

## Framework Schedule 6a (Short Order Form Template and Call-Off Schedules)

### Order Form

CALL-OFF REFERENCE:	<b>TIS0721</b>
THE BUYER:	The Insolvency Service
BUYER ADDRESS	Cannon House 18 Priory Queensway Birmingham B4 6FD
THE SUPPLIER:	SmartSourcing Limited
SUPPLIER ADDRESS:	Tanglewood 90-92 Vicarage Hill South Benfleet SS7 1PE
REGISTRATION NUMBER:	04359421

#### APPLICABLE FRAMEWORK CONTRACT

Framework Ref: RM6277  
Project Version: v1.0  
Model Version: v3.8

This Order Form is for the provision of the Call-Off Deliverables and dated 24<sup>th</sup> May 2024

It's issued under the Framework Contract with the reference number RM6277 for the provision of Non Clinical Staff.

CALL-OFF LOT(S): Statement Of Work

## CALL-OFF INCORPORATED TERMS

This is a Bronze Contract.

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.
2. Joint Schedule 1 (Definitions and Interpretation) RM6277
3. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6277
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 7 (Financial Difficulties including Annex 5 Optional Terms for Bronze Contracts)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Call-Off Schedules for RM6277
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 2 (Staff Transfer)
    - Call-Off Schedule 3 (Continuous Improvement)
4. CCS Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6277

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 START DATE: 3<sup>rd</sup> June 2024

CALL-OFF EXPIRY DATE: 26<sup>th</sup> July 2024

**CALL-OFF EXTENSION**

There is no option to extend included in this Call-Off

NOTICE PERIOD: Two Weeks

IR35 STATUS: Out of Scope

**CALL-OFF DELIVERABLES :****Solutions Architect – REDACTED**

This work package is to provide solution architect capability for the FCP project through the final phase of the project. The following table details the full deliverables:

Number	Outcome/ Deliverable	Description	Acceptance criteria
1	Technical Oversight and Assurance	<p>Responsible for technical assurance to the Forensic Computing Provision (FCP) project team in conjunction with CTS senior stakeholders and governance bodies.</p> <p>Ensure relevant agreements are obtained through agency technical governance bodies.</p>	<p>Solution delivers services that align with legal and regulatory requirements, Agency IT principles and the required outcomes of the project</p> <p>All project approaches and designs are agreed by Technical Assurance Group (TAG).</p>
2	Architecture	To provide architectural documentation of FCP project delivery (either by project resources or third-party suppliers) by either producing or supporting the production of required architectures using agreed methodologies and tooling. With a particular focus on;	Produce or ensure overarching architecture documentation is drafted and baselined.

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		<ul style="list-style-type: none"> <li>Obligations and responsibilities for data security and integrity during the movement of data between providers, and between providers and consumers</li> <li>INSS stakeholders and providers understand their obligations and responsibilities when working with data.</li> </ul>	
3	Management of stakeholders on digital and technology matters	Manage the engagement of key FCP technical stakeholders.	Attendance at TAG, project boards and other CTS meetings as required.
4	CTS architecture process	Assure and contribute between supplier and CTS Architecture, Service Governance and Cyber Security by producing architectural insights and decisions points to the agency Architecture Forum and Technical Assurance Group.	Represent the project at Architecture/Technical Forums ensuring agreement on technical project deliverables.
5	FCP Service Design	<p>Finalise the end-to-end Service Design with IntaForensics and Fordway which will deliver Phase 2.</p> <p>Ensure Fordway meet INSS architecture standards for SIAM onboarding</p> <p>Deliver overarching solution architecture document that identifies all components, technical integrations, and non-technical hand-offs for the solution, with specific focus on data interfaces between investigators and the review platform, with respect to access and authentication, data storage and retention, technical</p>	<p>Approved service design</p> <p>Providers successfully able to be integrated</p> <p>Approved architectural blueprint for service for the FCP</p>

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		and physical security controls on data whilst at rest and in motion between providers, and between provider and investigators	
6	Internal Storage Service Development	<p>Influence Supplier to optimise solution for agency's preferred direction of travel in respect of the wider forensic/investigative process</p> <p>Advise project on dependencies and provide delivery foresight especially with respect to deployment and go-live</p> <p>Identify or otherwise provide expected cost metrics for budgetary purposes</p> <p>Identify and document future direction of travel and options for future improvements (potential Phase 3 onwards)</p>	<p>Approved service design for the data storage solution</p> <p>Approved architectural blueprint for service for the data storage solution</p>
7	Technical input into preferred Supplier plans	Review preferred supplier documents and plans. Technical review and assurance of plans to ensure that proposed supplier approach meets requirements.	Delivery plan approved by the project board.

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8	Technical input into Supplier contract discussions	<p>Approve technical assurance of the supplier's delivery and artefacts</p> <p>Informed by CTS architectural guidance and frameworks, legal and regulatory boundaries and other constraints.</p> <ul style="list-style-type: none"><li>• Articulate potential benefits and risks of various approaches during down selection</li><li>• Identify and articulate gaps/overlaps between desired outcomes and service/solution capabilities that are cause for concern.</li></ul>	<p>Provide assurance the discovery period led by Fordway meets project requirements to continue with full implementation</p>
9	Implementation & Deployment (working with supplier)	<p>Be responsible for successful data migration (whether supplier or internally delivered)</p> <p>Assure delivered solution works within the Agency and will be sustainable</p>	<p>Data Migration approach is successfully delivered</p> <p>Designated users on Go-Live will be able to access the new solution</p>

**STATEMENT OF WORKS:****REDACTED****GDPR POSITION**

Statement of Works

**MAXIMUM LIABILITY**

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

**CALL-OFF CHARGES**

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Pre-AWR	Post-AWR
REDACTED	REDACTED
REDACTED	REDACTED

The maximum value of this call-off contract will be £34,800.00. REDACTED

8 hours per day, excluding lunch.

The location of the Services will be carried remotely however there will be a requirement for regular face to face meetings at London office (16th Floor, 1 Westfield Avenue, Stratford,

London, E20 1HZ) or Birmingham office (Cannon House, 18 The Priory Queensway, Birmingham, B4 6FD).

Travel to the contracted offices of London and Birmingham will be at the Contractor's own expense. Travel to other offices may be required and INSS T&S policy will apply.

**PAYMENT METHOD****BACS**

The Buyer has a No PO (Purchase Order) No PAY (Payment) policy.

All Invoices must comply with the No PO No Pay Policy to be considered valid and be paid.

A valid Supplier Invoice shall include the following:

1. Valid Buyer Purchase Order Number;
2. Buyer Contract Reference Number;
3. Invoice must accurately map to the line items within the Purchase Order, i.e. Line Descriptions, Number of Units and Unit Price.

The Buyer may make reasonable changes to its invoicing requirements during the Term by providing 30 calendar days written notice to the Supplier.

Please note that Payment Terms, notably lead times for payment of invoices, shall be directly tied to the No PO, No Pay Policy. Those without a valid PO number may

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be returned to the Supplier. In such cases, the lead time for payment of invoices shall not begin until a valid PO is received.

**BUYER'S INVOICE ADDRESS:**

Payments@insolvency.gov.uk

**BUYER'S AUTHORISED REPRESENTATIVE**

REDACTED

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

REDACTED

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	REDACTED	Role:	REDACTED
Date:	REDACTED	Date:	REDACTED