

**PURCHASE ORDER****Contract No:** 712958452**Contract Name:** EHR Data Migration Strategy**Dated:** 10-October-2024

Supply the Deliverables described in the Schedule to this Purchase Order, subject to the attached MOD Terms and Conditions for Less Complex Requirements (up to the applicable procurement threshold).

Contractor	Quality Assurance Requirement (Clause 8)
<p>Name: Answer Digital Ltd.</p> <p>Registered Address: [REDACTED]</p>	<p>Is a Deliverable Quality Plan required for this Contract? (tick as appropriate)</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes:</p> <p>A Deliverable Quality Plan is required in accordance with DEFCON 602A (SC1) <input type="checkbox"/></p> <p>Or</p> <p>A Deliverable Quality Plan with additional Quality Assurance Information is required in accordance with DEFCON 602C (SC1) <input type="checkbox"/></p> <p>If required, the Deliverable Quality Plan and/or Deliverable Quality Plan with Assurance Information must be delivered to the Authority (Quality) within Business Days of Contract Award.</p> <p>Other Quality Requirements:</p> <p>Concessions shall be managed in accordance with Def Stan. 05-061 Part 1, Issue 7 – Quality Assurance Procedural Requirements Concessions</p> <p>Any contractor working parties shall be provided in accordance with Def Stan. 05-061 Part 4, Issue 4 – Quality Assurance Procedural Requirements - Contractor working parties.</p>

Consignor (if different from Contractor's registered address)	Transport Instructions (Clause 10)
<p>Name:</p> <p>Address:</p>	<p>Select method of transport of Deliverables</p> <p>To be Delivered by the Contactor <input checked="" type="checkbox"/></p> <p>Digital deliverables shall be delivered via email to: [REDACTED] and [REDACTED]</p> <p>Where physical delivery is required this shall be to [REDACTED]</p> <p>Should the Deliverables necessitate delivery through attendance or facilitation of a meeting by the Contractor, the delivery location shall be as stated by the Authority, prior to the meeting.</p> <p>To be Collected by the Authority <input type="checkbox"/> [Special Instructions]</p> <p>Each consignment of the Deliverables shall be accompanied by a delivery note.</p>

Progress Meetings (Clause 14)	Progress Reports (Clause 14)
<p>The Contractor shall be required to attend those meetings required by the Authority, as agreed from time to time.</p>	<p>The Contractor is required to submit the following Reports:</p> <p>Subject: Progress reports (format and contents to be agreed with the Authority)</p> <p>Frequency: Weekly</p> <p>Method of Delivery: Digitally</p> <p>Delivery Address:</p> <p>Digital delivery to: [REDACTED]; and [REDACTED]</p> <p>Physical delivery to: [REDACTED]</p>

Payment (Clause 15)
<p>Payment is to be enabled by CP&F.</p>

Forms and Documentation	Supply of Hazardous Substances, Mixtures and Articles in Contractor Deliverables (Clause 9)
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<p>Forms can be obtained from the following websites:</p> <p>https://www.kid.mod.uk/maincontent/business/commercial/index.htm (Registration is required).</p> <p>https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement</p> <p>https://www.dstan.mod.uk/ (Registration is required).</p> <p>The MOD Forms and Documentation referred to in the Conditions are available free of charge from:</p> <p>Ministry of Defence, Forms and Pubs Commodity Management PO Box 2, Building C16, C Site Lower Arncott Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)</p> <p>Applications via email: Leidos-FormsPublications@teamleidos.mod.uk</p> <p>If you require this document in a different format (i.e. in a larger font) please contact the Authority's Representative (Commercial Officer), detailed below.</p>	<p>A completed DEFFORM 68 (Hazardous and NonHazardous Substances, Mixture or Articles Statement) and, if applicable, UK REACH compliant Safety Data Sheet(s) (SDS) including any related information to be supplied in compliance with the Contractor's statutory duties under Clauses 9.b, and any information arising from the provisions of Clause 9 are to be provided by email with attachment(s) in Adobe PDF or MS WORD format to:</p> <p>The Commercial Officer detailed in the Purchase Order</p> <p>by the following date: .</p> <p>So that the safety information can reach users without delay, the Authority shall send a copy preferably as an email with attachment(s) in Adobe PDF or MS WORD format.</p> <p>(1) Hard copies to be sent to:</p> <p>Hazardous Stores Information System (HSIS) Spruce 2C, #1260 MOD Abbey Wood (South) Bristol, BS34 8JH</p> <p>(2) Emails to be sent to:</p> <p>DESEngSfty-QSEPSEP-HSISMulti@mod.gov.uk</p> <p>SDS which are classified above OFFICIAL including Explosive Hazard Data Sheets (EHDS) for Ordnance, Munitions or Explosives (OME) are not to be sent to HSIS and must be held by the respective Authority Delivery Team.</p>
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DEFFORM 111
(Edn 10/22)

Appendix - Addresses and Other Information

1. Commercial Officer

Name: [REDACTED]
 Address: [REDACTED]
 Email: [REDACTED]

8. Public Accounting Authority

1. Returns under DEFCON 694 (or SC equivalent) should be sent to DBS Finance ADMT – Assets In Industry 1, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD
 ☎ [REDACTED]
 2. For all other enquiries contact DES Fin FA-AMET Policy, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD
 ☎ [REDACTED]

2. Project Manager, Equipment Support Manager or PT Leader (from whom technical information is available)

Name: [REDACTED] and [REDACTED]
 Address: Mustang Building, MOD, Corsham, Westwells Road, SN13 9NR
 Email: c[REDACTED]; and [REDACTED]

9. Consignment Instructions

The items are to be consigned as follows:

3. Packaging Design Authority

Organisation & point of contact: N/A

(Where no address is shown please contact the Project Team in Box 2)



10. Transport. The appropriate Ministry of Defence Transport Offices are:

A. **DSCOM**, DE&S, DSCOM, MoD Abbey Wood, Cedar 3c, Mail Point 3351, BRISTOL BS34 8JH
Air Freight Centre
 IMPORTS ☎ [REDACTED]
 EXPORTS ☎ [REDACTED]
Surface Freight Centre
 B. IMPORTS ☎ [REDACTED] EXPORTS ☎ [REDACTED] JSCS

4. (a) Supply / Support Management Branch or Order Manager: Branch/Name:



(b) U.I.N.

JSCS Helpdesk No. 01869 256052 (select option 2, then option 3)
 JSCS Fax No. 01869 256837
 Users requiring an account to use the MOD Freight Collection Service should contact [REDACTED] in the first instance.

5. Drawings/Specifications are available from

N/A

11. The Invoice Paying Authority

[REDACTED]

6. Intentionally Blank

12. Forms and Documentation are available through *:

[REDACTED]

1. Quality Assurance Representative:

Name: [REDACTED]

Commercial staff are reminded that all Quality Assurance requirements should be listed under the General Contract Conditions.

AQAPS and DEF STANs are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit <http://dstan.gateway.isg-r.r.mil.uk/index.html> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed].

* NOTE

1. Many DEFCONs and DEFFORMs can be obtained from the MOD Internet Site:
 2. [REDACTED]

Contractor's Sensitive Information (Clause 5). Not to be published.	
Description of Contractor's Sensitive Information: [REDACTED]	
Cross reference to location of Sensitive Information: [REDACTED]	
Explanation of Sensitivity: [REDACTED]	
Details of potential harm resulting from disclosure: [REDACTED]	
Period of Confidence (if Applicable): [REDACTED]	
Contact Details for Transparency / Freedom of Information matters: Name: [REDACTED] Position: Address: Telephone Number: E-mail Address:	

Offer and Acceptance	
<p>A) The Purchase Order constitutes an offer by the Contractor to supply the Deliverables. This is open for acceptance by the Authority for 10 business days from the date of signature. By signing the Purchase Order the Contractor agrees to be bound by the attached Terms and Conditions for Less Complex Requirements (Up to the applicable procurement threshold).</p> <p>Name [REDACTED]</p> <p>Position:</p> <p>For and on behalf of the Contractor</p> <p>Authorised Signatory[REDACTED].....</p> <p>Date:</p>	<p>B) Acceptance</p> <p>Name (Block Capitals): [REDACTED]</p> <p>Position: [REDACTED]</p> <p>For and on behalf of the Authority</p> <p>Authorised Signatory Date: [REDACTED]</p>
C) Effective Date of Contract: 10th October 2024	

SCHEDULE OF REQUIREMENTS FOR THE SUPPLY OF

Deliverables									
Item Number	MOD Stock Reference No.	Part No. (where applicable)	Specification	Consignee Address Code (full address is detailed in DEFFORM 96)	Packaging Requirements inc. PPQ and DofQ (as detailed in DEFFORM 96)	Delivery Date	Total Qty	Firm Price (£) Ex VAT	
								Per Item	Total inc. packaging (and delivery if specified in the Purchase Order)
001	N/A	N/A	Data Migration — Data Architect (Migration) delivered in accordance with the Statement of Requirement at Annex A	XY	N/A	As agreed by the Authority Commercial Representative	[REDACTED]	[REDACTED]	[REDACTED]
002	N/A	N/A	Expenses billed in accordance with MOD Travel and Subsistence Policy and pre-approved by the Authority.	N/A	N/A	N/A	[REDACTED]	[REDACTED]	[REDACTED]
								Total Firm Price	£86,100.00

Item Number	Consignee Address (XY code only)
001	The services shall be primarily delivered remotely; however the Contractor may be required to attend Authority sites, as requested, subject to the agreed Expenses allowance at Item Number 002 of the Schedule of requirements. The Authority shall notify the Contractor of which sites should be attended and this will include, but not be limited to MOD Corsham, London and Whittington.

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Annex A - Statement of Requirement

Overview

Provision of a work package to provide a data migration review and documented data migration strategy for the PMC, IC, and Pharmacy modules.

The outcomes of this piece of work encompass creation and ownership of the data migration strategy, development of the data migration plan, and collaboration with key stakeholders to ensure successful sign-off for the delivery of data into the live environment.

Deliverables

The detailed deliverables for this service have been agreed between the parties as follows:

Data Review and Assessment

[REDACTED]

SC1A PO
(Edn 05/24)

International Financial Reporting Standard 16 Information

To aid the Authority with obligations placed on it by HM Treasury regarding International Financial Reporting Standard (IFRS) 16, please confirm in writing to [REDACTED] whether or not there are any assets (which are Contractor-owned or the Contractor has leased that are being used through the Contract) for which the Authority has a right-of-use explicitly or implicitly present within the Contract. Where you identify such assets, please provide a full list in writing, including their location and the extent of the right-of-use by the Authority. The lease term¹ will be assumed to be the duration of the Contract (from start and end dates); if the asset is not available for use for the Contract duration, please provide start and end dates of when the asset is available for use.

Please refer to the [HM Treasury IFRS 16 Leases Application Guidance](#) for further information.

¹ Lease term includes:

- a. periods covered by an option to extend the lease if the MOD is reasonably certain to exercise that option; and
- b. periods covered by an option to terminate the lease if the MOD is reasonably certain not to exercise that option.