based on new information/content being provided to BSAC by UKHSA. Timings and costs will be subject to increase if the BSAC e-learning team is required to carry out research on the changes requested.

1 e-Bug

Section	Action	Estimated time
Course description page		
Emails/Certificate		
Overall		
Week 1		
Week 2		
Week 3		
Final review (changes, int		

Note: Branding request was made to “add e-Bug logo to top right of each page” and use “Raleway font”. FutureLearn cannot be edited in this way.

*Times assume that the new information will be provided to us by UKHSA. Timings will be increased if our team have to carry out research on the changes.

2 Preventing and Managing Infections in Childcare and Pre-school

A quote was not requested for the above course, but updates will be required as:

- A large amount of this course is based on e-Bug content.
- The branding is still PHE.
- The infographics should be updated to align with branding and increase quality.
- COVID-19 information is present, and this may need to be changed.

Assuming many of the changes will be the same as e-Bug, this will be 25 hours’ worth of changes, [REDACTED]

3 TARGET

Section	Action	Estimated time
Course description page		
Emails/Certificate		
Overall		
Week 1		
Week 2		
Week 3		
Week 4		
Week 5		
Week 6		
Final review (c QA)		

*To align with FutureLearn's current pedagogical standards, we must ensure the following:

- Each week should have a similar number of steps.
- Each week should have a balance between Article, Video, and Discussion steps.
- There must be at least 2 steps within each activity.
- Each week should begin with an introduction to the week (including LOs), and finish with a quiz (5 questions) and an end of week summary.

**Times assume that the new information will be provided to us by UKHSA. Timings will be increased if the e-learning team have to carry out research on the changes.

Pricing Notes

1. Pricing excludes UK VAT.
2. Payment in full on receipt of invoice