



Crown
Commercial
Service

Digital Outcomes and Specialists 5 (RM1043.7)

Framework Schedule 6 (Order Form)

Version 2

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

Order Form

Call-Off Reference:	C23712
Call-Off Title:	Cyber Securities Criticalities Assessment Services
Call-Off Contract Description:	The Home Office Cyber Securities requires a partner to help design, develop, deliver and Refine a Criticalities assessment process for the Home Office, considering the business impact of Home Office Assets.
The Buyer:	The Secretary of State for the Home Department (acting through the Home Office)
Buyer Address:	The Secretary of State for the Home Department, 2 Marsham Street, London SW1P 4DF
The Supplier:	Deloitte LLP
Supplier Address:	1 New Street Square, London EC4A 3HQ, UK
Registration Number:	OC303675
DUNS Number:	364807771

Applicable Framework Contract

This Order Form is for the provision of the Call-Off Deliverables and dated 25th October 2022.

It's issued under the Framework Contract with the reference number RM1043.7 for the provision of Digital Outcomes and Specialists Deliverables.

The Parties intend that this Call-Off Contract will not, except for the first Statement of Work which shall be executed at the same time that the Call-Off Contract is executed, oblige the Buyer to buy or the Supplier to supply Deliverables.

The Parties agree that when a Buyer seeks further Deliverables from the Supplier under the Call-Off Contract, the Buyer and Supplier will agree and execute a further Statement of Work (in the form of the template set out in Annex 1 to this Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)).

Upon the execution of each Statement of Work it shall become incorporated into the Buyer and Supplier's Call-Off Contract.

Call-Off Lot

1. Lot 1 – Digital Outcomes

Call-Off Incorporated Terms

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

1. This Order Form including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1 (Definitions) RM1043.7
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
 1. Joint Schedules for RM1043.7
 1. Joint Schedule 2 (Variation Form)
 2. Joint Schedule 3 (Insurance Requirements)
 3. Joint Schedule 4 (Commercially Sensitive Information)
 4. Joint Schedule 10 (Rectification Plan)
 5. Joint Schedule 11 (Processing Data) RM1043.7

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

2. Call-Off Schedules for RM1043.7
 1. Call-Off Schedule 5 (Pricing Details)
 2. Call-Off Schedule 6 (Intellectual Property Rights and Additional Terms on Digital Deliverables)
3. CCS Core Terms (version 3.0.9)
4. Joint Schedule 5 (Corporate Social Responsibility) RM1043.7
5. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

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

Call-Off Special Terms

None

Call-Off Start Date:	25 th October 2022
Call-Off Expiry Date:	24 th April 2023
Call-Off Initial Period:	0 Year, 6 Months]
Call-Off Optional Extension Period:	TBD
Minimum Notice Period for Extensions:	■ ■■■■■■
Call-Off Contract Value:	■■■■■■■

Call-Off Requirement / Deliverables

See Appendices A and B

Buyer's Standards

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

Cyber Essentials Scheme

Not applicable

Maximum Liability

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms as amended by the Framework Award Form Special Terms.

The Estimated Year 1 Charges used to calculate liability in the Contract is £■■■■■■■

Call-Off Charges

See Appendix C

Reimbursable Expenses

None

Payment Method

Invoice for each Enhancement, Integration or Onboarding request referencing Purchase Order

Buyer's Invoice Address

The Secretary of State for the Home Department (acting through the Home Office)
2 Marsham Street, London SW1P 4DF

Buyer's Authorised Representative

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Buyer's Environmental Policy

<https://www.gov.uk/government/publications/greeninggovernment-commitments-2016-to-2020/greening-government-commitments-2016-to-2020>

<https://www.gov.uk/government/collections/sustainable-procurement-thegovernment-buying-standards-gbs>

Buyer's Security Policy



Home Office
Security Policy for C

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

<https://www.gov.uk/government/publications/cyber-essentials-scheme-overview>

Supplier's Authorised Representative

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Supplier's Contract Manager

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Progress Report Frequency

On the first Working Day of each calendar month

Progress Meeting Frequency

Monthly on the first Working Day of each month

Key Staff

[Repeat as necessary:

[Insert name]

[Insert role]

[Insert email address]

[Insert address]

[Insert contract details]

[Insert Worker Engagement Route (including whether inside or outside IR35 and whether there is a requirement to issue a Status Determination Statement)]

Key Subcontractor(s)

Not applicable

Commercially Sensitive Information

Not applicable

Balanced Scorecard

Not applicable

Material KPIs

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

Material KPIs	Target	Measured by

Additional Insurances

Not applicable

Guarantee

Not applicable

Social Value Commitment

See Appendix B

Statement of Works

During the Call-Off Contract Period, the Buyer and Supplier may agree and execute completed Statement of Works. Upon execution of a Statement of Work the provisions detailed therein shall be incorporated into the Call-Off Contract to which this Order Form relates.

For and on behalf of the Supplier:

Signature: [Redacted]

Name: [Redacted]

Role: [Redacted]

Date: 27/10/22

For and on behalf of the Buyer:

Signature: [Redacted]

Name: [Redacted]

Role: [Redacted]

Date: 27/10/2022

Appendix A – Requirement

Home Office Cyber Security Criticalities Assessment Service

Design, Develop, Deliver and Refine a Criticalities assessment process for the Home Office, considering the business impact of Home Office Assets.

This project will deliver a corporate Home Office cyber security criticalities assessment to be used within the Information Assurance Process across the Home Office.

The process will identify CNI assets as well as those assets that are most critical to the Home Office.

Once defined the project will undertake assessments across the Home Office and provide a list of systems and services in order of criticality.

The supplier will need to consider the complex nature of the Home Office and the depth and breadth of services provided by the Home Office to the public sector and the civil service; as well as the impact of services consumed by the Home Office from external suppliers to deliver its missions.

Essential Skills and Experience

The Supplier must demonstrate their experience and ability to perform the following essential skills:

Reference ID	Requirement
ESSKILL001	Demonstrable and recent (within the last 2 years) experience of delivering Business Impact Assessments.
ESSKILL002	Demonstrable and recent (within the last 2 years) experience of delivering projects at pace in large, complex organisations with multiple senior stakeholders.
ESSKILL003	Demonstrable and recent (within the last 2 years) experience of delivering Cyber Security Assurance Services.
ESSKILL004	Demonstrable and recent (within the last 2 years) experience of providing business and management information from security processes and data.
ESSKILL005	Demonstrable and recent (within the last 2 years) experience of undertaking large data collection exercises and ability to dissect and scrutinise responses to get to root causes and underlying information.
ESSKILL006	Demonstrable and recent (within the last 2 years) experience of automating security or assurance processes and outcomes.
ESSKILL007	Demonstrate adequate professional resource capability and capacity to deliver outputs on time and to budget. Resources assigned to this

	work must have suitable cyber security or Business Impact experience.
ESSKILL008	Previous evidence of delivering similarly related, large projects at pace across complex organisations for public or private sector organisations.

Non-Critical Skills and Experience

The following skills are considered as desirable but are not essential toward the delivery of the service

Reference ID	Requirement
NCSKILL001	Hold NCSC Certified Cyber Professional (CCP) accreditation.
NCSKILL002	Demonstrable and recent (within the last 2 years) experience of designing and implementing a range of business impact assessments.
NCSKILL003	Demonstrable and recent (within the last 2 years) experience of delivering cyber security assurance to projects and live services
NCSKILL004	Demonstrable and recent (within the last 2 years) experience of delivering new security methodologies and techniques.
NCSKILL005	Demonstrable and recent (within the last 2 years) experience of automation and presenting management information and deriving business information from security processes.

Supplier Personnel and Data Protection

- Supplier must have in place processes for ensuring that identities of staff provided as part of this contract are verified/are eligible to work in the UK and undergo regular security training.
- Supplier Staff provided as part of this contract, with access to data or systems containing live data, must hold Security Check (SC) clearance, which will be confirmed by Home Office Security. No Supplier Staff will be given access to live data or Home Office IT without clearance
- Devices used to support the account must be compliant with NCSC standards (<https://www.ncsc.gov.uk/guidance/systems-administration-architectures>). in accordance with HO security hardening standards.
- Support location – All onshore (UK based). Where supplier premises are used, these must have appropriate physical security arrangements that are commensurate with the classification of data at Official-Sensitive, and which meet the Home Office's security standards.

Office Locations & Travel

- The Services will normally be carried out from a Home Office location. Following the Government's COVID-19 guidance, the team is required to work from home or in a

safe environment and to attend meetings using digital channels. Once the current restrictions are lifted, occasional working from home may be permitted with agreement from the relevant Product Managers and in line with Home Office policy

6. We expect a proportion of work to be undertaken in a remote/virtual manner. We would like the supplier to consider the impact of these working arrangements in their response, however we are unable to identify the volume of this work, which will be scoped and defined at SoWs level.
7. Day rates will be inclusive of travel costs to base location or for work within the M25 (for a London base location). Occasional travel to other sites maybe required, Travel expenses may be paid by exception for from base working location, however this will be pre-agreed at specific SoW level and should be line with the Home Office Travel Policy.
8. Subsistence will not be payable, regardless of location or mode of working.

Appendix B – Supplier's Response

Technical Proposal

Technical Criteria 1	Understanding of Requirement (10%)
Question:	Provide overview of understanding of requirement and considerations when delivering a corporate Business Impact Assessment

[illegible]

- [illegible]

Technical Criteria 2	Provide a timeline against deliverables and work packages (10%)
Question:	Provide a timeline against deliverables and work packages

[illegible]

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

[illegible]

Technical Criteria 3	Provide the Resources used and the Roles and Responsibilities. (Written Response 10%)
Question:	Provide the resources used explaining the roles and responsibilities

[illegible]

14

[illegible]

Technical Criteria 5	Effective transition into existing services (10%)
Question:	Provide detail how you would ensure effective transition into existing business as usual operations.

[illegible]

[illegible]

Technical Criteria 6	Innovation and Integration (10%)
Question:	Describe how your approach would add value to Service Management, Cyber Security Risk Management, and the Home Office as a whole

[illegible]

[illegible]

A. Cultural Fit

CF 1 – Criteria	MAC 5.1 Reducing the Disability Employment Gap (5%)
Question:	Describe how your organisation will increase representation of disabled people

[illegible]

[illegible]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Appendix C – Supplier’s Pricing

Supplier Organisation Name: Deloitte LLP

Note: Core Hours are Weekdays from 9am to 5.30pm. Out of Hour (OOH) Hours are weekends, public holidays and bank holidays.

Stage	Activity	Description	Amount

Stage 1

Stage 1		Initial discovery and criteria definition				
	Role	SFIA Level			Number of hours per Stage	Amount
		3 Apply	4 Enable	5 Ensure, Advise		

Stage 2

Stage 2		High-level BIA				
	Role	SFIA Level			Number of hours per Stage	Amount
		3 Apply	4 Enable	5 Ensure, Advise		

Stage 3

Stage 3		Detailed BIA				
	Role	SFIA Level			Number of hours per Stage	Amount
		3 Apply	4 Enable	5 Ensure, Advise		

Stage 4

Stage 4		Handover				
	Role	SFIA Level			Number of hours per Stage	Amount
		3 Apply	4 Enable	5 Ensure, Advise		