

DPS Schedule 6 (Order Form and Order Schedules)

Order Form

ORDER REFERENCE: **C235853**

THE BUYER: Department of Health and Social Care

BUYER ADDRESS 39 Victoria Street, London SW1H 0EU

THE SUPPLIER: BSI Professional Services (UK)

SUPPLIER ADDRESS: 389 Chiswick High Road, London, W4 4AL

REGISTRATION NUMBER: 06736691

DUNS NUMBER: XXXXXXXXXX

DPS SUPPLIER REGISTRATION SERVICE ID: Unknown

APPLICABLE DPS CONTRACT: GovAssure Services

This Order Form is for the provision of the Deliverables and as per tender received from BSI Professionals (UK) Ltd dated 30/01/2024.

It's issued under the DPS Contract with the reference number RM3764iii for the provision of Cyber Security Services.

DPS FILTER CATEGORY(IES):
Cyber Security Services

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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) CCS DPS-**RM3763iii**
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for **DPS- RM3763iii**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Order Schedule 4 (Order Tender)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Order Schedules for **C235853**
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 5 (Pricing Details)
 - Order Schedule 6 (ICT Services)
 - Order Schedule 7 (Key Supplier Staff)
 - Order Schedule 8 (Business Continuity and Disaster Recovery)
 - Order Schedule 9 (Security)
 - Order Schedule 18 (Background Checks)
 - Order Schedule 20 (Order Specification)
5. CCS Core Terms (DPS version).
6. Joint Schedule 5 (Corporate Social Responsibility) **C235853 order reference.**

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

None

ORDER START DATE: **06/03/2024**

ORDER EXPIRY DATE: **01/06/2024**

ORDER INITIAL PERIOD: Approximately 3 months.

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DELIVERABLES

1. The following Contract milestones/deliverables shall apply (as per detailed order specification schedule 20:

Milestone/Deliverable	Description	Timeframe or Delivery Date
Preparation for assurance reviews	A planning meeting between the supplier and DHSC will take place to set out the approach for the Independent Assurance Review, logistics and ways of working.	It is estimated that this should take 1 day
Conduct assurance review	<p>The supplier will conduct the Independent Assurance Review, looking at the WebCAF submissions for each system in scope by DHSC.</p> <p>It is advised that suppliers follow the review methodology as outlined in the GovAssure Assurance Reviewer Training Session that they must have attended.</p> <p>This will include assessing the evidence that DHSC have provided and conducting interviews with key stakeholders.</p>	<p>It is anticipated that this initial assessment of evidence against the self-assessment will take 4 +/- 2 days by an assessment team for each system, depending on:</p> <ul style="list-style-type: none">• System level• System type and complexity• System dependencies and use of 3rd party service evidence• Quality of evidence• Assessor team composition
Supplier submission on WebCAF	The supplier will complete a WebCAF submission for each system, indicating whether DHSC meets the Government profile each system has been assigned to (BASELINE).	
Supplier author's draft independent assurance review report (IARR)	The supplier will author a draft of the IARR.	This is likely to take 5 days +/- 2 days, during which time the content of the report is prepared.

Clarification log

As per clarification log issued on Atamis portal of 26 January 2024.

MAXIMUM LIABILITY

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

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

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ORDER CHARGES

Option A: Charges for the Deliverables

Order Schedule 5 (Pricing Details)

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in DPS Schedule 3 (DPS Pricing)

Pricing Type	Item	Total cost (£)
1	Admin, project initiation, contractor/professional services staff allocation, clarification of deliverables, agreement of timescales.	
2	Audit staff review of Stage 1, 2 and 3 submissions by DHSC to GovAssure WebCAF.	
3	Stage 4 analysis/assessment/audit of Stage 3 for the two DHSC designated services (ANS + D365)	
4	Clarification of responses in Stage 4, opportunity to engage with service owners, determine answers to any final questions.	
5	Write up of draft Stage 4 audit/assurance report. Seek internal sign-off and DHSC sign-off of draft, following implementation of any amendments from any interested party.	
6	Production and issue of final Stage 4 report to DHSC and Cabinet Office	
7	Time allocated for overruns, ancillary works, issues with staff availability etc	
Total		

Personnel Name	Grade	Rate (£) per day	Days (Number)	Activity (Task)	Total (£)

All day rates are as per tender above.

REIMBURSABLE EXPENSES

Recoverable as stated in the DPS Contract.

PAYMENT METHOD

All invoices must be sent, quoting a valid Purchase Order Number (PO Number) and any other relevant details, to: [REDACTED]

Payment of undisputed invoices will be made within 30 days of receipt of invoice, which must be submitted promptly by the Supplier.

BUYER'S INVOICE ADDRESS:

[REDACTED]
[REDACTED]

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Email: [REDACTED]

Address: [REDACTED]

BUYER'S ENVIRONMENTAL POLICY

Non applicable

BUYER'S SECURITY POLICY

As per tender.

SUPPLIER'S AUTHORISED REPRESENTATIVE

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

SUPPLIER'S CONTRACT MANAGER

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

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PROGRESS REPORT FREQUENCY

On the first Working Day fortnightly or as advised by DHSC contract manager.

PROGRESS MEETING FREQUENCY

Weekly, or as advised by DHSC contract manager.

KEY STAFF

KEY SUBCONTRACTOR(S)

None

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

As advised by DHSC contract manager on any commercially sensitive information.

SERVICE CREDITS

Not applicable.

ADDITIONAL INSURANCES

Not applicable.

GUARANTEE

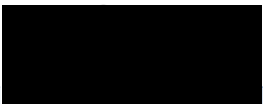






There's a guarantee of the Supplier's performance provided for all Order Contracts entered under the DPS Contract.

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)

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:	 	Role:	
Date:	22/03/2024	Date:	22/03/2024

Order Schedule 20 (Order Specification)

This Schedule sets out the characteristics of the Deliverables that the Supplier will be required to make to the Buyers under this Order Contract

Introduction

1. Cabinet Office have recently released the new GovAssure assurance process, which all Government Departments need to comply with as part of their obligations for storing/accessing/processing Government information. The Department of Health and Social care has determined that for this round of GovAssure assessment, we will assure two key systems:
 - a. Abortion Notification System (ANS)
 - b. Microsoft D365 (used for HR/Finance)
2. The Department is looking to procure professional services to conduct a thorough assurance of the two named systems, in line with the Cabinet Office published requirements for GovAssure, details of which can be found here:
 - a. [Cyber Security Services 3 - CCS \(crowncommercial.gov.uk\)](#) and here:
 - b. [Becoming a GovAssure Independent Assurance Reviewer - UK Government Security](#)

Purpose

1. Organisations that handle government data and information, such as DHSC are required to assess their cyber resilience against the appropriate government profile under the NCSC's

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Cyber Assessment Framework (CAF), in accordance with the guidance and policy under the HMG GovAssure cyber assurance regime and Government Cyber Security Policy Handbook. GovAssure will enable DHSC to create and implement a targeted improvement plan to prioritise and address the security challenges to achieving the outcomes of their government profile.

2. GovAssure is a key enabler to improve HM Government's cyber security posture and achieve the aim and vision set out in the Government Cyber Security Strategy, published in January 2022. The findings from DHSC's GovAssure IAR will help identify key remediations needed to be implemented to improve the cyber security resilience of DHSC, prioritise cyber investment decisions and provide DHSC's senior stakeholders and Government Security Group with the necessary assurances.

Scope of requirement

1. DHSC wishes to procure a supplier to conduct an independent assurance review of DHSC's self-assessed assessment of their ANS and D365 returns against the National Cyber Security Centre's Cyber Assessment Framework.
2. Following DHSC completing a self-assessment of ANS and D365 against the BASELINE government profile under the National Cyber Security Centre's Cyber Assessment Framework, a supplier will conduct an assessment of the department's systems in scope, assessing the completed self-assessment and provided evidence to author a final report stating whether DHSC meets the assigned government profile against the systems in scope.
3. The supplier will assess the quality of evidence provided by DHSC in the completed self-assessment, hold interviews with key stakeholders to help the suppliers form a judgement as to whether the stated government profile has been achieved.
4. Before the assessment begins, the supplier will hold a planning meeting with DHSC and Government Security Group to outline review timelines and logistics. In this meeting DHSC will present their completed GovAssure Scoping Document. The supplier will then work with DHSC throughout the review period. The supplier will then author a final technical report, with a final version agreed by DHSC and Government Security Group.
5. The supplier will have secure access to the evidence and information presented by DHSC in their self-assessment of the Cyber Assessment Framework. DHSC will decide the most appropriate way of sharing information with suppliers. DHSC data and information must not sit on the supplier's network or devices.
6. The supplier should be willing to work virtually and in-person at DHSC Leeds, DHSC Burnley and/or DHSC London when required.
7. The final deliverable will be a final technical report for DHSC providing an independent assessment of whether DHSC meets the BASELINE Government profile under the National Cyber Security Centre's Cyber Assessment Framework.
8. The supplier will only use the IARR template and WebCAF provided by Government Security Group when completing the independent assurance review.
9. All members from the supplier's team working on DHSC GovAssure review will hold SC clearance.
10. For each GovAssure Independent Assurance Review that organisations bid for, there must be a named authority. The named authority is responsible for signing-off the audit on behalf of the organisation carrying out the audit. This individual (named authority) should either be a Head Consultant for Risk Management or Audit & Review.
11. The named authority does not necessarily need to perform parts of the assessment, but should have oversight throughout the review. In signing off any of the outputs from the review they are taking responsibility on behalf of their organisation that the audit has been conducted to satisfactory standards (both company and Cabinet Office) and they will act as a point of escalation if any issues or questions subsequently arise.
12. The named authority for the supplier will have experience of working within HM Government (this includes the wider public sector). DHSC will require customer references/ contract examples from the supplier.

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13. In the interests of transparency, the buyer must declare any potential conflicts of interest when it comes to providing assurance on a specific government system e.g. they may have been involved in the design of the system or CHECK pen testing previously, or involved in architectural design reviews. This won't necessarily preclude that company from bidding for the work, but failure to declare any interests could preclude them from bidding for future GovAssure work. Suppliers will be required to complete a conflict of interest form as part of their submission.
14. The following is included in scope for the supplier:
 - a. Attending a planning meeting between DHSC and the supplier to set out review approach, ways of working and review logistics;
 - b. The completion of an Independent assessment of DHSC's self-assessments, on WebCAF, against the appropriate Government profile against the CAF (BASELINE);
 - c. Access to the evidence and information referenced in DHSC's self-assessment;
 - d. Holding interviews with key stakeholders (e.g. DHSC Cyber Team and ANS + D365 system teams) to help inform content of the final report;
 - e. The development of an independent assurance review report (IARR), based on the Independent Assessment of DHSC's self-assessment on WebCAF, agreed between the supplier, DHSC and Government Security Group.
 - f. A lessons learnt workshop with the supplier after the review has concluded.

The following is not in scope for the supplier:

- g. Providing cyber implementation services to DHSC's self-assessments, on WebCAF;
 - h. The development of the targeted improvement plan;
 - i. Conducting a GovAssure review on further systems out of the scope for DHSC GovAssure review;
 - j. To discuss or agree what CAF profile systems going through GovAssure will be measured against;
 - k. To provide non-data driven decisions or speculative recommendations on what DHSC should do to mitigate cyber risk.
15. The supplier will be required to deliver an early draft of the report for feedback from DHSC, and the final product should be delivered to DHSC by the end of the contract period. DHSC will be the owners of all the intellectual property that is created during the analysis of the consultation and the final write up of the report.
16. We need the expertise of a supplier with a proven track record of providing consultation analysis service, and expertise in data analysis. Knowledge of the subject matter of the consultation is desirable. The supplier will be required to adhere to the Department's regulations concerning data protection and privacy.

Quality

1. The data obtained from consultation responses will need to be quality assured and analysed to a high standard, as the data will be used to inform the government's response to the consultation as well as any future reform of incentive schemes.
2. The supplier shall ensure that its staff have a good understanding of DHSC vision and objectives, knowledge of the CAF, as well as providing excellent customer service to the buyer throughout the duration of the contract.
3. The supplier is expected to use the material the Government Security Group has developed to present final review findings to the buyer. GSG will provide this to DHSC and the supplier. The government organisation should provide this to the supplier by downloading the relevant guidance from <https://www.security.gov.uk/guidance/govassure/>

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4. Suppliers will adhere to the standards set forth by Government Security Group. Government Security Group may conduct some quality assurance over the supplier, so the supplier should be willing to participate in this process if required. Government Security Group will be managing and keeping a record of the overall quality of independent assurance reviews.
5. Suppliers must meet the stated accreditation / assurance requirements to carry out a GovAssure review.
6. The named authority for the supplier must evidence that they have attended the GovAssure Reviewer Training programme delivered by the NCSC and GSG.
7. The minimum standards for each GovAssure package are detailed below:
NCSC GovAssure
To be eligible to select 'GovAssure' through the NCSC Assured Route, suppliers must already be members of the two NCSC Assurance schemes as detailed below:

Assured Consultancy Risk Management	AND	Assured Consultancy Security Architecture
OR		OR
Assured Consultancy Audit & Review		CHECK Penetration Testing

Service Level and Performance

1. The supplier shall provide evidence of their performance in their previous projects, particularly the analysis of complex technical systems and the auditing of those systems to NCSC CAF/ISO27001/GovAssure/NIST/equivalent standards.
2. The supplier will be required to provide regular updates on the progress of the analysis to DHSC and highlight any concerns.
3. The supplier is to provide weekly progress reports to DHSC contract manager(s).
4. Attendance at contract review meetings shall be at the supplier's own expense.
5. DHSC data and information should not sit on the suppliers' network or devices. Access/processing/storage of DHSC data and information is likely to be necessary on DHSC equipment or equipment compliant with DHSC policies and standards - to be agreed with supplier as necessary. Where DHSC equipment and/or systems are used, all access will be bound by the relevant DHSC policies and standards in place. These policies and standards will be shared with the supplier.
6. DHSC will provide the organisation with a suitable way of accessing the required information to conduct the assurance review.

Volumes

1. The supplier is expected to conduct two system assurance reviews for DHSC, covering ANS and D365
2. It is estimated that there are ten key design documents per system to review (including HLD, security designs, systems designs). There are also approximately fifteen key departmental standards/policies which are applicable to all DHSC systems.

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3. A completed Stage 1 and Stage 2 GovAssure pack will be shared with the supplier for overview purposes.

Payment

1. The full amount will be paid on completion of the task, which will be when the final report is delivered to DHSC and Cabinet Office within the allocated timeframe.

Timeline / Key Milestones

2. The final report will need to be delivered by end of March 2024 to align with Financial Year processes and the timescales set on report delivery by Cabinet Office.
3. Set out below in the table is the anticipated timeline.

Stage	Activity	Deadline
	Anticipated contract commencement stage	March 2024
	Analysis of in-scope systems (ANS and D365)	March - May 2024
Completion	Analysis completed and final report completed and delivered to DHSC and Cabinet Office GovAssure team.	End of May 2024

4. The following Contract milestones/deliverables shall apply:

Milestone/Deliverable	Description	Timeframe or Delivery Date
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Preparation for assurance reviews	A planning meeting between the supplier and DHSC will take place to set out the approach for the Independent Assurance Review, logistics and ways of working.	It is estimated that this should take 1 day
Conduct assurance review	<p>The supplier will conduct the Independent Assurance Review, looking at the WebCAF submissions for each system in scope by DHSC.</p> <p>It is advised that suppliers follow the review methodology as outlined in the GovAssure Assurance Reviewer Training Session that they must have attended.</p> <p>This will include assessing the evidence that DHSC have provided and conducting interviews with key stakeholders.</p>	<p>It is anticipated that this initial assessment of evidence against the self-assessment will take 4 +/- 2 days by an assessment team for each system, depending on:</p> <ul style="list-style-type: none">• System level• System type and complexity• System dependencies and use of 3rd party service evidence• Quality of evidence• Assessor team composition
Supplier submission on WebCAF	The supplier will complete a WebCAF submission for each system, indicating whether DHSC meets the Government profile each system has been assigned to (BASELINE).	
Supplier author's draft independent assurance review report (IARR)	The supplier will author a draft of the IARR.	This is likely to take 5 days +/- 2 days, during which time the content of the report is prepared.

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Agree final IARR	The supplier will share the final IARR with DHSC and Government Security Group. Arbitration may take place if not all parties agree to the final report.	<p>Once the assessment is done, then the timeframe for arbitration and presentation of the report is probably 2 +/- 1 days, but will depend on:</p> <ul style="list-style-type: none">• The time required for the subject department to review findings and have their own internal discussions,• The number of CAF points for arbitration <p>The practicalities of getting the required personnel together (or made available) for the arbitration process.</p>
Lessons learnt for DHSC	The supplier shall hold a lessons learnt wash-up meeting with DHSC	<p>This can be held once the final report has been issued.</p> <p>TBC - w/c 1st April 2024 for this meeting.</p>

Security and Confidentiality Requirements

1. The supplier should be familiar with working with HM Government. They should have SC and adhere to the DHSC data confidentiality agreements. The supplier should use departmental systems and IT when conducting the assurance review to ensure DHSC information remains on DHSC network and systems. DHSC will decide on the best way to share information and data, however, DHSC information and data should not sit on the supplier's network or devices.
2. Following the completion of the assurance review, the findings of the independent assurance review will only be shared with DHSC, supplier and Cabinet Office Government Security Group.