



Crown
Commercial
Service

Digital Outcomes and Specialists 5 (RM1043.7)

Framework Schedule 6 (Order Form)

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

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

Order Form

Buyer guidance: This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

If an electronic purchasing system is used instead of signing as a hard-copy, text below must be copied into the electronic order form starting from 'APPLICABLE FRAMEWORK CONTRACT' and up to, but not including, the Signature block.

It is important that if you, as the Buyer, add to or amend any aspect of any Call-Off Schedule, then **you must send the updated Schedule** with the Order Form to the Supplier.

Call-Off Reference:

Call-Off Title: K280021814 - Data Valuation and Governance Discovery

Call-Off Contract Description: DVSA requires assistance to understand what its most valuable data assets are. These are the ones that support our core business activities. DVSA needs to understand its current maturity in managing these assets. This will enable DVSA to prioritise improvement activities.

The Buyer: Driver and Vehicle Standards Agency

Buyer Address: Berkeley House, Croydon Street, Bristol, BS5 ODA

The Supplier: Anmut Consulting Ltd

Supplier Address: 4 Eriswell Crescent, Hersham, Walton-On-Thames, Surrey, KT12 5DS

Registration Number: 11364475

DUNS Number: 22-390-2036

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Applicable Framework Contract

This Order Form is for the provision of the Call-Off Deliverables and dated 3rd November 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 Appendix 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

Lot 1 Digital Outcomes DOS5

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 Terms and Call-Off Schedules.
- 2 Joint Schedule 1 (Definitions) RM1043.7
- 3 Framework Terms
- 4 The following Schedules in equal order of precedence:
 - Joint Schedules for RM1043.7
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data) RM1043.7

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- Call-Off Schedules for RM1043.7
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 5 (Pricing Details and Expenses Policy)
 - Call-Off Schedule 6 (Intellectual Property Rights and Additional Terms on Digital Deliverables)
 - Call-Off Schedule 7 (Key Supplier Staff)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 13 (Implementation Plan and Testing)
 - Call-Off Schedule 14 (Service Levels and Balanced Scorecard)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 20 (Call-Off Specification)
 - Call-Off Schedule 26 (Cyber Essentials Scheme)
- 5 CCS Core Terms (version 3.0.9)
- 6 Joint Schedule 5 (Corporate Social Responsibility) RM1043.7
- 7 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.

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Call-Off Start Date: 7th November 2022

Call-Off Expiry Date: 7th April 2023

Call-Off Initial Period: 5 months

Call-Off Optional Extension Period: 1 month (time only)

Minimum Notice Period for Extensions: 1 month

Call-Off Contract Value: £315,000 excluding VAT

Call-Off Deliverables

See details in Call-Off Schedule 20 (Call-Off Specification)

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).

Cyber Essentials Scheme

Cyber Essentials plus not required

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 first Contract Year is £315,000

Call-Off Charges

Fixed Price, please see call-off schedule 5 for breakdown

Reimbursable Expenses

See Travel and Subsistence Policy in Annex 1 of the Order Form

Payment Method

Payment will be made by BACS. You must be in possession of a written purchase order (PO), before commencing any work, or supplying any goods, under this contract. The Purchase Order Number for this contract will follow shortly.

Invoices submitted to the Department **must also quote the PO number** and must be submitted in accordance with DVSA's Invoicing Procedures.

Invoices received without the correct Purchase Order Number will be returned to you and will delay receipt of payment.

Buyer's Invoice Address

DVSA Accounts payable

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DfT Shared Service Centre
5 Sandringham Park
Swansea Vale
Swansea
SA70EA

Alternatively electronic invoices can be issued to: ssa.invoice@sharedservicesarvato.co.uk

Invoices received without the correct Purchase Order Number will be returned to you and will delay receipt of payment.

Buyer's Authorised Representative

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Buyer's Environmental Policy



DVSA Sustainable
Development Strategy

Buyer's Security Policy



Acceptable%20Use%20Policy.docx



DVSA-IAP101%20-%20Tier%201%20Incide



DVSA-IAP303%20-%20Tier%203%20Acces



DVSA-IAP309%20-%20Tier%203%20Decor



DVSA-IAP309%20-%20Tier%203%20Decor



DVSA-IAP310%20-%20Tier%203%20Encry



DVSA-IAP311%20-%20Tier%203%20Foren



DVSA-IAP314%20-%20Tier%203%20Infor



DVSA-IAP317%20-%20Tier%203%20Conte



DVSA-IAP318%20-%20Tier%203%20Netwr



DVSA-IAP319%20-%20Tier%203%20Patch



DVSA-IAP323%20-%20Tier%203%20Protec



DVSA-IAP323%20-%20Tier%203%20Protec



DVSA-IAP331%20-%20Tier%203%20Vulne



DVSA-IAP332%20-%20Tier%203%20Admir



DVSA-IAP334%20-%20Tier%203%20Test



DVSA-IAP335%20-%20Tier%203%20Wi-Fi

Supplier's Authorised Representative

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Anmut Consulting Ltd
4 Eriswell Crescent
Hersham
Walton-On-Thames
Surrey, KT12 5DS

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Supplier's Contract Manager

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Progress Report Frequency

On the first Working Day of each calendar month

Progress Meeting Frequency

On the first Working Day of each calendar month

Key Staff

XXX REDACTED UNDER FOIA SECTION 40

XXX REDACTED UNDER FOIA SECTION 40

Key Subcontractor(s)

Not Applicable

Commercially Sensitive Information

Supplier's pricing breakdown and tender submission

Balanced Scorecard

See Call-Off Schedule 14 (Service Levels and Balanced Scorecard)

Material KPIs

KPIs have been detailed in Appendix 1 Statement of Work. They will apply to this Call-Off Contract in accordance with Call-Off Schedule 14 (Service Levels and Balanced Scorecard)

Additional Insurances

Not applicable

Guarantee

Not applicable

Social Value Commitment

A social value KPI has been detailed in Appendix 1 Statement of Work.

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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.

Appendix 1

Definitions

This applies to Appendix 1 only.

Your/You is DVSA

Our/We/Us is Anmut Consulting

The Statement of Works shall be inserted into this Appendix 1 as part of the executed Order Form.

This Statement of Works ("SoW") describes the nature of the services to be delivered by Anmut Consulting Ltd ("the supplier") to DVSA ("the buyer") under K280021814 - Data Valuation and Governance Discovery ("the Call-off Contract").

Description of services to be delivered

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Statement of Works (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: 3rd November 2022

SOW Title: K280021814 – Data Valuation and Governance Discovery

SOW Reference: SOW#1

Call-Off Contract Reference: K280021814

Buyer: DVSA

Supplier: Anmut Consulting Ltd.

SOW Start Date: 7th November 2022

SOW End Date: 7th April 2023

Duration of SOW: 5 months

Key Personnel (Buyer):

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Key Personnel (Supplier):

XXX REDACTED UNDER FOIA SECTION 40

Subcontractors:

Not applicable

Call-Off Contract Specification – Deliverables Context

SOW Deliverables Background: Please see Call-off Schedule 20 Specification

Delivery phase(s): Discovery

Overview of Requirement: Please see Call-off Schedule 20 Specification

Buyer Requirements – SOW Deliverables

Outcome Description:

This contract will achieve the following two outcomes:

DVSA will understand it's most valuable information assets.

DVSA will understand its current level of maturity in managing its information assets.

For the first outcome, the output will contain a mapping from the services DVSA undertakes to the datasets they rely on. We will also be provided with a report, dashboard or other appropriate visualisation detailing the methodology and findings uncovered during the engagement process.

For the second outcome we will be provided with a report, dashboard or other appropriate visualisation detailing the methodology used to ascertain our current level of data maturity.

It is also expected that data models, methodologies and knowledge will be handed over as part of the contract period.

Delivery Plan:

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Dependencies:

DVSA will:

1. Appoint a project lead for each of the workstreams, accountable for oversight of the work and deliverables produced by Anmut, including sign-off and acceptance of deliverables, determination and prioritisation of work and facilitation of access to business stakeholders and information required to perform the work.
2. Join a combined mobilisation session to validate scope, approach, format and timing of deliverables.
3. Be responsible for third party vendor management (as required).
4. Identify and recommend a business change network & key stakeholders / representative.
5. Coordinate the attendance of individuals at all key workshops and events.
6. Identify key stakeholders and their likely needs and priorities.
7. Provide access to channels of communication and enable communication cascade.
8. Implement management, governance and processes to facilitate decision making, provide oversight and complete approvals in a timely fashion, to meet the plan.
9. Provide timely access to resources, data and documents needed to support the completion of the specified activities including facilitating access to third parties and third-

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party data including completion of data collection templates related to the Project, according to the plan.

10. Provide SMEs from across the business to participate in the design workshops.
11. Ensures decision makers will be fully engaged at key phases and provide the required sign off of project deliverables.
12. Provide timely decisions (within five days) and review/signoff of project deliverables to meet the plan.

Resource Plan:

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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 Paragraph 6 (Security of Supplier Staff) of Part B – Annex 1 (Baseline Security Requirements) of Call-Off Schedule 9 (Security).

Cyber Essentials Scheme:

The Buyer requires the Supplier to have and maintain a Cyber Essentials Certificate for the work undertaken under this SOW, in accordance with Call-Off Schedule 26 (Cyber Essentials Scheme).

Performance Management:

Material KPIs	Frequency	What is being measured	Performance Target (%)
Performance Reporting	Monthly	Performance report detailing delivery against agreed plan	100%
Project Milestones	As defined in delivery plan	Client acceptance against each project milestone to confirm completion in line with delivery plan	100%
Invoicing	Monthly	Invoice receipt and payment	100%
Social Value	Monthly	Total percentage of full-time equivalent (FTE) people from groups under-represented in the workforce employed under the contract, as a proportion of the total FTE contract workforce, by UK region.	50%

Key Supplier Staff:

Key Role	Key Staff	Employment / Engagement Route (incl. inside/outside IR35)
Engagement lead	XXX REDACTED UNDER FOIA SECTION 40	outside IR35
Project lead	XXX REDACTED UNDER FOIA SECTION 40	outside IR35
Quality assurance	XXX REDACTED UNDER FOIA SECTION 40	outside IR35

Charges

Call Off Contract Charges:

The applicable charging method for this SOW is:

- Fixed Price, monthly billing schedule:

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There is a time-only extension option under this contract. The option to extend will be agreed before final payment and if invoked, month five and six payments will be split equally over the final month and extension month.

The estimated maximum value of this SOW (irrespective of the selected charging method) is £315,000.

Rate Cards Applicable:

XXX REDACTED UNDER FOIA SECTION 43

Reimbursable Expenses:

See Expenses Policy in Annex 1 of this Order Form.

Signatures and Approvals

Agreement of this SOW

BY SIGNING this Statement of Work, the Parties agree that it shall be incorporated into Appendix 1 of the Order Form and incorporated into the Call-Off Contract and be legally binding on the Parties:

Signed electronically via DocuSign

Annex 1

Travel and Subsistence Annex

1. Travelling and subsistence expenses shall not exceed the upper limit of allowances payable to Departmental staff of equivalent status.
2. Any travel undertaken as a consequence of performance of the Contract must utilise the most cost-effective means (taking into account the cost of travel, the cost of meals and accommodation and savings in time) for the whole journey. Claims for travelling and subsistence must be related to the performance of duties for the purposes of this Contract and be certified as such. **Visits abroad require the prior approval of the Department and should be pre-approved by SCS1 or above.**
3. The current Departmental rates are shown below. These rates will apply for the duration of the Contract. Please see note below on rail travel.

Travel by Motor Vehicles

4. Motor mileage allowances for travel by private car and van:
 - Up to 10,000 miles - 45 pence per mile (25p may apply if public transport is a viable alternative)
 - Over 10,000 miles - 25 pence per mile

Travel by Motorcycle

5. Motor mileage allowances for travel by private motorcycle and motorcycle combinations is 24 pence per mile.

Travel by Pedal Cycle

6. The pedal cycle allowance is 20 pence per mile.

Travel by Train

7. Travel by train should be by standard class (including Eurostar) - irrespective of grade, entitlement or distance - unless there are compelling reasons to travel first class or, exceptionally, a first-class discount ticket is cheaper. Any claim for travel other than standard class must be approved in advance by the Department.

Coach/Bus Travel

Fares for official travel by coach, bus etc will be reimbursed.

Subsistence

8. Each Government Department is required to set its own standard rates for night subsistence. The Department has issued the rates set out in paragraph 8 below. For the purposes of this Contract therefore, these rates will apply although it is recognised that other rates and conditions may be applied by different contracting authorities, over whom the Department has no control.
 - a. Night subsistence allowance (irrespective of salary) indicative ceilings:

Night subsistence can only be claimed if you stay away from home overnight on official business and is to meet the actual costs of your meals and accommodation. You are entitled to be reimbursed day subsistence for subsequent periods of over five hours or over 10 hours following a night subsistence claim.

- London - up to £115 per night
- Elsewhere up to £90 per night
- Overnight stay evening meal indicative level- up to £15.00

b. Day subsistence allowance (irrespective of salary) indicative ceilings:

- Breakfast indicative level (irregular start before 6.00 am) - up to £5.00
- 5 hours (to cover one meal) - up to £5.00
- 10 hours (to cover two meals) - up to £10.00
- over 12 hours - up to £15.00

Actuals

9. Where it is not possible to obtain accommodation within the rates set out in 8(a) above, tenderers may estimate actual expenditure within the Firm Price breakdown. Supporting evidence including the reasons for exceeding the limits in paragraph 8 and receipts showing disbursements will be required with each claim for payment.

Receipts

All claims should be supported by receipts and if you have access to a scanner, must be scanned and attached to your claim. If you are able to scan your receipts, you will no longer be required to keep hard copies. If not, you must provide the certifying officer with the receipts and then keep these for future reference by yourself, your certifying officer, auditor, or the Inland Revenue. You must keep your receipts for the current tax year and preceding three tax years.

Notes

Each claim for payment under the Contract must separately identify those elements of the claim which represent travel and subsistence expenses.

A supplement of 5 pence per mile may be claimed for each mile another person employed on the Contract is carried in (Passenger rate) / on a private motor vehicle.

The Department does not insist on comprehensive insurance cover (where applicable) but will accept no liability in the event of any accident, damage, injury or death.

Where motor mileage allowance is claimed, each claim should state the amount of the current claim and the cumulative mileage claimed to date under the Contract.

A night subsistence allowance is an allowance paid for an overnight absence. It covers

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an absence of up to 24 hours plus any additional period not reckonable for day allowance (i.e. less than 5 hours) and is payable for a period of up to 30 nights in any one place. Thereafter, a lower lodging allowance is payable.