



**RM6100 Technology Services 3 Agreement  
Framework Schedule 4 - Annex 1  
Lots 2, 3 and 5 Order Form**

## Order Form

This Order Form is issued in accordance with the provisions of the Technology Services 3 Framework Agreement RM6100 dated 09/01/2023 between the Supplier (as defined below) and the Minister for the Cabinet Office (the "**Framework Agreement**") and should be used by Buyers after making a direct award or conducting a further competition under the Framework Agreement.

The Contract, referred to throughout this Order Form, means the contract between the Supplier and the Buyer (as defined below) (entered into pursuant to the terms of the Framework Agreement) consisting of this Order Form and the Call Off Terms. The Call-Off Terms are substantially the terms set out in Annex 2 to Schedule 4 to the Framework Agreement and copies of which are available from the Crown Commercial Service website <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm1234>. The agreed Call-Off Terms for the Contract being set out as the Annex 1 to this Order Form.

The Supplier shall provide the Services and/or Goods specified in this Order Form (including any attachments to this Order Form) to the Buyer on and subject to the terms of the Contract for the duration of the Contract Period.

In this Order Form, capitalised expressions shall have the meanings set out in Schedule 1 (Definitions) of the Call-Off Terms

This Order Form shall comprise:

1. This document headed "Order Form";
2. Attachment 1 – Services Specification;
3. Attachment 2 – Charges and Invoicing;
4. Attachment 3 – Implementation Plan;
5. Attachment 4 – Service Levels and Service Credits;
6. Attachment 5 – Key Supplier Personnel and Key Sub-Contractors;
7. Attachment 6 – Software;
8. Attachment 7 – Financial Distress;
9. Attachment 8 - Governance
10. Attachment 9 – Schedule of Processing, Personal Data and Data Subjects;
11. Attachment 10 – Transparency Reports; and
12. Annex 1 – Call Off Terms and Additional/Alternative Schedules and Clauses.

The Order of Precedence shall be as set out in Clause 2.2 of the Call-Off Terms being:

- 1.1 the Framework, except Framework Schedule 18 (Tender);
- 1.2 the Order Form;
- 1.3 the Call Off Terms; and
- 1.4 Framework Schedule 18 (Tender).



## Section A General information

Contract Details	
<b>Contract Reference:</b>	706401450
<b>Contract Title:</b>	BMfS Forecast & Resource Planning Process Automation
<b>Contract Description:</b>	Service support for the delivery of an automated process via a set of extant Digital Platforms, including the need for specialist VBA Programmers.
<b>Contract Anticipated Potential Value:</b> this should set out the total potential value of the Contract	£240,000.00 (Ex VAT)
<b>Estimated Year 1 Charges:</b>	£240,000.00 - 31st March 2023
<b>Commencement Date:</b> this should be the date of the last signature on Section E of this Order Form	Contract commencement in line with the returned signed Order Form from the Supplier.

<b>Buyer details</b>
<b>Buyer organisation name</b> Ministry of Defence – UK Strategic Command, Business Modernisation for Support
<b>Billing address</b> Your organisation's billing address - please ensure you include a postcode Defence Bills Agency, Mersey House, Drury Lane, Liverpool, L2 7PX
<b>Buyer representative name</b> The name of your point of contact for this Order Hannah Hawkins
<b>Buyer representative contact details</b> Email and telephone contact details for the Buyer's representative. This must include an email for the purpose of Clause 50.6 of the Contract. (REDACTED FOR SECURITY PURPOSES – OFFICIAL SENSITIVE)
<b>Buyer Project Reference</b> Please provide the customer project reference number. 706401450



### Supplier details

#### Supplier name

The supplier organisation name, as it appears in the Framework Agreement  
Sopra Steria Limited

#### Supplier address

Supplier's registered address  
Three Cherry Trees Lane, Hemel Hempstead, HP2 7AH

#### Supplier representative name

The name of the Supplier point of contact for this Order  
(REDACTED FOR SECURITY PURPOSES – OFFICIAL SENSITIVE)

#### Supplier representative contact details

Email and telephone contact details of the supplier's representative. This must include an email for the purpose of Clause 50.6 of the Contract.  
(REDACTED FOR SECURITY PURPOSES – OFFICIAL SENSITIVE)

#### Order reference number or the Supplier's Catalogue Service Offer Reference Number

A unique number provided by the supplier at the time of the Further Competition Procedure. Please provide the order reference number, this will be used in management information provided by suppliers to assist CCS with framework management. If a Direct Award, please refer to the Supplier's Catalogue Service Offer Reference Number.  
Direct Award via Market Place – RM6100/Sopra Steria Limited/Lot3d/Power Platform Development for Forecast and Resource Planning Processes/001

### Guarantor details

*Guidance Note: Where the additional clause in respect of the guarantee has been selected to apply to this Contract under Part C of this Order Form, include details of the Guarantor immediately below.*

#### Guarantor Company Name

The guarantor organisation name

Not Applicable

#### Guarantor Company Number

Guarantor's registered company number

Not Applicable

#### Guarantor Registered Address

Guarantor's registered address

Not Applicable



## Section B

### Part A – Framework Lot

#### Framework Lot under which this Order is being placed

*Tick one box below as applicable (unless a cross-Lot Further Competition or Direct Award, which case, tick Lot 1 also where the buyer is procuring technology strategy & Services Design in addition to Lots 2, 3 and/or 5. Where Lot 1 is also selected then this Order Form and corresponding Call-Off Terms shall apply and the Buyer is not required to complete the Lot 1 Order Form.*

- |  |                                     |
|--|-------------------------------------|
| 1. TECHNOLOGY STRATEGY & SERVICES DESIGN | <input type="checkbox"/>            |
| 2. TRANSITION & TRANSFORMATION           | <input type="checkbox"/>            |
| 3. OPERATIONAL SERVICES                  |                                     |
| a: End User Services                     | <input type="checkbox"/>            |
| b: Operational Management                | <input type="checkbox"/>            |
| c: Technical Management                  | <input type="checkbox"/>            |
| d: Application and Data Management       | <input checked="" type="checkbox"/> |
| 5. SERVICE INTEGRATION AND MANAGEMENT    | <input type="checkbox"/>            |

### Part B – The Services Requirement

#### Commencement Date

See above in Section A

#### Contract Period

*Guidance Note – this should be a period which does not exceed the maximum durations specified per Lot below:*

Lot	Maximum Term (including Initial Term and Extension Period) – Months (Years)
2	36 (3)
3	60 (5)
5	60 (5)

**Initial Term** Months

2.5 months

**Extension Period (Optional)** Months

6

**Minimum Notice Period for exercise of Termination Without Cause** 1 month

(Calendar days) *Insert right (see Clause 35.1.9 of the Call-Off Terms)*

#### Sites for the provision of the Services

*Guidance Note - Insert details of the sites at which the Supplier will provide the Services, which shall include details of the Buyer Premises, Supplier premises and any third party premises.*



The Supplier shall provide the Services from the following Sites:

**Buyer Premises:**

Ministry of Defence, Abbey Wood South, Bristol, BS34 8JH

**Supplier Premises:**

Three Cherry Trees Lane, Hemel Hempstead, HP2 7AH

**Third Party Premises:**

Not Applicable

**Buyer Assets**

*Guidance Note: see definition of Buyer Assets in Schedule 1 of the Call-Off Terms*

Issue of MOD Laptops in line with the Schedule of Requirements (SOR)

**Additional Standards**

*Guidance Note: see Clause 13 (Standards) and the definition of Standards in Schedule 1 of the Contract. Schedule 1 (Definitions). Specify any particular standards that should apply to the Contract over and above the Standards.*

Cyber SAQ Reference: 64169564

Cyber Risk Profile: Low

Supplier Compliance Status: Met (CE+)

Risk Assessment Reference: RAR-180810891

**Buyer Security Policy**

*Guidance Note: where the Supplier is required to comply with the Buyer's Security Policy then append to this Order Form below.*

See Section C

**Buyer ICT Policy**

*Guidance Note: where the Supplier is required to comply with the Buyer's ICT Policy then append to this Order Form below.*

Issue of MOD Laptops in line with the Schedule of Requirements (SOR)

**Insurance**

*Guidance Note: if the Call Off Contract requires a higher level of insurance cover than the £1m default in Framework Agreement or the Buyer requires any additional insurances please specify the details below.*

Third Party Public Liability Insurance (£) - Not Applicable

Professional Indemnity Insurance (£) - Not Applicable

**Buyer Responsibilities**

*Guidance Note: list any applicable Buyer Responsibilities below.*

Issue, management and return of the Government Furnished Assets.



Set up and chair management of the Operational Board.

**Goods**

*Guidance Note: list any Goods and their prices.*

Not Applicable

**Governance – Option Part A or Part B**

*Guidance Note: the Call-Off Terms has two options in respect of governance. Part A is the short form option and Part B is the long form option. The short form option should only be used where there is limited project governance required during the Contract Period.*

Governance Schedule	Tick as applicable
Part A – Short Form Governance Schedule	<input checked="" type="checkbox"/>
Part B – Long Form Governance Schedule	<input type="checkbox"/>

The Part selected above shall apply this Contract.

**Change Control Procedure – Option Part A or Part B**

*Guidance Note: the Call-Off Terms has two options in respect of change control. Part A is the short form option and Part B is the long form option. The short form option should only be used where there is no requirement to include a complex change control procedure where operational and fast track changes will not be required.*

Change Control Schedule	Tick as applicable
Part A – Short Form Change Control Schedule	<input checked="" type="checkbox"/>
Part B – Long Form Change Control Schedule	<input type="checkbox"/>

The Part selected above shall apply this Contract. Where Part B is selected, the following information shall be incorporated into Part B of Schedule 5 (Change Control Procedure):

- for the purpose of Paragraph 3.1.2 (a), the figure shall be £; and
- for the purpose of Paragraph 8.2.2, the figure shall be £.



## Section C

### Part A - Additional and Alternative Buyer Terms

#### **Additional Schedules and Clauses** (see Annex 3 of Framework Schedule 4)

*This Annex can be found on the RM6100 CCS webpage. The document is titled RM6100 Additional and Alternative Terms and Conditions Lots 2, 3 and 5.*

#### **Part A – Additional Schedules**

<b>Additional Schedules</b>	<b>Tick as applicable</b>
S1: Implementation Plan	<input type="checkbox"/>
S2: Testing Procedures	<input type="checkbox"/>
S3: Security Requirements (either Part A or Part B)	Part A <input type="checkbox"/> or Part B <input type="checkbox"/>
S4: Staff Transfer	<input type="checkbox"/>
S5: Benchmarking	<input type="checkbox"/>
S6: Business Continuity and Disaster Recovery	<input type="checkbox"/>
S7: Continuous Improvement	<input type="checkbox"/>
S8: Guarantee	<input type="checkbox"/>
S9: MOD Terms	<input checked="" type="checkbox"/>

#### **Part B – Additional Clauses**

<b>Additional Clauses</b>	<b>Tick as applicable</b>
C1: Relevant Convictions	<input type="checkbox"/>
C2: Security Measures	<input type="checkbox"/>
C3: Collaboration Agreement	<input type="checkbox"/>

Where selected above the Additional Schedules and/or Clauses set out in document RM6100 Additional and Alternative Terms and Conditions Lots 2, 3 and 5 shall be incorporated into this Contract.

#### **Part C - Alternative Clauses**

The following Alternative Clauses will apply:

<b>Alternative Clauses</b>	<b>Tick as applicable</b>
Scots Law	<input type="checkbox"/>
Northern Ireland Law	<input type="checkbox"/>
Joint Controller Clauses	<input type="checkbox"/>

Where selected above the Alternative Clauses set out in document RM6100 Additional and Alternative Terms and Conditions Lots 2, 3 and 5 shall be incorporated into this Contract.



## Part B - Additional Information Required for Additional Schedules/Clauses Selected in Part A

### Additional Schedule S3 (Security Requirements)

*Guidance Note: where Schedule S3 (Security Requirements) has been selected in Part A of Section C above, then for the purpose of the definition of "Security Management Plan" insert the Supplier's draft security management plan below.*

Not Applicable

### Additional Schedule S4 (Staff Transfer)

*Guidance Note: where Schedule S4 (Staff Transfer) has been selected in Part A of Section C above, then for the purpose of the definition of "Fund" in Annex D2 (LGPS) of Part D (Pension) insert details of the applicable fund below.*

Not Applicable

### Additional Clause C1 (Relevant Convictions)

*Guidance Note: where Clause C1 (Relevant Convictions) has been selected in Part A of Section C above, then for the purpose of the definition of "Relevant Convictions" insert any relevant convictions which shall apply to this contract below.*

Not Applicable

### Additional Clause C3 (Collaboration Agreement)

*Guidance Note: where Clause C3 (Collaboration Agreement) has been selected in Part A of Section C above, include details of organisation(s) required to collaborate immediately below.*

Not Applicable

An executed Collaboration Agreement shall be delivered from the Supplier to the Buyer within the stated number of Working Days from the Commencement Date:

Not Applicable





## Section D Supplier Response

### **Commercially Sensitive information**

Any confidential information that the Supplier considers sensitive for the duration of an awarded Contract should be included here. Please refer to definition of Commercially Sensitive Information in the Contract – *use specific references to sections rather than copying the relevant information here.*

Insert details of any agreed Supplier Confidential Information which is commercially sensitive in nature: N/A



## Section E Contract Award

This Call Off Contract is awarded in accordance with the provisions of the Technology Services 3 Framework Agreement RM6100.

### SIGNATURES

#### For and on behalf of the Supplier

Name	(REDACTED FOR SECURITY PURPOSES – OFFICIAL SENSITIVE)
Job role/title	
Signature	
Date	

#### For and on behalf of the Buyer

Name	(REDACTED FOR SECURITY PURPOSES – OFFICIAL SENSITIVE)
Job role/title	
Signature	
Date	



## Attachment 1 – Services Specification

### Statement of Requirement for Development of the Forecasting & Resource Planning (F&RP) Permanent Tool Set

1. As part of the Ministry of Defence's (MOD's) Support Transformation Programme, Forecast and Resource Planning (F&RP) has been mandated as the framework to be used to optimise and manage UK Defence equipment support. The aim is to optimise Defence equipment availability against cost. This framework has also led to the publication of the British Standards Institute, Publicly Available Standard (PAS) 280, a guide for manufacturers, support providers, owners and end users looking to implement "through-life engineering services".
2. Within the MOD, F&RP is currently supported by predominantly manual data collection, analysis, modelling and prediction processes, together with a small number of MS Excel based tools plus other specialist software. This has been adequate to prove the F&RP concepts and support the early application of F&RP. However, the current methods are often labour intensive, time-consuming to run, require a high level of specialist knowledge and skill to use and are not scalable to support F&RP at an enterprise level across the whole of Defence. It is therefore necessary to ultimately develop an F&RP Permanent Toolset to address these shortcomings.
3. Sopra Steria were contracted to provide the first step towards this goal by identifying a suitable development path. They have provided their findings to the F&RP team and BMfS.

#### The Requirement

4. This requirement is to replicate the existing F&RP functionality from the Microsoft Excel and VBA-based current systems into an existing Defence Digital provided Microsoft Power Platform.

#### Scope and Deliverables

5. At the start of this task, the contractor will participate in a contract kick-off meeting with the authority to confirm their initial assumptions and discuss their plans for the conduct of the task.
6. Throughout this task the contractor will provide weekly progress reports to the Authority's designated Project Manager (PM).
7. The requirement is to deliver a Minimum Viable Product (MVP) 1 product capability that can optimise the seven F&RP levers against the Equipment Available Days (EAD) metric, with computation undertaken on the cloud. Allowing data entry from all required users to enter the data points needed (currently estimated at 77 data points), through a



Power Application. With basic visualisation available through Power BI. Running simulations on the cloud, with data extracted for reporting.

8. The contract will provide the following requirements:
  - a. Detailed solution architecture, Design power platform UI and create an F&RP database
  - b. Power platform development, create the F&RP algorithms in Python.
  - c. Front and backend integration, user testing and validation.
  - d. Create, test and configure Power BI dashboards.
  - e. Define the training required to enable users to run the toolset. It can be assumed that the users will already be familiar with the theory of F&RP and the processes that the toolset supports.
9. Within 1 week of the end of this task, the contractor will deliver a Learning From Experience (LFE) report articulating how the task was carried out, what went wrong, what went well and what lessons should be learnt by the Authority for the future. A meeting with the Authority will then take place to discuss the LFE report.

#### Quality

10. The F&RP Permanent Toolset will need to comply with the MOD's Logistics Coherence Information Architecture (LCIA) initiative.
11. The F&RP Toolset will need to comply with the UK Government's Service Standard for the creation and running of public services.
12. The Authority will have 10 business days to review and accept all Deliverables received. Where the Deliverables are rejected by the Authority, the Supplier must take corrective action and will have 10 business days to do so and re-submit.
13. Staff undertaking this task must have a valid, current security clearance of at least Security Cleared (SC).
14. All material and outcomes from this task are to be treated as confidential between the MOD and the personnel and company undertaking this task. All material, data and information is to be appropriately security classified and handled in accordance with current MOD security guidelines.



#### Working Location and Expenses

15. The Supplier must provide to the Authority CVs of personnel expected to carry it out outlining any experience, qualifications and skills they have relevant to this task. The Authority envisages a description of the roles and experience relevant to addressing the expected activities of research, analysis and design.
16. This task will need to be carried out at MOD Abbey Wood with the possible need to visit other MOD sites should investigations require it.
17. Supplier personnel may, subject to COVID-19 restrictions, from time to time be required to undertake business travel to support project activity. This may include but is not limited to Front Line Command HQs (High Wycombe, Andover, Portsmouth and Northwood).
18. No expenses are reimbursable under this contract.

#### GFX

19. The Supplier will be issued with laptop devices, that remain the property of the Authority, and are supplied for the sole use of accessing MOD applications and services for use on this project. Use of the devices and access to data mandates the supplier must adhere to MOD security policy. To mitigate a potential impact to the schedule of obtaining the laptops, the Authority agrees that the Supplier can commence the design work on an SSL Power Platform for Sprint 1 and potentially Sprint 2. No MOD data shall be used until the work is transferred to the Authority Power Platform using the provided laptops.
20. It is anticipated that the laptop devices will be issued to the identified team members with ten business days of the Supplier's submission of the signed Tasking Order Form. In order to expedite the contract start date the Supplier must submit the following information regarding their team members to the Authority's designated Commercial Officer along with the signed order form:
- Full Name
  - Date of Birth
  - Address (that the laptops will be delivered to)
  - Contract Telephone Number
21. To facilitate a seamless transition, the Supplier must provide contact details (as listed above) of any changes to personnel (approved by the Authority) no later than ten business days prior to their commencement of any work performed under the Contract. It is the Supplier's responsibility (at their own cost) to securely deliver the laptop device to the new team member



Crown  
Commercial  
Service

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22. At the close of the contract, a review will take place to ensure laptop devices and any accompanying paraphernalia are returned in the same condition that they were issued, subject to fair wear and tear. All documents, artefacts, information pertaining to the delivery of this programme needs to be returned to the Authority or destroyed at the MOD's request.



## Attachment 2 – Charges and Invoicing

### Part A – Milestone Payments and Delay Payments

#	Milestone Description	Milestone Payment amount (£GBP)	Milestone Date
M1	Detailed solution architecture, Design Power Platform UI, Start Power platform development. Create F&RP algorithm in Python	(REDACTED FOR SECURITY PURPOSES – OFFICIAL SENSITIVE)	31/03/2023
M2	Analysis of Data Requirements and identify Business Problems * Mapping of Data Sources * Mapping of Stakeholders + Use cases (High level) * High level IER's Design Databases * Detailed IER's and Data Dictionary / Taxonomy + High level draft DB Arch (Schema) * review of existing reports / output Produce impact statement of MJDI data on F&RP (Inventory management system) - * High level assessment of MJDI Data for future use with F&RP Implement Data structure in Power Platform.	(REDACTED FOR SECURITY PURPOSES – OFFICIAL SENSITIVE)	

### Part B – Service Charges – Not Applicable

Charge Number	Service Charges
N/A	
N/A	

### Part C – Supplier Personnel Rate Card for Calculation of Time and Materials Charges - Not Applicable



Crown  
Commercial  
Service

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Staff Grade	Day Rate (£)
N/A	
N/A	





## Part D – Risk Register – Not Applicable

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
Risk Number	Risk Name	Description of risk	Timing	Likelihood	Impact (£)	Impact (description)	Mitigation (description)	Comments
N/A								
N/A								
N/A								
N/A								

## Part E – Early Termination Fee(s) - Not Applicable



## Attachment 3 – Outline Implementation Plan

### Application Development Workstream

Sprint#	Deliverables	Duration (Working Days)	Milestone Date
Sprint 1	Produce the Detailed Solution Architecture for overall system. Additionally: 1. Agile Development (Product) Roadmap and Vision. 2. Product Backlog. 3. User Stories to confirm the requirements	10	31/03/2023
Sprint 2	Design Power Platform UI - how the user will interact with systems. Additionally: 1. Sprint Roadmap and Vision updates. 2. Sprint Backlog. 3. Definition of Done. 4. Product Increment. 5. Documented code artefacts delivered on the Power Platform (when appropriate). 6. Short progress report.	10	31/03/2023
Sprint 3	Start Power Platform Development - focus on spares analysis tool. Additionally: 1. Sprint Roadmap and Vision updates. 2. Sprint Backlog. 3. Definition of Done. 4. Product Increment. 5. Documented code artefacts delivered on the Power Platform (when appropriate). 6. Short progress report.	10	31/03/2023
Sprint 4	Continue Power Platform Development - F&RP Algorithm. Additionally: 1. Sprint Roadmap and Vision updates. 2. Sprint Backlog. 3. Definition of Done. 4. Product Increment. 5. Documented code artefacts delivered on the Power Platform (when appropriate). 6. Short progress report.	10	31/03/2023



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### Data Analysis and Database

<b>Sprint#</b>	<b>Deliverables</b>	<b>Duration (Working Days)</b>	<b>Milestone Date</b>
Sprint 1	Analysis of Data Requirements and identify Business Problems. Additionally: 1. Agile Development (Product) Roadmap and Vision. 2. Product Backlog. 3. User Stories to confirm the requirements	10	31/03/2023
Sprint 2	Design Databases. Detailed IER's and Data Dictionary/Taxonomy. Additionally: 1. Sprint Roadmap and Vision updates. 2. Sprint Backlog. 3. Definition of Done. 4. Product Increment. 5. Documented code artefacts delivered on the Power Platform (when appropriate). 6. Short progress report.	10	31/03/2023
Sprint 3	Produce impact statement of MJDI data on F&RP (Inventory management system). Additionally: 1. Sprint Roadmap and Vision updates. 2. Sprint Backlog. 3. Definition of Done. 4. Product Increment. 5. Documented code artefacts delivered on the Power Platform (when appropriate). 6. Short progress report.	10	31/03/2023
Sprint 4	Implement Data structure in Power Platform. Additionally: 1. Sprint Roadmap and Vision updates. 2. Sprint Backlog. 3. Definition of Done. 4. Product Increment. 5. Documented code artefacts delivered on the Power Platform (when appropriate). 6. Short progress report.	10	31/03/2023



## Attachment 4 – Service Levels and Service Credits – Not Applicable

### Service Levels and Service Credits

Service Levels				Service Credit for each Service Period
Service Level Performance Criterion	Key Indicator	Service Level Performance Measure	Service Level Threshold	
N/A				
N/A				

The Service Credits shall be calculated on the basis of the following formula: Not Applicable

### Service Credit Cap

Not Applicable



## Attachment 5 – Key Supplier Personnel and Key Sub-Contractors

The Parties agree that they will update this Attachment 5 periodically to record any changes to Key Supplier Personnel and/or any Key Sub-Contractors appointed by the Supplier after the Commencement Date for the purposes of the delivery of the Services.

### Part A – Key Supplier Personnel

Key Supplier Personnel	Key Role(s)	Duration
N/A		

### Part B – Key Sub-Contractors

Key Sub-contractor name and address (if not the same as the registered office)	Registered office and company number	Related product/Service description	Key Sub-contract price expressed as a percentage of total projected Charges over the Contract Period	Key role in delivery of the Services
N/A				



## Attachment 6 – Software – Not Applicable

The Software below is licensed to the Buyer in accordance with Clauses 20 (*Intellectual Property Rights*) and 21 (*Licences Granted by the Supplier*).

The Parties agree that they will update this Attachment 6 periodically to record any Supplier Software or Third Party Software subsequently licensed by the Supplier or third parties for the purposes of the delivery of the Services.

### Part A – Supplier Software

The Supplier Software includes the following items:

Software	Supplier (if an Affiliate of the Supplier)	Purpose	Number of Licences	Restrictions	Number of Copies	Type (COTS or Non-COTS)	Term/ Expiry
N/A							
N/A							
N/A							
N/A							



## Part B – Third Party Software – Not Applicable

The Third Party Software shall include the following items:

Third Party Software	Supplier	Purpose	Number of Licences	Restrictions	Number of Copies	Type (COTS or Non-COTS)	Term/ Expiry
N/A							
N/A							
N/A							
N/A							

## Attachment 7 – Financial Distress

For the purpose of Schedule 7 (Financial Distress) of the Call-Off Terms, the following shall apply:

### PART A – CREDIT RATING THRESHOLD

Entity	Credit Rating (long term) <i>(insert credit rating issued for the entity at the Commencement Date)</i>	Credit Rating Threshold <i>(insert the actual rating (e.g. AA-) or the Credit Rating Level (e.g. Credit Rating Level 3))</i>
<b>Supplier</b>	Dun & Bradstreet - 92	Dun & Bradstreet - 50
	N/A	N/A
	N/A	N/A
<b>Guarantor</b>	N/A	N/A
	N/A	N/A
	N/A	N/A
<b>Key Sub-contractor 1</b>	N/A	N/A
<b>Key Sub-contractor 2</b>	N/A	N/A



**PART A – SHORT FORM GOVERNANCE**

For the purpose of Part A of Schedule 7 (Short Form Governance) of the Call-Off Terms, the following board shall apply:

<b>Operational Board</b>	
Buyer Members for the Operational Board	Programme Team Commercial as requested/required.
Supplier Members for the Operational Board	Programme Team Commercial as requested/required.
Frequency of the Operational Board	Monthly
Location of the Operational Board	Virtual via MS Teams

**PART B – LONG FORM GOVERNANCE – NOT APPLICABLE**

For the purpose of Part B of Schedule 7 (Long Form Governance) of the Call-Off Terms, the following boards shall apply:

<b>SERVICE MANAGEMENT BOARD</b>	
Buyer Members of Service Management Board (include details of chairperson)	Not Applicable
Supplier Members of Service Management Board	Not Applicable
Start Date for Service Management Board meetings	Not Applicable
Frequency of Service Management Board meetings	Not Applicable
Location of Service Management Board meetings	Not Applicable

Programme Board	
Buyer members of Programme Board (include details of chairperson)	Not Applicable
Supplier members of Programme Board	Not Applicable
Start date for Programme Board meetings	Not Applicable
Frequency of Programme Board meetings	Not Applicable
Location of Programme Board meetings	Not Applicable

Change Management Board	
Buyer Members of Change Management Board (include details of chairperson)	Not Applicable
Supplier Members of Change Management Board	Not Applicable
Start Date for Change Management Board meetings	Not Applicable
Frequency of Change Management Board meetings	Not Applicable
Location of Change Management Board meetings	Not Applicable

Technical Board	
Buyer Members of Technical Board (include details of chairperson)	Not Applicable
Supplier Members of Technical Board	Not Applicable
Start Date for Technical Board meetings	Not Applicable
Frequency of Technical Board meetings	Not Applicable
Location of Technical Board meetings	Not Applicable

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Risk Management Board	
Buyer Members for Risk Management Board (include details of chairperson)	Not Applicable
Supplier Members for Risk Management Board	Not Applicable
Start Date for Risk Management Board meetings	Not Applicable
Frequency of Risk Management Board meetings	Not Applicable
Location of Risk Management Board meetings	Not Applicable

## Attachment 9 – Schedule of Processing, Personal Data and Data Subjects

This Attachment 9 shall be completed by the Controller, who may take account of the view of the Processors, however the final decision as to the content of this Schedule shall be with the Buyer at its absolute discretion.

1.1.1.1 The contact details of the Buyer's Data Protection Officer are: Rev Bolam

1.1.1.2 The contact details of the Supplier's Data Protection Officer are: Ruth Walkden

1.1.1.3 The Processor shall comply with any further written instructions with respect to processing by the Controller.

1.1.1.4 Any such further instructions shall be incorporated into this Attachment 9.

Description	Details
Identity of Controller for each Category of Personal Data	<p><b>The Authority is Controller and the Supplier is Processor</b></p> <p>The Parties acknowledge that in accordance with Clause 34.2 to 34.15 and for the purposes of the Data Protection Legislation, the Buyer is the Controller and the Supplier is the Processor of the following Personal Data:</p> <ul style="list-style-type: none"> <li>Not Applicable as the supplier shall not be authorised to process any Personal Data under this Contract.</li> </ul> <p><b>The Supplier is Controller and the Authority is Processor</b></p> <p>The Parties acknowledge that for the purposes of the Data Protection Legislation, the Supplier is the Controller and the Buyer is the Processor in accordance with Clause 34.2 to 34.15 of the following Personal Data:</p> <ul style="list-style-type: none"> <li>Not Applicable as the supplier shall not be authorised to process any Personal Data under this Contract.</li> </ul> <p><b>The Parties are Joint Controllers</b></p> <p>Not Applicable as the supplier shall not be authorised to process any Personal Data under this Contract.</p> <p><b>The Parties are Independent Controllers of Personal Data</b></p> <p>Not Applicable as the supplier shall not be authorised to process any Personal Data under this Contract.</p>
Duration of the processing	Not Applicable
Nature and purposes of the processing	Not Applicable
Type of Personal Data	Not Applicable
Categories of Data Subject	Not Applicable

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Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	Not Applicable
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### Attachment 10 – Transparency Reports

Title	Content	Format	Frequency
Contract Award Notice	Awarded Supplier and Contract Value	Publication via Defence Sourcing Portal	Once on award

**Annex 1 – Call Off Terms and Additional/Alternative Schedules and  
Clauses**