

RM6221 Health Order Form

Call-Off Ref: C52340 PD - NHS Pathways

1. STATEMENT OF WORK ("SOW") DETAILS

Upon execution, this SOW forms part of the Call-Off Contract (reference below).

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.

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:	09 Sep 21
SOW Title:	SOW 1 - DevOps deliverables
SOW Reference:	SOW01
Call-Off Contract Reference:	C52340 NHS Pathways
SOW Start Date:	13 th December 2021
SOW End Date:	12 th December 2022
Duration of SOW:	12 Months
Invoice Portfolio Code and Description	Pathways Core Product P0029/13
Funding Portfolio Code and Description, if different	

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2. SOW CONTRACT SPECIFICATION - PROGRAMME CONTEXT

SOW Background	This SoW will address the DevOps deliverables under the Call-Off Contract, which are detailed in Section 3 below.												
Delivery phase(s)	Live												
Overview of Requirement	NHS Pathways can assist in the key challenges facing the Urgent and Emergency Care landscape by delivering on specific outcomes. Delivery of the milestones listed below will significantly assist in meeting those outcomes by improving tools and simplifying the authoring of the clinical content.												
Accountability Models	<p><i>Please tick the single Accountability Model that shall be used under this Statement of Work:</i></p> <table border="1"> <tr> <td>Sole Accountability</td><td><input type="checkbox"/></td> <td>Self Directed Team</td><td><input type="checkbox"/></td> <td>Rainbow Team</td><td><input checked="" type="checkbox"/></td> </tr> </table>	Sole Accountability	<input type="checkbox"/>	Self Directed Team	<input type="checkbox"/>	Rainbow Team	<input checked="" type="checkbox"/>						
Sole Accountability	<input type="checkbox"/>	Self Directed Team	<input type="checkbox"/>	Rainbow Team	<input checked="" type="checkbox"/>								
Location/s	<p>The Services outlined within this SOW will be delivered to:</p> <p>Primary Location:</p> <p><i>Working from home on most days, but on occasion, 1 day a week from the NHS Digital office in Leeds.</i></p> <p><i>7 & 8 Wellington Place</i> <i>Leeds</i> <i>LS1 4AJ</i></p> <p>If not exclusively at the Primary Location, please provide approximate split across other locations. This will be used as a basis for a blended rate:</p> <table border="1"> <tr> <td>Leeds</td><td>London</td><td>Home / Virtual</td><td>[Loc 1]</td><td>[Loc 2]</td><td>[Loc 3]</td></tr> <tr> <td>20%</td><td>[]%</td><td>80]%</td><td>[]%</td><td>[]%</td><td>[]%</td></tr> </table>	Leeds	London	Home / Virtual	[Loc 1]	[Loc 2]	[Loc 3]	20%	[]%	80]%	[]%	[]%	[]%
Leeds	London	Home / Virtual	[Loc 1]	[Loc 2]	[Loc 3]								
20%	[]%	80]%	[]%	[]%	[]%								

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3. HIGH LEVEL INDICATIVE HMRC IR35 DETERMINATION

No	Statement	Mark
1.	The Buyer is requesting named individuals for the role/s and/or will not accept substitutes for the key individual/s; and/or	<input type="checkbox"/>
2.	The individual/s and or role/s will not be working to pre-agreed deliverable/increment milestones/service level agreements. e.g. they will be being directed as part of an integrated Buyer or Buyer appointed team (rainbow / blended); and/or	Mark
3.	The Buyer requires flexibility to quickly redeploy the individual/s and/or role/s for purposes other than agreed outcomes as priorities change; and/or	<input type="checkbox"/>
4.	The individual/s and/or role/s is/are being paid on a pure time and materials basis and are not carrying any financial risk to rectify/complete any agreed deliverables within the pre-agreed price; and/or	Mark
5.	The individual/s and/or role/s will require to manage resources (governance, financial, systems, or people) within the Buyer's organisation or for organisations other than their own (e.g. an officer of the company); and/or	<input type="checkbox"/>
6.	Other than mandatory training, the individual/s and/or role/s will require training by the Buyer in order to enable them to carry out their role/s.	<input type="checkbox"/>

For the purposes of HMRC IR35, for the individual/s and/or role/s covered by this determination (*strike out A, B, or C as appropriate e.g. ~~struck out~~ leaving one box clear*):

A. The individual/s and/or role/s is/are deemed to be **inside the scope of HMRC IR35** based on the checked criteria identified above (inside if any have been checked). As such it is required that the individuals pay full PAYE/NI for the work undertaken and therefore must not be working for a Personal Services Company (PSC) unless via an approved umbrella organisation. The individual/s must not be a material shareholder (over 5%) within the organisation being contracted with

~~**B.** None of the above criteria have been checked and the work consists of clearly defined deliverables which must be completed within the fixed / capped time and material budget agreed for the work ahead of execution and the individual/s and/or role/s are therefore **clearly fully outside the scope of HMRC IR35**~~

~~**C.** None of the criteria has been checked, but there is a degree of uncertainty and therefore a full HMRC CEST determination certificate is attached for each individual.~~

- ~~1. The full HMRC CEST certificate states that the individual/s and/or role/s are **unambiguously outside the scope of HMRC IR35**.~~
- ~~2. The full HMRC CEST determination is indeterminate or inside IR35 and the individual/s and/or role/s is/are considered to be **within the scope of HMRC IR35**. Such individual/s are required~~

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~~to pay full PAYE/NI contributions via appropriate employment / umbrella cover. Individuals shall not have a material share holding.~~

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4. BUYER REQUIREMENTS – SOW DELIVERABLES

Outcome Description: NHS Pathways can assist in the key challenges facing the Urgent and Emergency Care landscape by delivering on specific outcomes. Delivery of the milestones listed below will significantly assist in meeting those outcomes.

The estimated resource for the backlog and ongoing work would be in the order of 5-7 developers for the length of the 12 months statement of work.

Milestone Ref	Milestone Description	Increment Included	Due date	Key Date
MS01	<p>Iterate on a 4-weekly sprint basis through existing user stories on the C# .Net/SQL products that NHS Pathways built and support (including websites, webservices, windows applications and databases). All services are supported through Mon-Fri 9-5 only. Expected time to resolve is within 48 hrs.</p> <p>User stories completed within sprint cycle as agreed and accepted by the Buyer representative.</p>	<input type="checkbox"/>	From week 1 to the end of the SoW's duration.	<input type="checkbox"/>
MS02	<p>Release changes to the various NHS Pathways websites, webservices, windows applications and databases. Each application might be released once a month or so. These tools include the Pathways Authoring Tool, Visual Authoring Tool, Records and Booking System and the various webservices that tie those products and the data supply together.</p> <p>Changes release via the Cherwell/ServiceNow change management process to Live, including support and testing documentation. Releases would ideally (but not always) follow each sprint to keep up a regular cadence of deployments. CI/CD is not currently in place.</p>	<input type="checkbox"/>	From week 1 to the end of the SoW's duration.	<input type="checkbox"/>

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4. BUYER REQUIREMENTS – SOW DELIVERABLES

Outcome Description: NHS Pathways can assist in the key challenges facing the Urgent and Emergency Care landscape by delivering on specific outcomes. Delivery of the milestones listed below will significantly assist in meeting those outcomes.

The estimated resource for the backlog and ongoing work would be in the order of 5-7 developers for the length of the 12 months statement of work.

MS03	<p>Diagnose and raise issues and to deploy new versions of a 3rd party application known as the NHS Pathways Intelligent Data Tool (IDT). IDT is deployed as a single Windows service via an installation file.</p> <p>Issues raised and new versions deployed within acceptable timescales agreed with the Buyer. New versions come roughly each month or twice per month. Deployment to Production should occur within a week of a new version arriving or as otherwise agreed with the Buyer.</p>	<input type="checkbox"/>	From week 1 to the end of the SoW's duration.	<input type="checkbox"/>
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4. BUYER REQUIREMENTS – SOW DELIVERABLES

Delivery Plan	N/A										
Dependencies	<ul style="list-style-type: none"> • Confident coder in C#.Net and Microsoft SQL • Experience in building web sites, web services and Windows applications • Experience with working in Agile teams • Experience leading with problem analysis and resolution • Cloud hosting and/or Virtual Machine experience would be beneficial. • Experience using React/Redux would be beneficial. 										
Resource Plan	Refer to the indicative resource plan provided by the Buyer within the pricing schedule and the response by the Supplier also in the same										
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 Call-Off Schedule 9A (Security).										
Standards Applicable to SOW	<p>From the Start Date of this Statement of Work, the Supplier shall comply with the relevant (and current as of the SOW Start Date) Standards set out in Annex 3 of Framework Schedule 1 (Specification). The Buyer requires the Supplier to comply with the following additional Standards requirements for this Statement of Work:</p> <p>N/A</p>										
SOW Reporting Requirement s:	<p>The SoW team will report directly to the Senior Systems Designer</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>N/A</td><td></td><td></td></tr> </tbody> </table>			Ref	Type of Information	Which Services does this requirement apply to?	Required regularity of Submission	1	N/A		
Ref	Type of Information	Which Services does this requirement apply to?	Required regularity of Submission								
1	N/A										

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5. CHARGES

Call Off Contract Charges	<p>The applicable charging method(s) for this SOW is (check one):</p> <table border="1"> <tr> <td data-bbox="459 421 738 499">Capped Time and Materials</td><td data-bbox="746 421 802 499"><input type="checkbox"/></td><td data-bbox="810 421 1082 499">Fixed Price</td><td data-bbox="1090 421 1145 499"><input checked="" type="checkbox"/></td><td data-bbox="1153 421 1433 499">Incremental Fixed Price</td><td data-bbox="1441 421 1513 499"><input type="checkbox"/></td></tr> </table> <p>The estimated maximum value of this SOW (irrespective of the selected charging method) is as contained in the associated (Cost) part with the same name</p> <p>The Charges detailed in the financial model shall be invoiced in accordance with Clause 4 of the Call-Off Contract.</p>	Capped Time and Materials	<input type="checkbox"/>	Fixed Price	<input checked="" type="checkbox"/>	Incremental Fixed Price	<input type="checkbox"/>
Capped Time and Materials	<input type="checkbox"/>	Fixed Price	<input checked="" type="checkbox"/>	Incremental Fixed Price	<input type="checkbox"/>		
Financial Model	Refer to the related cost model of the same name						
Reimbursable Expenses	Expenses are not applicable to this Call-Off. Expenses should be built into the Call-Off rates provided within the Pricing Schedule.						
Data Protection	Where Annex 5 of the Order Form in the Call-Off Contract does not accurately reflect the Data Processor / Controller arrangements applicable to this SOW, the Parties shall comply with a revised Annex 5 specific to this Statement of Work.						

6. SIGNATURES AND APPROVALS**Agreement of this SOW**

BY SIGNING this Statement of Work, the Parties agree that it shall be incorporated into **Error! Reference source not found.** of the Order Form and incorporated into the Call-Off Contract and be legally binding the Parties:

For and on behalf of the Supplier	Name and title	
	Date	
	Signature	
For and on behalf of	Name and title	

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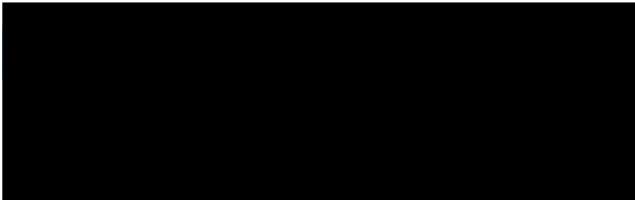
Call-Off Ref: C52340 PD - NHS Pathways

the Buyer	Date	
	Signature	

Signatures below:

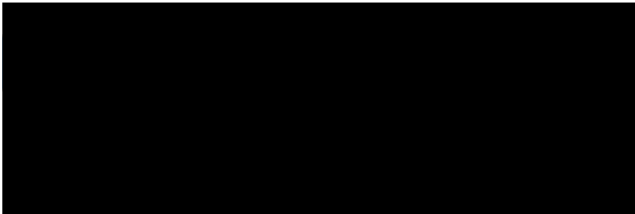
Signed by an authorised signatory for and on behalf of the Health and Social Care Information Centre (known as NHS Digital) (the '**Buyer**').

Buyer Signature



Signed by an authorised signatory for and on behalf of (the '**Supplier**').

Supplier Signature





Increment Definition (Repeat as necessary: To be completed as part of mobilisation)

References			
Contract Ref:	[PSR] or [Contract Number]	Contract Title:	[PSR] or [Contract Title]
Work Package Ref:	[Field Glass Ref] or [SOW Ref]	Role / SOW Title:	[Role] or [SOW Title]
Increment / Milestone:	[Increment No]	Increment / Milestone Title:	[Label for Increment / Milestone]
Other Refs:	[e.g. EPIC number/s]	Other Refs 2:	[other references, e.g. Story Number/s]
PSBC Ref:	[PSBC if applicable]	Individual / Supplier Name:	[Name of Individual] or [Name of Supplier]
Created On:	[Date Created]	Created By:	[Name of individual who authored the Increment Definition]
Version No:	[Version Number]	Version Comment:	[Very brief explanation of version]
Outcomes?	[Yes] or [No]	IR35 Reference:	[Reference to IR35 Determination e.g. SOW or PSBC]
Repeating?	[Yes] or [No]	Frequency:	[Monthly / Quarterly / etc] if an ongoing service (e.g. DevOps)

Dates, Effort and Costs (Planned and Actual)						
	Start Date	End Date (Time Related)	Total Days	Net Cost (must complete if fixed)	Fixed	Comment
Planned:	[dd/mm/yy]	[dd/mm/yy]	[days]	[£000,000.00]	<input type="checkbox"/>	
Actual:	[dd/mm/yy]	[dd/mm/yy]	[days]	[£000,000.00]		[To be completed at end]

Signatures and Agreement Date				
	Name	Position	Date	Signature
Buyer / Hiring Mgr:	[Name]	[Position]	[dd/mm/yy]	[Sign here]
Supplier / Individual:	[Name]	[Position]	[dd/mm/yy]	[Sign here]

Introduction / Overview	
<p>[Enter any preamble needed here]. In order for the overall Increment to be seen as an outcome based the decisions as to how to do it (what tasks are needed), the timing of the tasks (within the context of externally driven timescales), how tasks will be allocated to self directed team members (if a team) (Assignable), and how much effort will be needed must be totally down to the individual / team accountable and responsible for doing the work. This means that an increment must be sufficiently well defined (Specific) to allow the individual / team to deliver the Increment without external direction. This is not to say that an Increment should not be underpinned by a detailed estimate of the roles, effort and costs – with risk provision estimated by the individual / Supplier believed to be necessary to deliver the Increment]</p>	

Deliverables to be completed under this Increment (Specific)				
No	Description	Target Date (if applicable)	Days / Cost Breakdown (if applicable)	Done
1.	[Enter the deliverable forming part of this increment. Note that these must be outcome (the what), not task (how to) nor time (when such as month, quarter, or sprint) based. Follow the outcome based SMART model.	[dd/mm/yy]	[days or cost]	<input type="checkbox"/>
2.				<input type="checkbox"/>
3.				<input type="checkbox"/>
4.				<input type="checkbox"/>
5.				<input type="checkbox"/>
6.				<input type="checkbox"/>
7.				<input type="checkbox"/>
8.				<input type="checkbox"/>
9.				<input type="checkbox"/>

You have almost certainly got too many sub-tasks / deliverables or too much detail if you need more or if you need to go over more than one page!

Statement of Work Template
Call-Off Ref:

Version 2.0 NHSD

Acceptance Criteria and Certificate: To be completed as part of mobilisation

Acceptance Criteria or Agreed Service Levels (Measurable)			
No	Criteria	Done	References Notes
1.	[Enter the acceptance criteria or KPIs (if a Service) for the Increment as a whole]	<input type="checkbox"/>	[Note Refs]
2.		<input type="checkbox"/>	
3.		<input type="checkbox"/>	
4.		<input type="checkbox"/>	
5.		<input type="checkbox"/>	
6.		<input type="checkbox"/>	
<i>If you have more than half-a-dozen acceptance criteria it has probably got too complicated for a single increment</i>			

Current Status			
Status Date	Status	RAG	Comment
[dd/mm/yy]	Not Started	Green	[Comment about the status (if useful for progress reporting)]

Notes (from above)		
No	Note description	Agreed
1.	[Enter any notes here, e.g. reason why not able to be done if outside the Supplier / Individuals control, or extra things done in place of something else. For an outcome based Increment, there should not be many of the latter since ongoing changes to what is delivered suggests the Increment is being directed by someone else]	<input type="checkbox"/>
2.		<input type="checkbox"/>
3.		<input type="checkbox"/>
4.		<input type="checkbox"/>
5.		<input type="checkbox"/>
6.		<input type="checkbox"/>

Outstanding Actions / Tasks to be done in order for Increment to be completed					
No	Outstanding Action / Task	Target Date (if applicable)	Days / Cost Breakdown (if applicable)	Free of Charge	Done
1.	[Enter what still needs to be done in order for the Increment to be signed off – if outcome based, these actions should be Free of Charge]	[dd/mm/yy]	[days or cost]	<input type="checkbox"/>	<input type="checkbox"/>
2.				<input type="checkbox"/>	<input type="checkbox"/>
3.				<input type="checkbox"/>	<input type="checkbox"/>
4.				<input type="checkbox"/>	<input type="checkbox"/>
5.				<input type="checkbox"/>	<input type="checkbox"/>
6.				<input type="checkbox"/>	<input type="checkbox"/>

Concluding Comments if applicable
[Enter any closing remarks here]

Signatures and Final Acceptance Date				
	Name	Position	Date	Signature
Buyer / Hiring Mgr:	[Name]	[Position]	[dd/mm/yy]	[Sign here]
Supplier / Individual:	[Name]	[Position]	[dd/mm/yy]	[Sign here]

Annex 1 to Statement of Work

Data Processing

The data processing arrangements are set out in Joint Schedule 11 (Processing Data)

CONFIDENTIAL

Statement of Work (Costs)
RM6221 Version 5.01 (NHSD)
Call-Off Ref:

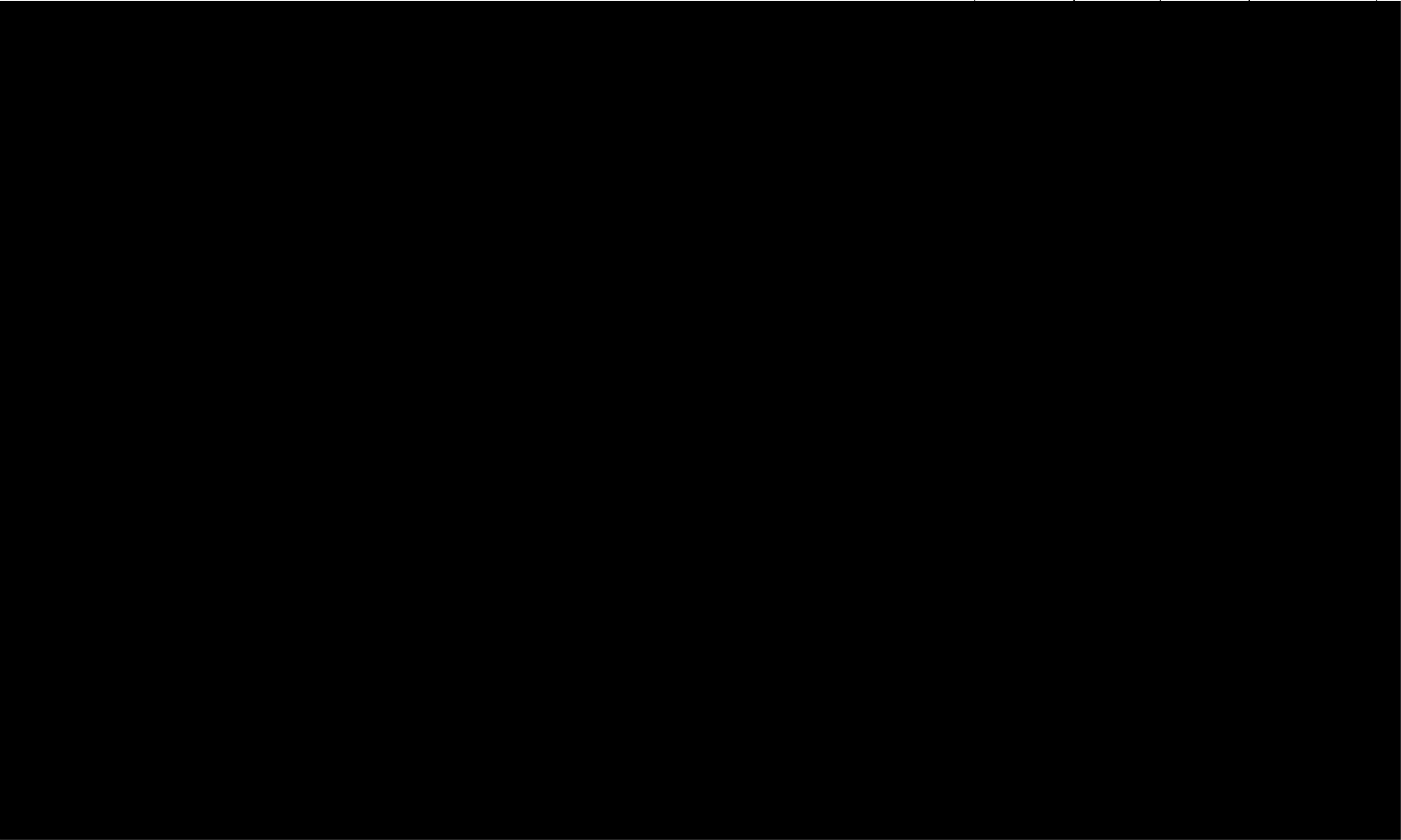
SOW01

BUY8A2 SOW Title: DevOps Deliverables
Supplier: **Mastek**
BUY8A3 Version: 1.0
C52340 NHS Pathways 02 SOWs 1.0F 22Dec21
SOW01
£900 BUY8A4 Dated: 22 Dec 2021

Forecast Start Date	13 Dec 2021
Forecast End Date	13 Dec 2022

Status: **FINAL**
01 Apr 2022
365
FY2021/22
FY2022/23

ACQ1 National	ACQ2 London	ACQ3 Leeds	ACQ4 National Home
0%	0%	40%	60%



Statement of Work (Costs)
RM6221 Version 5.01 (NHSD)
Call-Off Ref:

SOW01

BUY8A2 SOW Title: DevOps Deliverables
Supplier: **Mastek**
BUY8A3 Version: 1.0
C52340 NHS Pathways 02 SOWs 1.0F 22Dec21
SOW01
£900 BUY8A4 Dated: 22 Dec 2021

Forecast Start Date	13 Dec 2021
Forecast End Date	13 Dec 2022

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0%	0%	40%	60%

Statement of Work (Costs)
RM6221 Version 5.01 (NHSD)
Call-Off Ref:

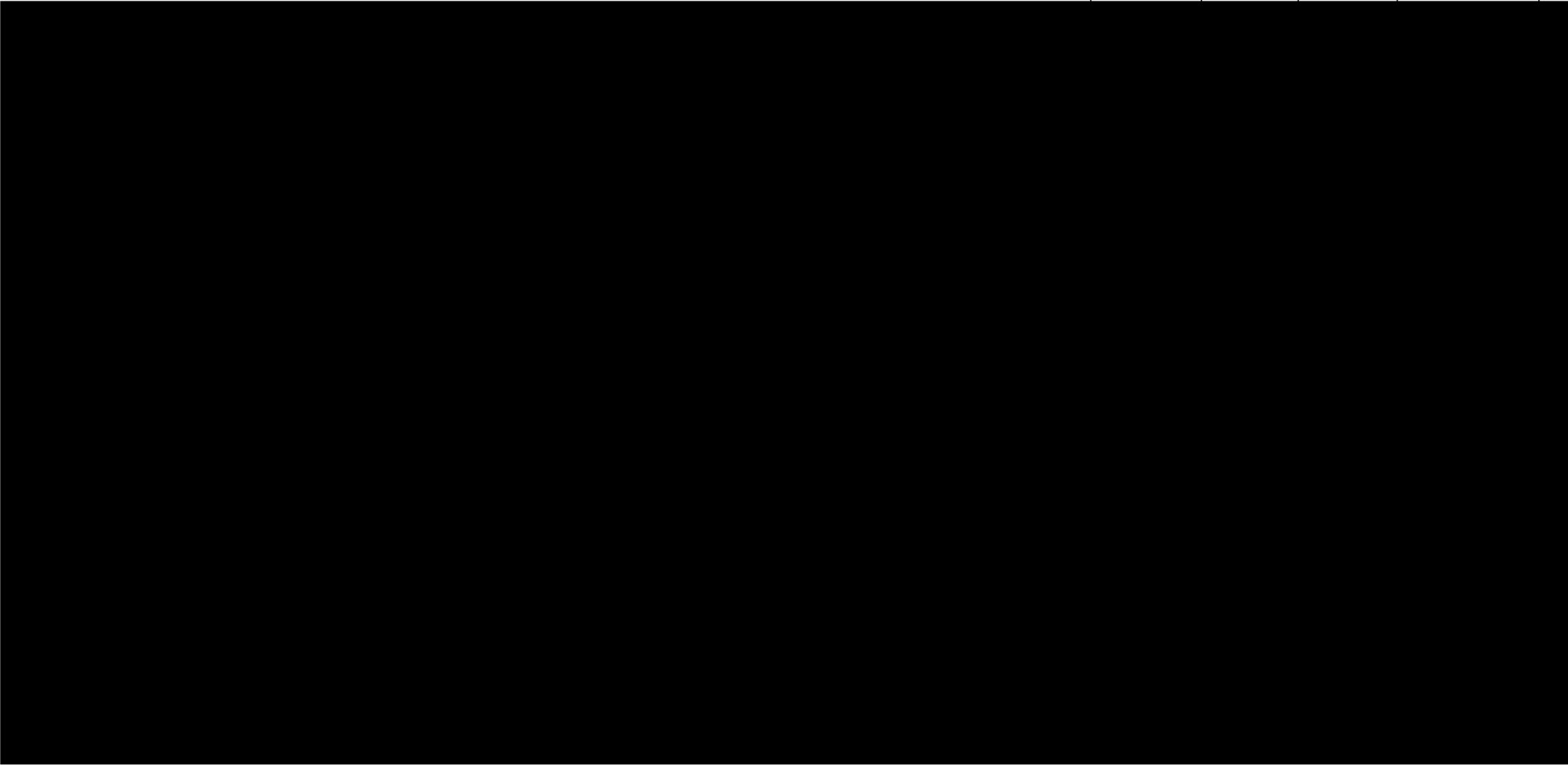
SOW01

BUY8A2 SOW Title: DevOps Deliverables
Supplier: **Mastek**
BUY8A3 Version: 1.0
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ACQ1 National	ACQ2 London	ACQ3 Leeds	ACQ4 National Home
0%	0%	40%	60%



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1. STATEMENT OF WORK ("SOW") DETAILS

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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:	09 Sep 21
SOW Title:	SOW 2 - Pathways Re-platforming – Knowledge Gathering & Planning
SOW Reference:	SOW02
Call-Off Contract Reference:	C52340 NHS Pathways
SOW Start Date:	13 th December 2021
SOW End Date:	28 th February 2022
Duration of SOW:	6 weeks
Invoice Portfolio Code and Description	P0029/24 NHS Pathways re-platforming
Funding Portfolio Code and Description, if different	

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2. SOW CONTRACT SPECIFICATION - PROGRAMME CONTEXT

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Call-Off Ref: C52340 PD - NHS Pathways

SOW Background	<p>Overall Background</p> <p>The tooling that underpins NHS Pathways has been on a purely maintain-only basis for many years. Various areas for improvement have been identified which were confirmed via a Discovery phase looking at the tooling & the associated IT systems and a single Alpha looking at future Data Models which together provide a baseline for the work now required to re-platform, re-architect and re-tool NHS Pathways.</p> <p>The required business outcomes from the re-platforming programme are-</p> <ul style="list-style-type: none"> • Simplified authoring (clinical content) • Simplified reporting (data) • SNOMED coded (standardised) inputs and outputs • Simplified distribution of content (releases) • Easier updating of content • Simplified outcome mapping to services available (linking to Directory of Services) <p>By meeting these business outcomes, the following identified issues can be addressed-</p> <ul style="list-style-type: none"> • The pace at which new Pathways content can be safely authored and distributed via the current tools does not fully support agile ways of working. • The data models and the associated IT systems/tools require modernisation to address the following- <ul style="list-style-type: none"> ○ They are inflexible, and complex to change. ○ They need 'future proofing' to enable NHS Pathways to take advantage of new and emerging technologies. • Development is required to bring the tooling up to the expectations of the organisations latest Software Engineering standards. <p>NHS Pathways have an overarching vision of what Pathways re-platforming needs to deliver, along with an associated high-level budget and expected timeframe – this has been outlined in the wider NHS Pathways framework documentation. In line with typical Agile working, the phases of work required to deliver that vision will be flexible with the detailed scope and requirements for each phase only becoming clear on completion of the previous phase.</p> <p>Each of these Phases will be covered by individual SOWs issued under the call-off contract.</p> <p>SOW 1 Deliverables Background</p> <p>This first re-platforming SOW, with a duration of 6 weeks, is for the Supplier team to:</p>
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2. SOW CONTRACT SPECIFICATION - PROGRAMME CONTEXT	
	<div>a. carry out the required knowledge gathering (through reading existing documentation from the initial Discovery and Alpha work carried out to date and through meeting key NHS Digital staff);</div> <div>b. draft an initial high-level roadmap for the re-platforming programme as a whole;</div> <div>c. create a detailed plan for Phase 1 of the re-platforming programme to form the basis of the next re-platforming SOW.</div>

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2. SOW CONTRACT SPECIFICATION - PROGRAMME CONTEXT

Delivery phase(s)	Knowledge gathering, planning												
Overview of Requirement	<p>This first re-platforming SOW is for the Supplier's key team members to carry out the necessary knowledge gathering activities to ensure they fully understand the NHS Pathways clinical decision support system itself and the work carried out to date which has established the principles of, and the foundations for, the re-platforming programme.</p> <p>In addition, the Supplier team is required to draw up an initial high-level roadmap for the re-platforming programme as a whole, along with a detailed plan for Phase 1 of re-platforming.</p>												
Accountability Models	<p><i>Please tick the single Accountability Model that shall be used under this Statement of Work:</i></p> <table border="1"> <tr> <td>Sole Accountability</td><td><input type="checkbox"/></td> <td>Self Directed Team</td><td><input type="checkbox"/></td> <td>Rainbow Team</td><td><input checked="" type="checkbox"/></td> </tr> </table>	Sole Accountability	<input type="checkbox"/>	Self Directed Team	<input type="checkbox"/>	Rainbow Team	<input checked="" type="checkbox"/>						
Sole Accountability	<input type="checkbox"/>	Self Directed Team	<input type="checkbox"/>	Rainbow Team	<input checked="" type="checkbox"/>								
Location/s	<p>The Services outlined within this SOW will be delivered to: Primary Location:</p> <p><i>Under COVID conditions, working from home, but in normal conditions, the Supplier team are expected to work largely remotely, but with a secondary location of attending 7 & 8 Wellington Place, Leeds. LS1 4AJ to meet with the members of NHS Pathways and the Supplier BAU DevOps team.</i></p> <p>If not exclusively at the Primary Location, please provide approximate split across other locations. This will be used as a basis for a blended rate:</p> <table border="1"> <tr> <td>Leeds</td><td>London</td><td>Home / Virtual</td><td>[Loc 1]</td><td>[Loc 2]</td><td>[Loc 3]</td></tr> <tr> <td>20%</td><td>[]%</td><td>80%</td><td>[]%</td><td>[]%</td><td>[]%</td></tr> </table>	Leeds	London	Home / Virtual	[Loc 1]	[Loc 2]	[Loc 3]	20%	[]%	80%	[]%	[]%	[]%
Leeds	London	Home / Virtual	[Loc 1]	[Loc 2]	[Loc 3]								
20%	[]%	80%	[]%	[]%	[]%								

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3. HIGH LEVEL INDICATIVE HMRC IR35 DETERMINATION

No	Statement	Mark
1.	The Buyer is requesting named individuals for the role/s and/or will not accept substitutes for the key individual/s; and/or	<input type="checkbox"/>
2.	The individual/s and or role/s will not be working to pre-agreed deliverable/increment milestones/service level agreements. e.g. they will be being directed as part of an integrated Buyer or Buyer appointed team (rainbow / blended); and/or	<input type="checkbox"/>
3.	The Buyer requires flexibility to quickly redeploy the individual/s and/or role/s for purposes other than agreed outcomes as priorities change; and/or	<input type="checkbox"/>
4.	The individual/s and/or role/s is/are being paid on a pure time and materials basis and are not carrying any financial risk to rectify/complete any agreed deliverables within the pre-agreed price; and/or	Mark
5.	The individual/s and/or role/s will require to manage resources (governance, financial, systems, or people) within the Buyer's organisation or for organisations other than their own (e.g. an officer of the company); and/or	<input type="checkbox"/>
6.	Other than mandatory training, the individual/s and/or role/s will require training by the Buyer in order to enable them to carry out their role/s.	<input type="checkbox"/>

For the purposes of HMRC IR35, for the individual/s and/or role/s covered by this determination (*strike out A, B, or C as appropriate e.g. ~~struck out~~ leaving one box clear*):

A. The individual/s and/or role/s is/are deemed to be **inside the scope of HMRC IR35** based on the checked criteria identified above (inside if any have been checked). As such it is required that the individuals pay full PAYE/NI for the work undertaken and therefore must not be working for a Personal Services Company (PSC) unless via an approved umbrella organisation. The individual/s must not be a material shareholder (over 5%) within the organisation being contracted with

B. ~~None of the above criteria have been checked and the work consists of clearly defined deliverables which must be completed within the fixed / capped time and material budget agreed for the work ahead of execution and the individual/s and/or role/s are therefore~~ **clearly fully outside the scope of HMRC IR35**

C. ~~None of the criteria has been checked, but there is a degree of uncertainty and therefore a full HMRC CEST determination certificate is attached for each individual.~~

- ~~1. The full HMRC CEST certificate states that the individual/s and/or role/s are **unambiguously outside the scope of HMRC IR35.**~~
- ~~2. The full HMRC CEST determination is indeterminate or inside IR35 and the individual/s and/or role/s is/are considered to be **within the scope of HMRC IR35.** Such individual/s are required~~

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~~to pay full PAYE/NI contributions via appropriate employment / umbrella cover. Individuals shall not have a material share holding.~~

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4. BUYER REQUIREMENTS – SOW DELIVERABLES

Outcome Description: The Supplier will be expected to document the outcome of the knowledge gathering process and, through this, demonstrate to NHS Digital that they have gained the required knowledge and understanding of NHS Pathways itself, of the re-platforming work carried out to date and the vision for the re-platforming programme as a whole.

The two key outcomes and deliverables from this SOW will be the high-level roadmap that the Supplier will create for the re-platforming programme as a whole along with the detailed plan for Phase 1 of re-platforming.

Milestone Ref	Milestone Description	Increment t Included	Due date	Key Date
MS01	<p>Complete the necessary knowledge gathering activities to ensure the Supplier is fully up to steam on the NHS Pathways clinical decision support system itself and on the initial Discovery and Alpha work carried out to date on re-platforming.</p> <p>Acceptance Criteria: Documentation of the knowledge gathering undertaken and the resulting learning in order to evidence that the Supplier has the required level of understanding</p>	<input type="checkbox"/>	SOW Start Date + 3 Weeks	<input type="checkbox"/>

RM6221 Health Order Form

Call-Off Ref: C52340 PD - NHS Pathways

4. BUYER REQUIREMENTS – SOW DELIVERABLES

Outcome Description: The Supplier will be expected to document the outcome of the knowledge gathering process and, through this, demonstrate to NHS Digital that they have gained the required knowledge and understanding of NHS Pathways itself, of the re-platforming work carried out to date and the vision for the re-platforming programme as a whole.

The two key outcomes and deliverables from this SOW will be the high-level roadmap that the Supplier will create for the re-platforming programme as a whole along with the detailed plan for Phase 1 of re-platforming.

MS02	<p>1st draft of a high-level roadmap for the re-platforming programme as a whole that enables the key business outcomes outlined in the Background section above to be met within the timeframe and overall budget available.</p> <p>Acceptance Criteria: The roadmap should be achievable and should demonstrate the building blocks required to meet the re-platforming goals along with highlighting the key dependencies, bottlenecks, risks etc. and which of the future phases could be delivered in parallel and which are required to be sequential. It should include prioritised work packages with estimated costs and an indication of how each work package moves the programme forward towards delivering the overarching vision.</p>	<input type="checkbox"/>	SOW Start Date + 3 Weeks	<input type="checkbox"/>
MS03	<p>2nd draft of the high-level roadmap for the re-platforming programme following review and feedback from NHS Digital on the 1st draft.</p> <p>Acceptance Criteria: Amendments made to the 1st draft address the feedback received</p>	<input type="checkbox"/>	SOW Start Date + 4 Weeks	<input type="checkbox"/>

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Call-Off Ref: C52340 PD - NHS Pathways

4. BUYER REQUIREMENTS – SOW DELIVERABLES

Outcome Description: The Supplier will be expected to document the outcome of the knowledge gathering process and, through this, demonstrate to NHS Digital that they have gained the required knowledge and understanding of NHS Pathways itself, of the re-platforming work carried out to date and the vision for the re-platforming programme as a whole.

The two key outcomes and deliverables from this SOW will be the high-level roadmap that the Supplier will create for the re-platforming programme as a whole along with the detailed plan for Phase 1 of re-platforming.

MS04	<p>1st draft of the detailed plan for Phase 1 of re-platforming, outlining the scope, deliverables, timescales and success criteria for the Phase and identifying the tasks to be undertaken, the resources required and their skill sets (Supplier & NHS Digital) together with dependencies, bottlenecks, risks etc.</p> <p>Acceptance Criteria: The detailed plan should be achievable and should contain sufficient information to enable the plan to be used as the basis for the next SOW for Phase 1 of re-platforming. It should contain information on the work package(s) required and be fully costed as well as detailing the dependencies and deliverables that are required from Phase 1 before Phase 2 can commence.</p>	<input type="checkbox"/>	SOW Start Date + 4 Weeks	<input type="checkbox"/>
MS05	<p>2nd draft of the detailed plan for Phase 1 following review and feedback from NHS Digital on the 1st draft.</p> <p>Acceptance Criteria: Amendments made to the 1st draft address the feedback received</p>	<input type="checkbox"/>	SOW Start Date + 5 Weeks	<input type="checkbox"/>

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4. BUYER REQUIREMENTS – SOW DELIVERABLES

Outcome Description: The Supplier will be expected to document the outcome of the knowledge gathering process and, through this, demonstrate to NHS Digital that they have gained the required knowledge and understanding of NHS Pathways itself, of the re-platforming work carried out to date and the vision for the re-platforming programme as a whole.

The two key outcomes and deliverables from this SOW will be the high-level roadmap that the Supplier will create for the re-platforming programme as a whole along with the detailed plan for Phase 1 of re-platforming.

MS06	<p>Final versions of the high-level roadmap and the detailed plan for Phase 1 following review and feedback from NHS Digital on the 2nd drafts.</p> <p>Acceptance Criteria: All feedback received has been addressed and the deliverables are signed off as acceptable by NHS Digital</p>	<input type="checkbox"/>	SOW Start Date + 6 Weeks	<input type="checkbox"/>
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Call-Off Ref: C52340 PD - NHS Pathways

4. BUYER REQUIREMENTS – SOW DELIVERABLES												
Delivery Plan	As identified in the Acceptance Criteria above.											
Dependencies	A key dependency for the Supplier will be to ensure that the resources made available for this SOW have experience and understanding of Integrated Urgent & Emergency Care.											
Resource Plan	<p>Refer to the indicative resource plan provided by the Buyer within the pricing schedule and the response by the Supplier also in the same</p> <p>It is anticipated that, in order to carry out the work required under this SOW, the Supplier would need the following 4 resources at a minimum-</p> <ul style="list-style-type: none"> • Technical Programme Manager • Technical Architect • Business Analyst • Service Designer/ Clinical Data Modeller 											
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 Call-Off Schedule 9A (Security).											
Standards Applicable to SOW	<p>From the Start Date of this Statement of Work, the Supplier shall comply with the relevant (and current as of the SOW Start Date) Standards set out in Annex 3 of Framework Schedule 1 (Specification). The Buyer requires the Supplier to comply with the following additional Standards requirements for this Statement of Work:</p> <p>N/A</p>											
SOW Reporting Requirement s:	<p>To be determined as part of mobilisation</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>1.1</td> <td>N/A</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	1.1	N/A	[insert]	[insert]
Ref .	Type of Information	Which Services does this requirement apply to?	Required regularity of Submission									
1.1	N/A	[insert]	[insert]									

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5. CHARGES

Call Off Contract Charges	<p>The applicable charging method(s) for this SOW is (check one):</p> <table border="1"> <tr> <td data-bbox="459 421 742 492">Capped Time and Materials</td><td data-bbox="750 421 805 492"><input type="checkbox"/></td><td data-bbox="813 421 1082 492">Fixed Price</td><td data-bbox="1090 421 1145 492"><input checked="" type="checkbox"/></td><td data-bbox="1153 421 1444 492">Incremental Fixed Price</td><td data-bbox="1452 421 1508 492"><input type="checkbox"/></td></tr> </table> <p>The estimated maximum value of this SOW (irrespective of the selected charging method) is as contained in the associated (Cost) part with the same name</p> <p>The Charges detailed in the financial model shall be invoiced in accordance with Clause 4 of the Call-Off Contract.</p>	Capped Time and Materials	<input type="checkbox"/>	Fixed Price	<input checked="" type="checkbox"/>	Incremental Fixed Price	<input type="checkbox"/>
Capped Time and Materials	<input type="checkbox"/>	Fixed Price	<input checked="" type="checkbox"/>	Incremental Fixed Price	<input type="checkbox"/>		
Financial Model	Refer to the related cost model of the same name						
Reimbursable Expenses	Expenses are not applicable to this Call-Off. Expenses should be built into the Call-Off rates provided within the Pricing Schedule						
Data Protection	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 SOW, the Parties shall comply with the revised Annex 1 attached to this Statement of Work.						

6. SIGNATURES AND APPROVALS**Agreement of this SOW**

BY SIGNING this Statement of Work, the Parties agree that it shall be incorporated into **Error! Reference source not found.** of the Order Form and incorporated into the Call-Off Contract and be legally binding the Parties:

For and on behalf of the Supplier	Name and title	
	Date	
	Signature	
For and on behalf of	Name and title	

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the Buyer	Date	
	Signature	

Signatures below:

Signed by an authorised signatory for and on behalf of the Health and Social Care Information Centre (known as NHS Digital) (the **‘Buyer’**).

Buyer Signature

[Redacted Signature]

Signed by an authorised signatory for and on behalf of (the **‘Supplier’**).

Supplier Signature

[Redacted Signature]



Statement of Work Template
Call-Off Ref:

Version 2.0 NHSD

Increment Definition (Repeat as necessary: To be completed as part of mobilisation)

References			
Contract Ref:	[PSR] or [Contract Number]	Contract Title:	[PSR] or [Contract Title]
Work Package Ref:	[Field Glass Ref] or [SOW Ref]	Role / SOW Title:	[Role] or [SOW Title]
Increment / Milestone:	[Increment No]	Increment / Milestone Title:	[Label for Increment / Milestone]
Other Refs:	[e.g. EPIC number/s]	Other Refs 2:	[other references, e.g. Story Number/s]
PSBC Ref:	[PSBC if applicable]	Individual / Supplier Name:	[Name of Individual] or [Name of Supplier]
Created On:	[Date Created]	Created By:	[Name of individual who authored the Increment Definition]
Version No:	[Version Number]	Version Comment:	[Very brief explanation of version]
Outcomes?	[Yes] or [No]	IR35 Reference:	[Reference to IR35 Determination e.g. SOW or PSBC]
Repeating?	[Yes] or [No]	Frequency:	[Monthly / Quarterly / etc] if an ongoing service (e.g. DevOps)

Dates, Effort and Costs (Planned and Actual)						
	Start Date	End Date (Time Related)	Total Days	Net Cost (must complete if fixed)	Fixed	Comment
Planned:	[dd/mm/yy]	[dd/mm/yy]	[days]	[£000,000.00]	<input type="checkbox"/>	
Actual:	[dd/mm/yy]	[dd/mm/yy]	[days]	[£000,000.00]		[To be completed at end]

Signatures and Agreement Date				
	Name	Position	Date	Signature
Buyer / Hiring Mgr:	[Name]	[Position]	[dd/mm/yy]	[Sign here]
Supplier / Individual:	[Name]	[Position]	[dd/mm/yy]	[Sign here]

Introduction / Overview	
<p>[Enter any preamble needed here]. In order for the overall Increment to be seen as an outcome based the decisions as to how to do it (what tasks are needed), the timing of the tasks (within the context of externally driven timescales), how tasks will be allocated to self directed team members (if a team) (Assignable), and how much effort will be needed must be totally down to the individual / team accountable and responsible for doing the work. This means that an increment must be sufficiently well defined (Specific) to allow the individual / team to deliver the Increment without external direction. This is not to say that an Increment should not be underpinned by a detailed estimate of the roles, effort and costs – with risk provision estimated by the individual / Supplier believed to be necessary to deliver the Increment]</p>	

Deliverables to be completed under this Increment (Specific)				
No	Description	Target Date (if applicable)	Days / Cost Breakdown (if applicable)	Done
1.	[Enter the deliverable forming part of this increment. Note that these must be outcome (the what), not task (how to) nor time (when such as month, quarter, or sprint) based. Follow the outcome based SMART model.	[dd/mm/yy]	[days or cost]	<input type="checkbox"/>
2.				<input type="checkbox"/>
3.				<input type="checkbox"/>
4.				<input type="checkbox"/>
5.				<input type="checkbox"/>
6.				<input type="checkbox"/>
7.				<input type="checkbox"/>
8.				<input type="checkbox"/>
9.				<input type="checkbox"/>

You have almost certainly got too many sub-tasks / deliverables or too much detail if you need more or if you need to go over more than one page!

Statement of Work Template
Call-Off Ref:

Version 2.0 NHSD

Acceptance Criteria and Certificate: To be completed as part of mobilisation

Acceptance Criteria or Agreed Service Levels (Measurable)			
No	Criteria	Done	References Notes
1.	[Enter the acceptance criteria or KPIs (if a Service) for the Increment as a whole]	<input type="checkbox"/>	[Note Refs]
2.		<input type="checkbox"/>	
3.		<input type="checkbox"/>	
4.		<input type="checkbox"/>	
5.		<input type="checkbox"/>	
6.		<input type="checkbox"/>	
<i>If you have more than half-a-dozen acceptance criteria it has probably got too complicated for a single increment</i>			

Current Status			
Status Date	Status	RAG	Comment
[dd/mm/yy]	Not Started	Green	[Comment about the status (if useful for progress reporting)]

Notes (from above)		
No	Note description	Agreed
1.	[Enter any notes here, e.g. reason why not able to be done if outside the Supplier / Individuals control, or extra things done in place of something else. For an outcome based Increment, there should not be many of the latter since ongoing changes to what is delivered suggests the Increment is being directed by someone else]	<input type="checkbox"/>
2.		<input type="checkbox"/>
3.		<input type="checkbox"/>
4.		<input type="checkbox"/>
5.		<input type="checkbox"/>
6.		<input type="checkbox"/>

Outstanding Actions / Tasks to be done in order for Increment to be completed					
No	Outstanding Action / Task	Target Date (if applicable)	Days / Cost Breakdown (if applicable)	Free of Charge	Done
1.	[Enter what still needs to be done in order for the Increment to be signed off – if outcome based, these actions should be Free of Charge]	[dd/mm/yy]	[days or cost]	<input type="checkbox"/>	<input type="checkbox"/>
2.				<input type="checkbox"/>	<input type="checkbox"/>
3.				<input type="checkbox"/>	<input type="checkbox"/>
4.				<input type="checkbox"/>	<input type="checkbox"/>
5.				<input type="checkbox"/>	<input type="checkbox"/>
6.				<input type="checkbox"/>	<input type="checkbox"/>

Concluding Comments if applicable
[Enter any closing remarks here]

Signatures and Final Acceptance Date				
	Name	Position	Date	Signature
Buyer / Hiring Mgr:	[Name]	[Position]	[dd/mm/yy]	[Sign here]
Supplier / Individual:	[Name]	[Position]	[dd/mm/yy]	[Sign here]

Annex 1 to Statement of Work

Data Processing

The data processing arrangements are set out in the Joint Schedule 11 (Processing Data)



Statement of Work (Costs)
RM6221 Version 5.01 (NHSD)
Call-Off Ref:

SOW02

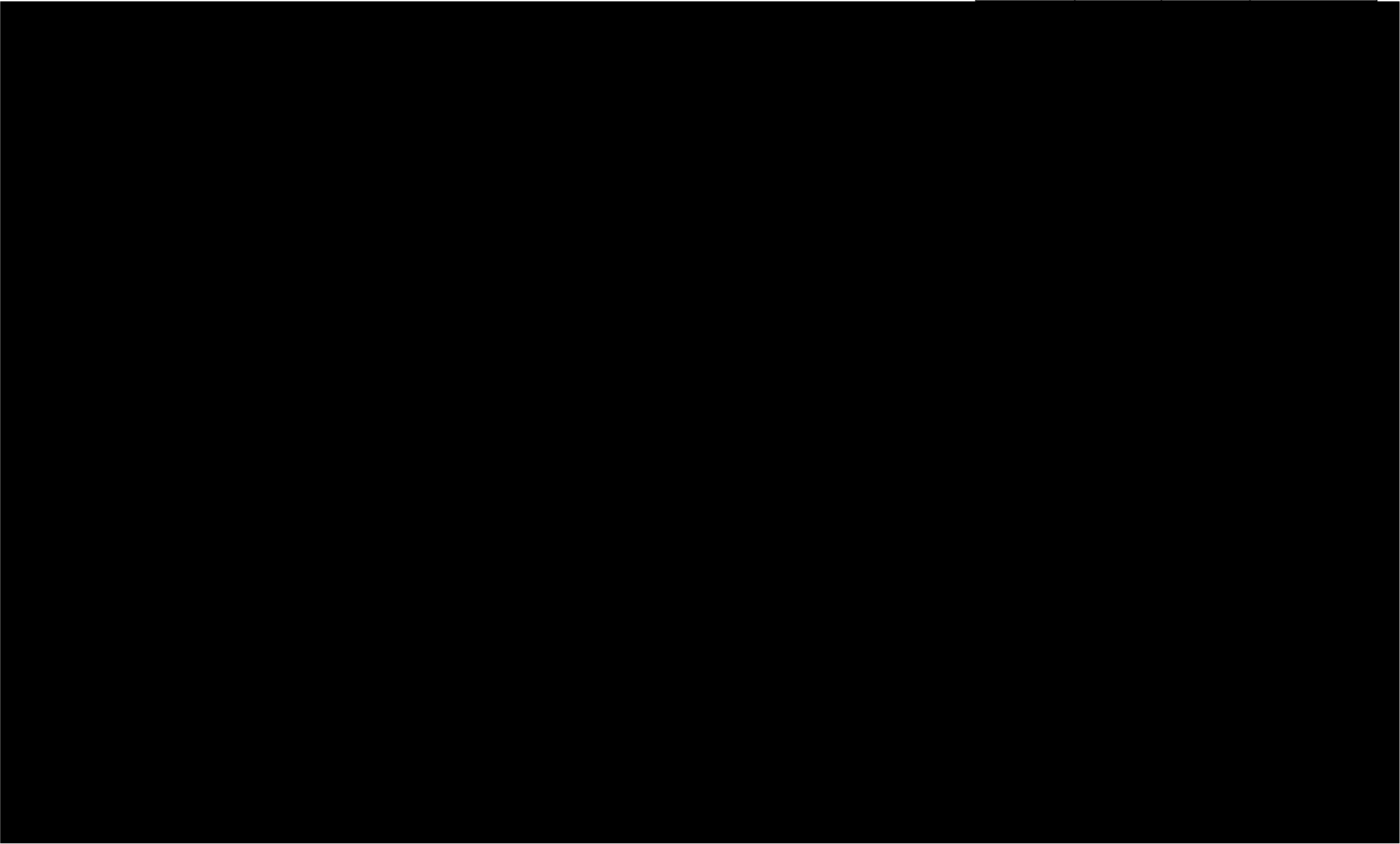
BUY8A2 SOW Title: Pathways Re-platforming – Knowledge Hub Pathways
Supplier: **Mastek**
BUY8A3 Version: 1.0
BUY8A4 Dated: 22 Dec 2021

SOW02

Forecast Start Date	13 Dec 2021
Forecast End Date	01 Feb 2022

Status: **FINAL**
01 Apr 2022
365
FY2021/22
FY2022/23

ACQ1 National	ACQ2 London	ACQ3 Leeds	ACQ4 National Home
0%	0%	20%	80%



Statement of Work (Costs)
RM6221 Version 5.01 (NHSD)
Call-Off Ref:

SOW02

C52340

Forecast Start Date	13 Dec 2021
Forecast End Date	01 Feb 2022

BUY8A2 SOW Title: Pathways Re-platforming – Knowledge Hub Pathways
Supplier: **Mastek**
BUY8A3 Version: 1.0
BUY8A4 Dated: 22 Dec 2021

SOW02

Status: **FINAL**

01 Apr 2022
365
FY2021/22
FY2022/23

ACQ1 National	ACQ2 London	ACQ3 Leeds	ACQ4 National Home
0%	0%	20%	80%

Statement of Work (Costs)
RM6221 Version 5.01 (NHSD)
Call-Off Ref:

SOW02

C52340

Forecast Start Date	13 Dec 2021
Forecast End Date	01 Feb 2022

BUY8A2 SOW Title: Pathways Re-platforming – Knowledge Hub Pathways
Supplier: **Mastek**
BUY8A3 Version: 1.0
BUY8A4 Dated: 22 Dec 2021

SOW02

Status: **FINAL**

01 Apr 2022
365
FY2021/22
FY2022/23

£900

ACQ1 National	ACQ2 London	ACQ3 Leeds	ACQ4 National Home
0%	0%	20%	80%

