

## CALL-OFF CONTRACT

Quality Assurance and Testing for IT Systems 2 RM6148

## DPS Schedule 6 (Order Form Template and Order Schedules)

### Order Form

ORDER REFERENCE: ecm 64833

THE BUYER: The Secretary of State for Environment, Food and Rural Affairs

BUYER ADDRESS Nobel House, 17 Smith Square, London SW1P 3JR

THE SUPPLIER: Cognizant Worldwide Limited

SUPPLIER ADDRESS: 1 Kingdom Street, London W2 6BD

REGISTRATION NUMBER: 07195160

DUNS NUMBER: 216654505

### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 7<sup>th</sup> July 2022.  
It's issued under the DPS Contract with the reference number RM6148 for the provision of Quality Assurance & Testing for IT Systems 2.

### DPS FILTER CATEGORY(IES):

<b>Lot 1:</b> QA & Testing Specialist	<b>Lot 6:</b> Operational Acceptance Testing
<b>Lot 3:</b> Load & Performance Testing	<b>Lot 8:</b> Accessibility QA and Testing
<b>Lot 4:</b> QA & Testing	<b>Lot 9:</b> Security QA and Testing
<b>Lot 5:</b> Infrastructure Testing	<b>Lot 10:</b> QA Capability Development

## ORDER INCORPORATED TERMS

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

1. This Order Form including the Order Special Terms and Order Special Schedules.
2. Joint Schedule 1 (Definitions and Interpretation) RM6148
3. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6148
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Order Schedules for RM6148
    - Order Schedule 1 (Transparency Reports)
    - Order Schedule 4 Order Tender
    - Order Schedule 6 (ICT Services) excluding Annexes A & B thereto
    - Order Schedule 8 (Business Continuity and Disaster Recovery)
    - Order Schedule 9 (Security)
    - [Order Schedule 10 (Exit Management)
    - [Order Schedule 15 (Order Contract Management)
    - [Order Schedule 20 (Order Specification)
4. CCS Core Terms (DPS version)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6148
6. Annexes A & B to Order Schedule 6
7. [Order Schedule 4 (Order Tender) as long as any parts of the Order Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.]

No other Supplier terms are part of the Order Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

## ORDER SPECIAL TERMS

As per Clause 3.1.2 of the Core Terms, the Supplier will provide a 90 day warranty period from Delivery for all Deliverables including any software deliverables.

ORDER START DATE: 11 July 2022

ORDER EXPIRY DATE: 10 July 2024

ORDER INITIAL PERIOD: 24 months

DPS Ref: RM6148

Model Version: v1.0

ORDER OPTIONAL EXTENSION 24 months  
PERIOD

Contract Value	The Call-Off Contract value is up to £8.4 million, to be contracted for via individual work packages. The Buyer shall not be obliged to enter into any work packages.
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## DELIVERABLES

**A.1** The work packages for these Deliverables will be agreed with the Buyer's project and programme teams at the start of each engagement along with the detailed reporting and governance arrangements. The Buyer is not obliged to enter into any work packages

**A.2** In some instances, a short discovery phase will be required or recommended in order to elaborate the specific requirements and Deliverables. This will be specified at the start of the relevant engagements.

**A.3** The work packages for the Services will be kept under regular review to stay aligned to the broader project delivery plans and priorities. Deliverables for each programme/project will be agreed at the start of each engagement and will be drawn from the following (but not limited to):

### **QA & Testing, Test Automation & DevOps and Common Deliverables:**

Ref	Deliverable	Description	Acceptance
1	Code coverage	Demonstrate the amount of code covered and the quality achieved by tests during Unit and Component Integration phases.	QAT/project/ programme review and acceptance.
2	Assurance of supporting project deliverables (e.g. stories, design documents, sprint plans, roadmaps)	Review project deliverables to ensure they can be delivered and tested (e.g. Stories have the required acceptance criteria; sprint plans/backlogs are achievable).	QAT/project/ programme review and acceptance.
3	Requirements coverage	Demonstrate the % of requirements covered by tests during System & System Integration test phases, including their latest execution status. To include demonstrating how the Entry & Exit criteria between the test phases supporting the deliverables are fit for purpose.	QAT/project/ programme review and acceptance.

**DPS Schedule 6 (Order Form Template and Order Schedules)**

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Ref	Deliverable	Description	Acceptance
4	Source Control of Test Assets	Demonstration of configuration and version control of test automation code and tests themselves including manual ones, plus the storage of the test results.	QAT/project/ programme review and acceptance.
5	Test coverage against components (including execution)	Demonstration of impacted components during System and Systems Integration Testing.	QAT/project/ programme review and acceptance.
6	Automated Systems Integration Test packs	Demonstrate tests planned for execution in the Systems Integration phase. Regression tests included.	QAT/project/ programme review and acceptance. Demonstration that solution is proven and tested.
7	Automated Systems, Systems Integration Test Plans	Plans to show the scope of testing at the Systems and Systems Integration phase, to include Components/Systems impacted, environments to be used, tests planned, resources required and reporting mechanisms.	Sign-off approval from QAT / programme.
8	Automated System Test pack	Demonstrate tests planned for execution in the Systems phase. Regression tests included.	QAT/project/ programme review and acceptance. Demonstration that solution is proven and tested.
9	Test Completion Reports for Systems & Systems Integration testing	Show tests executed and their execution status, including the Entry & Exit criteria & defect severities of failed items.	Sign-off approval from QAT / programme.
10	Automated Contract Based Tests	Demonstrate tests planned for execution	QAT/project/ programme review and acceptance. Demonstration that solution is proven and tested.
11	Delivery of a Test Integrated Data Solution	Delivery of a set of integrated data files representative of live content.  Successful Show and Tell demonstrating updated data files in use across test environments	QAT/project/ programme review and acceptance. Demonstration that solution is proven and tested.
13	Test Assurance Checklist	A detailed checklist of documents, processes and activities used to collate results of ongoing test assurance activities. And how the test assurance activities can be independently assured.	QAT/project/programme review and acceptance.
14	Test Assurance Status Report	Typically, a daily / weekly summary report showing state of progress against delivery plans, emerging issues/risks, recommendations and a forward view. And how the test assurance activities can be independently assured.	QAT/project/programme review and acceptance.

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Ref	Deliverable	Description	Acceptance
15	Test Assurance Completion Report	A report bringing together findings from all test assurance activities and advising on quality, efficiency and effectiveness of delivery as well as residual risks and recommendations. And how the test assurance activities can be independently assured.	QAT/project/programme review and acceptance.
16	Programme or Project level Test Strategy	A high-level test strategy that aligns with the wider delivery approach and embeds industry best practice and QAT standards, including Entry & Exit criteria as part of the strategy/plan to measure success.	QAT/project/programme review and acceptance.
17	Phase Level Test Plan (e.g. System Testing, Integration Testing, UAT)	A detailed test plan articulating the product risks, target system description, test objectives, scope, approach, scenario design, test environment, tooling, test data, monitoring, timelines, resources, logistics, dependencies, reporting, including Entry & Exit criteria as part of the strategy/plan to measure success.	QAT/project/programme review and acceptance.
18	RAID Log	A log that captures details pertaining to all risks, assumptions, issues and dependencies.	QAT/project/programme review and acceptance.
19	Risk Based Test Assessment	Description of a tailored understanding of the functional risks covering all elements in the IT change and recommendations / approach to mitigation thereof.	QAT/project/programme review and acceptance.
20	Test Activities Schedule	A maintainable and track-able schedule of test related activities, dependencies, deliverables, processes plotted against a timeline.	QAT/project/programme review and acceptance.
21	Test Scenarios	A methodical definition of the risk-based test scenarios, test description, timing, dependencies, test parameters, test data and so forth.	QAT/project/programme review and acceptance.
22	Test Scripts	Test scripts fully commented and developed in line with industry best practice.	QAT/project/programme review and acceptance.
23	Test Data	A definition of the test data needs, including sourcing, management, transformation / processing (as required), data loading and readiness including ancillary considerations such as AD accounts, monitoring accounts, permissions, tooling and so forth.	QAT/project/programme review and acceptance.
24	Traceability Matrix	Detailed Traceability Matrix covering associations across Requirements, Test Scenarios, Test Cases, Test Data, Defects	QAT/project/programme review and acceptance.



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Ref	Deliverable	Description	Acceptance
25	Test Execution Schedule	A detailed run-book of execution activities including dependencies/inputs, test scripts, timelines, execution status, test parameters, test data and so forth.	QAT/project/programme review and acceptance.
26	Test Execution Report	A daily / weekly detailed report specifying the Tests Planned for execution, Tests executed, Passed, Failed, associated defects, planned execution completion date, potential impacts to the test execution plan etc...	QAT/project/programme review and acceptance.
27	Phase Level Test Completion Report (e.g. System Testing, Integration Testing, UAT)	Formal test completion report detailing tests executed, relationship with test objectives / risks, test environment considerations, detailed results analysis, conclusions and any other relevant observations, residual risks, recommendations and next step	QAT/project/programme review and acceptance.
28	Overall Progress Report	A daily / weekly snapshot of all engagements. Snapshot to include consideration of status, risks, issues, activities completed, a forward view and any resourcing implications (including burn rate).	QAT/project/programme review and acceptance.
29	Delivery of a set of Automated Regression Tests	Delivery of a defined set of automated User Journeys. Number of automated tests to be jointly agreed between Supplier and QAT/programme team(s).	Completed "show and tell" automated playback of User Journeys across all components of the system, to show that the GIT based solution deployed has been proven and tested.

**MAXIMUM LIABILITY**

The limitation of liability for this Order Contract is stated in Clause 11.2 of the Core Terms.

The [REDACTED]

[REDACTED] not involve the processing of personal data by the Supplier and Supplier is not responsible for holding or backing-up Government Data. Accordingly, for the avoidance of doubt, any liability of the Supplier in connection with Services under this Order Contract is subject to the limitation of liability in Clause 11.2 of the Core Terms (as stated above) and is not unlimited under Clause 14.8 of the Core Terms. Buyer will implement appropriate technical and organisational measures to avoid the disclosure of personal data to Supplier.

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## ORDER CHARGES

Role	Rate / day
SFIA 1	


## REIMBURSABLE EXPENSES

For resources based in London and Croydon, no expenses will be payable for travel from London to locations within the boundary of the M25. Expenses for travel costs to other sites that exceed the normal cost of travelling within the boundary of the M25 will be reimbursed subject to approvals and in accordance with the Buyers travel policy. In all instances, the Supplier shall keep expenses to a minimum. All expenses must be authorised in advance by the Buyer's Delivery Lead.

## PAYMENT TERMS

Monthly in arrears. Invoices to be submitted within the first 7 working days of each month

## PAYMENT METHOD

Bank transfer

## BUYER'S INVOICE ADDRESS:

DPS Ref: RM6148

Model Version: v1.0

NP10 8FZ.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

BUYER'S ENVIRONMENTAL POLICY

<https://www.gov.uk/government/publications/25-year-environment-plan>

BUYER'S SECURITY POLICY

See Order Schedule 9

BESPOKE ISMS REQUIRED

No

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

PROGRESS REPORT FREQUENCY

Monthly

PROGRESS MEETING FREQUENCY

Monthly



**KEY STAFF**

If required to be identified under individual work packages

**KEY SUBCONTRACTOR(S)**

N/A

**COMMERCIALLY SENSITIVE INFORMATION**

Supplier Order Charges

**SERVICE CREDITS**

N/A

**ADDITIONAL INSURANCES**

N/A

**GUARANTEE**

N/A

**SOCIAL VALUE COMMITMENT**

The Supplier agrees, in providing the Deliverables and performing its obligations under the Order Contract, that it will comply with the social value commitments in Order Schedule 4 (Order Tender)]

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

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