

DIPS Order Form / Statement of Requirements Template (Framework Schedule 6)

Order Form

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the DIPS Framework Contract with a unique reference number starting with RM6249. The DIPS Framework and this Call-Off Contract are to be for the delivery of Outcomes only. This Framework is not for the request and delivery of resource. If specific resources are needed alternative sourcing methods must be used.

During the Call-Off Contract Period, the Requirement Holder and the Supplier may agree and execute a Statement of Work (in the form of the template set out in Appendix 4 to this Framework Schedule 6 (Order Form Template, Statement of Requirements Template)). Upon execution of any Statement of Work the provisions detailed therein shall be incorporated into the Call-Off Contract to which this Order Form relates.

The Parties agree that when the Requirement Holder seeks further Deliverables within the initial scope of the original Call-off contract from the Supplier that are not provided for in this Call-Off Contract, the Requirement Holder and Supplier will agree and execute a Call-Off Variation Form.

All capitalised terms in this Order Form shall have the meanings set out in Joint Schedule 1 (Definitions) unless otherwise stated.

Lot 2 - Dev, Apps, UX, Dev Ops, Sys Design & Support Call-Off

Lot

	Version Number				
Call-Off Reference	RM6249/DIPS(2)059		V2	Date	04/10/2024
	Original FBC Number	20240724 – FFA048 - DevSecOps Support to the Business Modernisation for Support Programme			
Business Case Reference	Amendment FBC				
		N/A Number			
Project / equipment for which Services are in support	BMfS DevSecOp's	Urgent Capability Requirement (UCR)		N/A	
Call-Off Contract title:	PS505 - DevSecOps Support to the Business Modernisation for Support Programme (BMfS).				
Call-Off Contract description:	<p>This contract seeks support to deliver the following non-exhaustive outcomes:</p> <ul style="list-style-type: none"> • a Hybrid Integration Platform (HIP) that is intended as a conduit for all data transfers between systems, applications and data stores within the BMfS programme. It will be hosted in a Cloud based environment and it will be composed of three main features – APIM, data streaming and event handling. • Continue to improve on the Common User Platform (CUP) to provide a one-stop shop for support customer to access all relevant information for them to undertake their support request. • Low code applications based on requirements that are outputs of discovery work that will be undertaken. • Subsequent prioritised work relating to software development or technology. • Support and maintenance of the DDAP environment being used by BMfS. 				

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1b. Contact details

Government Directorate / Organisation Title		Name of Supplier	PA Consulting Services Ltd - (Prime)
Name of Requirement Holder's Authorised Representative		Name of Supplier's Authorised Representative	
Post title		Post title	
Requirement Holder's Address	Cedar 2A, NH3, Ministry of Defence, Abbey Wood, Stoke Gifford, Bristol	Supplier Address	10 Bressenden Place, London, SW1E 5DN, United Kingdom
Postcode	BS348JH	Postcode	
Telephone		Telephone	
Email		Email	
Unit Identification Number (UIN)	D2540A	Value Added Tax (VAT) Code	GB 238 5350 57
Resource Accounting Code (RAC)	RAC: NNB040		
Name of Requirement Holder's Project Lead			
Requirement Holder's Secondary Contact Name		Supplier Secondary Contact Name	
Requirement Holder's Secondary Contact Role	BMfS Defence Digital Enabling Agent Core Team	Supplier Secondary Contact Role	
Requirement Holder's Secondary Contact Email		Supplier Secondary Contact Email	Accenture UK Defence Commercial Lead

Date that the Statement of Requirements was issued

03/10/2024

Deadline for Requirement Holder's receipt of Supplier's Call-Off Tender

04/10/2024

1c. Statement of Requirements (SOR) (This section 1c. to be completed in full OR a complete SOR to be attached in Appendix 7 of this document)

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Unique Order Number (defined by delivery team)	FFA048 Acc		
SOR version issue number	1.0	SOR dated	03/10/2024
SOR title	See SOW001		
Background/justification for Call-Off Contract			
The current BMfS DevSecOps contract expires on 4 th October and due to lack of time and need to retain the services of the incumbent for continuity the Authority is seeking to place a 6-month DIPS direct award to PA Consulting (with Accenture as the Applicant supplier) via Lot 2. This will enable the BMfS project team to use the 6 months to run a competition via DIPS Lot 2 to select a long-term supplier.			
Description of Services to be provided under the Call-Off Contract			
See Appendix 3			
Activities required to be undertaken under the Call-Off Contract			
See Appendix 3			

Outputs to be provided under the Call-Off Contract
See Appendix 3
Acceptance/rejection criteria / provisions
See Appendix 3
Material KPIs / Critical Service Level Failure
The following Material KPIs shall apply to this Call-Off Contract in accordance with Framework Schedule 4 (Framework Management):
Material KPIs
N/A
The following shall constitute a Critical Service Level Failure for the purposes of this Call-Off Contract in accordance with Call-Off Schedule 14 (Service Levels):
Critical Service Level Failure
N/A
The applicable Service Levels are as specified in Annex A to Part A of Call-Off Schedule 14 (Service Levels).
List all Requirement Holder Assets applicable to the Services that shall be issued to the Supplier and returned to the Requirement Holder at termination of the Call-Off Contract
Buyer to provide laptops for access to Virtual MODNET to enable the continued delivery of the service.
Additional quality requirements & standards (in addition to any quality requirements & standards detailed in the addition to the Calloff Schedules)

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From the Call-Off Start Date, the Supplier shall comply with the relevant (and current as of the Call-Off Start Date) Standards, including those referred to in Framework Schedule 1 (Specification). The Requirement Holder requires the Supplier to comply with the following additional Standards for this Call-Off Contract:

- No specific Quality Management System requirements are defined. This does not relieve the Supplier of providing conforming products under this contract.
- No Deliverable Quality Plan is required reference DEFCON 602B.
- Concessions shall be managed in accordance with Def Stan. 05-061 Part 1, Issue 7 - Quality Assurance Procedural Requirements - Concessions.
- 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.

Project and risk management

The Supplier shall appoint a Supplier's Authorised Representative and the Requirement Holder shall appoint a Requirement Holder's Authorised Representative, who unless otherwise stated in this Order Form shall each also act as Project Manager, for the purposes of this Contract through whom the provision of the Services and the Goods shall be managed day-to-day.

Both Parties shall pro-actively manage risks attributed to them under the terms of this Call-Off Contract. The Supplier shall develop, operate, maintain and amend, as agreed with the Requirement Holder, processes for: (i) the identification and management of risks; (ii) the identification and management of issues; and (iii) monitoring and controlling project plans.

Timescales (Prior to Further Competition enter anticipated dates. Following Further Competition update with actual dates)

Call-Off Start Date	7 th October 2024
Call-Off Initial Period	6 months
Call-Off Expiry Date	31 st March 2025
Call-Off Optional Extension Period	N/A
Minimum notice period prior to a Call-Off Optional Extension Period	N/A

SOR approved by (Name in capital letters)	<div style="background-color: black; width: 100px; height: 1.2em;"></div>	Telephone	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Directorate / Division	<div style="background-color: black; width: 100px; height: 1.2em;"></div>	Email	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Organisation Role / Position	<div style="background-color: black; width: 100px; height: 1.2em;"></div>	Date	28/08/2024
Approver's signature	<div style="background-color: black; width: 100px; height: 1.2em;"></div>		

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Original FBC Number (when known)	Amendment FBC Number (if applicable)
BC-17997, with funding approved via FCR 23JJ0722A_F	N/A

1d. Key Deliverables Template

Full details are contained within the Statement of Requirement (SOR).

See Appendix 3

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2. Call-Off Incorporated Terms

The following documents are incorporated into this Call-Off Contract. Where numbers are missing those schedules are not being used in this Call-Off Contract. If the documents conflict, the following order of precedence applies:

- 1 This Order Form including the General Conditions in section 2(b) and the Call-Off Special Terms in section 2(c).
- 2 Joint Schedule 1 (Definitions)
- 3 Any Statement(s) of Work (in the form of the template set out in Appendix 4 to this Framework Schedule 6 (Order Form Template, Statement of Requirements Template)) executed by the Requirement Holder and the Supplier with a corresponding Call-Off Contract reference
- 4 [Framework Special Terms] No special terms included.
- 5 The following Schedules in equal order of precedence:
 - Joint Schedules ○ Joint Schedule 2 (Variation Form) ○ Joint Schedule 3 (Insurance Requirements) ○ Joint Schedule 4 (Commercially Sensitive Information) ○ Joint Schedule 5 (Corporate Social Responsibility) ○ Joint Schedule 10 (Rectification Plan) ○ Joint Schedule 11 (Processing Data)
 - Call-Off Schedules ○ Call-Off Schedule 2 (Staff Transfer) - NOT USED ○ 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 8 (Business Continuity and Disaster Recovery) – NOT USED ○ 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) – NOT USED ○ Call-Off Schedule 17 (MOD Terms)
 - Call-Off Schedule 25 (Ethical Walls Agreement) ○ Call-Off Schedule 26 (Cyber)
- 6 Core Terms (DIPS version)
- 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 Requirement Holder (as decided by the Requirement Holder and Commercial) 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.

2a. Strategy for procurement and evaluation

Further competition	<input type="checkbox"/>	Competitive award criteria to be used for	N/A
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Direct award	<input checked="" type="checkbox"/>	undertaking evaluation of proposal(s)		
		Weighting (Technical)	N/A	Weighting (Price) N/A

2b. General Conditions

Additional Conditions:

- The Authority has determined that this contract is a managed service and therefore responsibility for determining the IR35 status and informing resources passes to the supplier. The Supplier confirms all members of the team proposed are on the Supplier's payroll and therefore are subject to PAYE.
- Within the scope of the Call-Off Contract, the Supplier will provide individuals holding current SC security clearance; evidence of which is to be provided prior to the start date.



2c. Call-Off Special Terms

The following Special Terms are incorporated into this Call-Off Contract:

None

2d. Call-Off Charges

Capped Time and Materials (CTM)	<input type="checkbox"/>
Incremental Fixed Price	<input type="checkbox"/>
Time and Materials (T&M)	<input type="checkbox"/>
Fixed Price	<input checked="" type="checkbox"/>
A combination of two or more of the above Charging methods	<input type="checkbox"/>
T&S is not applicable	<input checked="" type="checkbox"/>

N/A

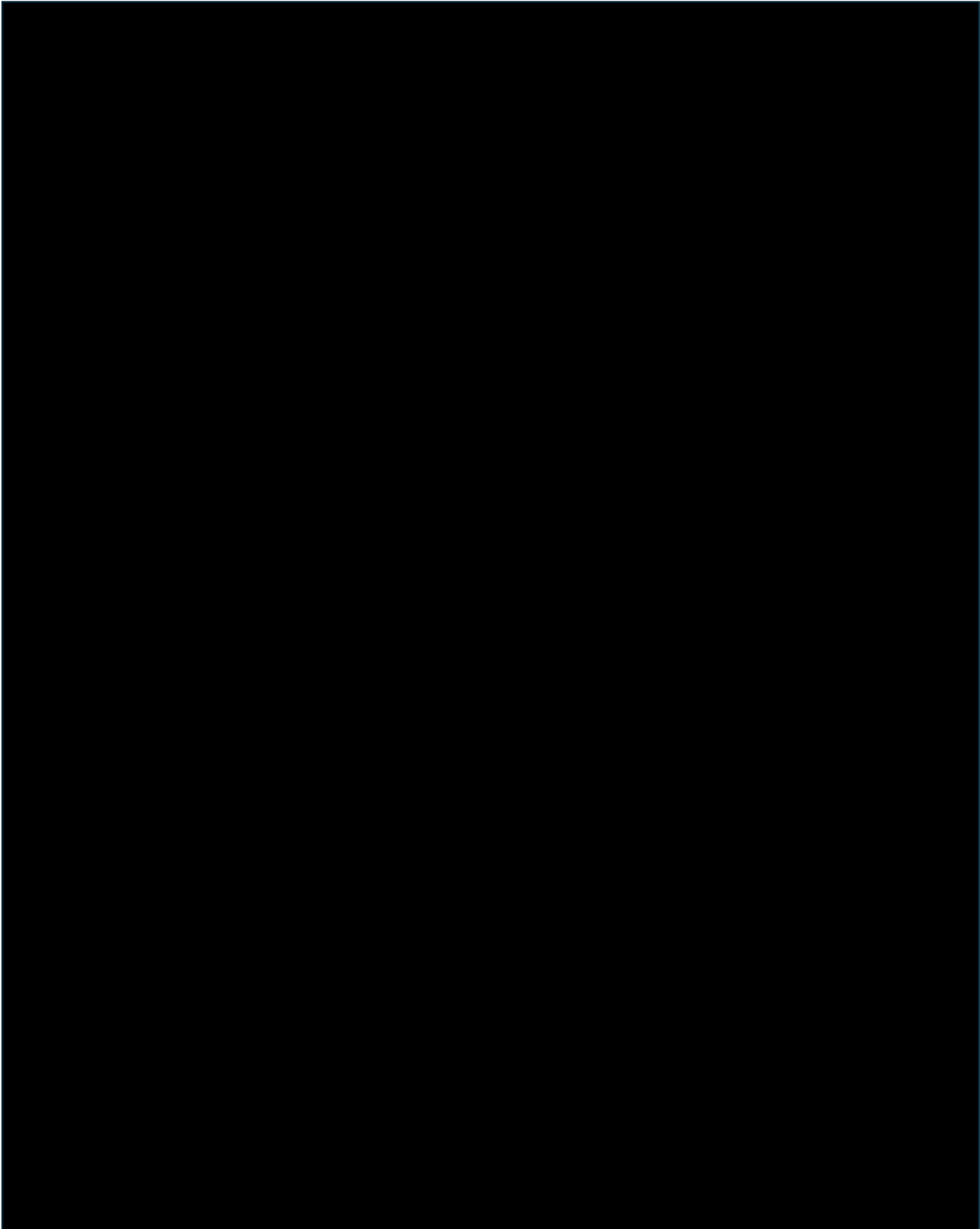
Where non-UK Supplier Staff (including Subcontractors) are used to provide any element of the Deliverables under this Call-Off Contract, the applicable rate card(s) shall be incorporated into Call-Off Schedule 5 (Pricing Details and Expenses Policy) and the Supplier shall charge the Requirement Holder a rate no greater than those set out in the applicable rate card for the Supplier Staff undertaking that element of work on the Deliverables.

Reimbursable Expenses

See Expenses Policy in Annex 1 to Call-Off Schedule 5 (Pricing Details and Expenses Policy)

2e. Payment Method

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2g. Maximum Liability

The limitation of the Supplier's liability for this Call-Off Contract is stated in Clause 11.4 of the Core Terms.

2h. Requirement Holder's Environmental Policy

Available online at: [Management of environmental protection in defence \(JSP 418\) - GOV.UK \(www.gov.uk\)](#)

This version is dated 18th August 2023.

2i. Requirement Holder's Security Policy

Security Aspects Letter has been issued and executed alongside this Order Form. See Appendix 6.

2j. Progress Reports and meetings

Progress Report Frequency	Monthly	Progress Meeting Frequency	Monthly
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2k. Quality Assurance Conditions

According to the product or scope of the work to be carried out, the Supplier shall meet the following requirements:

Allied Quality Assurance Publications (AQAP) 2110 – North Atlantic Treaty Organization (NATO) Quality Assurance Requirements for Design, Development and Production.

☐

Certificate of Conformity shall be provided in accordance with DEFCON 627 (*Edn12/10*).

Deliverable Quality Plan requirements:

DEFCON 602A (*Edn 12/17*) - Quality Assurance with Quality Plan

☐

DEFCON 602B (*Edn 12/06*) - Quality Assurance without Quality Plan

☒

AQAP 2105:2 – NATO Requirements for Deliverable Quality Plans

☐

Software Quality Assurance requirements

Allied Quality Assurance Publications (AQAP) 2210 – North Atlantic Treaty Organization (NATO) Supplementary Software Quality Assurance Requirements to AQAP-2110 shall apply

☐

Air Environment Quality Assurance requirements

Defence Standard (DEF STAN) 05-100 – Ministry of Defence Requirements for Certification for Aircraft Flight and Ground Running (Mandatory where flying and/or ground running of issued aircraft is a requirement of the Task)

☐

Relevant MAA Regulatory Publications (See attachment for details)

☐

Additional Quality Requirements (See attachment for details)

☐

Planned maintenance schedule requirement

N/A

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2m. Key Subcontractor(s)

2n. Commercially Sensitive Information

- All supplier financial information
- Supplier team structure and information relating to individuals

2o. Cyber Essentials

2l. Key Staff

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Cyber Essentials Scheme: The Requirement Holder requires the Supplier to have and maintain a Cyber Essentials Plus Certificate for the work undertaken under this Call-Off Contract, in accordance with Call-Off Schedule 26 (Cyber).	<input type="checkbox"/>
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2p. Implementation Plan	
N/A	<input type="checkbox"/>

3. Charges
Estimated Contract Value (excluding VAT) for Call-Off Contract
Fixed price of £1,250,310 ex VAT

4. Additional Insurances
Not Applicable

5. Guarantee
Not Applicable

6. Social Value Commitment
Not Applicable

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7. Requirement Holder Commercial Officer Authorisation			
Order Form approved by (Name in capital letters)	<div style="background-color: black; width: 100px; height: 1.2em;"></div>	Telephone	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Directorate / Division	<div style="background-color: black; width: 100px; height: 1.2em;"></div>	Email	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Organisation Role / Position	<div style="background-color: black; width: 100px; height: 1.2em;"></div>	Date	04/10/24
Approver's signature	<div style="background-color: black; width: 150px; height: 1.2em;"></div>		

8. Acknowledgement by Supplier

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Order Form acknowledged by (Name in capital letters)	[REDACTED]	Telephone	[REDACTED]
Supplier Name	PA CONSULTING SERVICES	Email	[REDACTED]
Supplier Role / Position	[REDACTED]	Date	04/10/24
Approver's signature	[REDACTED]		

9. Final Administration

On receipt of the Order Form acknowledgement from the Supplier, the Commercial Manager (who placed the order) **must** send an electronic copy of the acknowledged Order Form, together with any applicable Appendix 3 to this Schedule 6, directly to **DIPS Professional Services Team** at the following email address: ukstratcomdd-cm-cct-dips-mail@mod.gov.uk

Appendix 1 - Addresses and Other Information

1. Commercial Officer

Name: [REDACTED]

Address: MOD Corsham, Westwells Road, Corsham, SN13 9NR

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
☎ 44 (0) 161 233 5397

2. For all other enquiries contact DES Fin FA-AMET Policy, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD ☎ 44 (0) 161 233 5394

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

Address

Email:



9. Consignment Instructions

The items are to be consigned as follows:

3. Packaging Design Authority Organisation & point of contact:

(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 ☎ 030 679 81113 / 81114 Fax 0117 913 8943

EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

Surface Freight Centre

IMPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

EXPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946 **B.**

JSCS

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 UKStratCom-DefSpRAMP@mod.gov.uk in the first instance.

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



(b) U.I.N.

11. The Invoice Paying Authority

Ministry of Defence ☎ 0151-242-2000

DBS Finance

Walker House, Exchange Flags Fax: 0151-242-2809

Liverpool, L2 3YL

Website is:

<https://www.gov.uk/government/organisations/ministry-ofdefence/about/procurement>

5. Drawings/Specifications are available from

6. Intentionally Blank

12. Forms and Documentation are available through *:

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)

Applications via fax or email:

Leidos-FormsPublications@teamleidos.mod.uk

7. Quality Assurance Representative:

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:

<https://www.kid.mod.uk/maincontent/business/commercial/index.htm>

2. If the required forms or documentation are not available on the MOD Internet site requests should be submitted through the Commercial Officer named in Section 1.

Appendix 1 to Schedule 6

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Appendix 2 to Schedule 6

Appendix 2 – Supplier's Quotation - Charges Summary

N/A Direct Award

1. To:

2. From:

Date of tender submission:

In response to the Order Form request for a quotation
reference

Dated

*The work can be undertaken and our detailed response is attached. ☐

*We are unable to provide the resources/deliverables identified on this occasion. ☐

(* Check box as appropriate)

Name: (Block Capitals)

Signed:

Date:

2. Call-Off title:

3. Supplier Unique Reference Number:

4. Start Date:

Completion Date:

5a. Manpower/Resources

Broad Capability Area Number	Grade	Daily rate quoted at ITT	Daily rate quoted for this task	Reduction on original ITT rate	No of Days	Total

5b. Travel

(Estimated expenditure on:)

Unit cost

Number of
Journeys / Miles

Total

Rail

Motor Mileage
(max 30p per mile incl VAT)

30p max
(incl VAT)

Air

Sea

5c. Subsistence

(Estimated expenditure on:)

Unit cost

Number of
Night / Days

Total

Accommodation
(max £100 per night incl VAT)

Meals (max £5 for lunch and/or
£22.50 for an evening meal,
including all drinks)

Miscellaneous costs (please
define below)

The above T&S costs relate to the period to

5d. Other Costs

Materials

Cost

Deliverables

Appendix 3

1. Statement of Work (SOW) Details

Upon execution, this SOW forms part of the Call-Off Contract (reference below). All capitalised terms in this SOW shall have the meanings set out in Joint Schedule 1 (Definitions) unless otherwise stated.

The Parties may execute a SOW for any set of Deliverables required. For any ad-hoc Deliverables requirements, the Parties may agree and execute a separate SOW, 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: 07 October 2024

SOW Title: BMFS CUP and HIP

SOW Reference: 001

Call-Off Contract Reference: RM6249/DIPS(2)059

Requirement Holder: Smita Ghosh

Supplier: PA Consulting Services Ltd

SOW Start Date: 07 October 2024

SOW End Date: 31 March 2025

Duration of SOW: 6 months

Key Personnel (Requirement Holder): [REDACTED]

Key Personnel (Supplier): [REDACTED]

Subcontractors:



2. Call-Off Contract Specification – Deliverables Context

SOW Deliverables Background: Background as defined in contract Order Form

Delivery phase(s):

Overview of Requirement: See output deliverable Table 1 below **3**

. Requirement Holder Requirements – SOW Deliverables

Outcome Description:

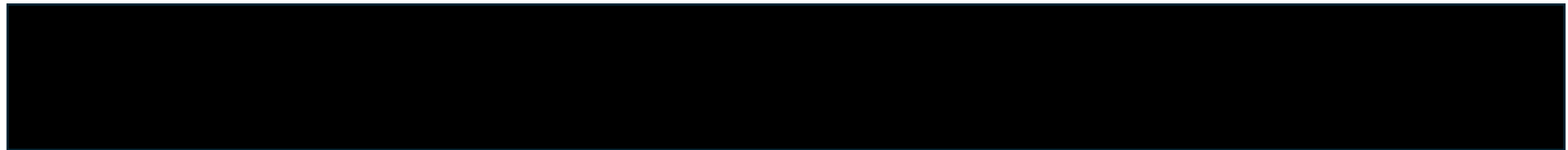
Table 1 below outlines the outputs for this Contract Order Form. The Parties agree that the Deliverables will be reviewed and approved (not to be unreasonably withheld) in line with the following procedure:

Following completion of the Deliverables to the Authority, it has 5 Working Days to provide comments where the authority believes the acceptance criteria has not been met or approval to the Supplier.

Following receipt of the comments, the Supplier has 3 Working Days to respond to the Authority comments

Following responses to the above, the Authority has 2 Working Day to respond and provide approval or further comments. Where further actions are provided the Authority and Supplier will jointly agree the timelines for resolution.

Where the Authority provides no responses in the timelines specified above, the outputs will be deemed as accepted. The Outputs in Table 1 below are subject to the dependencies in Table 2 being met by the Authority, in the event that the dependencies are not met, the Parties will work together to replan the outputs, which could result in a need to seek additional funding or reduce the scope. Where the outputs are not met for reasons that are outside of the Suppliers control, the Parties will agree appropriate relief.



These outputs are subject to the following assumptions, if these assumptions provide false the Parties will work together to either reduce the required scope or seek additional funding:

- **GENERAL:** It is assumed that the majority of the work will be performed remotely. Travel may be required to London as agreed by both parties.
- **HIP 4:** It is assumed that VOLPE will test the RAMP to HIP integration they build in full before System Integration Testing begins.
- **HIP 5:** It is assumed that requirements gathering for the second HIP integration can be completed by 1 FTE within three two-week sprints. The Parties acknowledge the Authority may provide this resource and a Contract Change Note will be agreed within 10 working days of contract signature.
- **HIP 5:** It is assumed that design and development for the second HIP integration can be started one week after requirements gathering begins and that as much progress as possible will be made by 1.5 FTE in three two-week sprints.

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- **HIP 4:** If implemented, it is assumed that ELS for HIP is within normal business hours (Monday to Friday 09:00am to 17:00 pm excluding bank holidays). Queries raised will be prioritised and timelines to respond agreed with the Authority within the capacity of the Development Team, (3 FTE's).

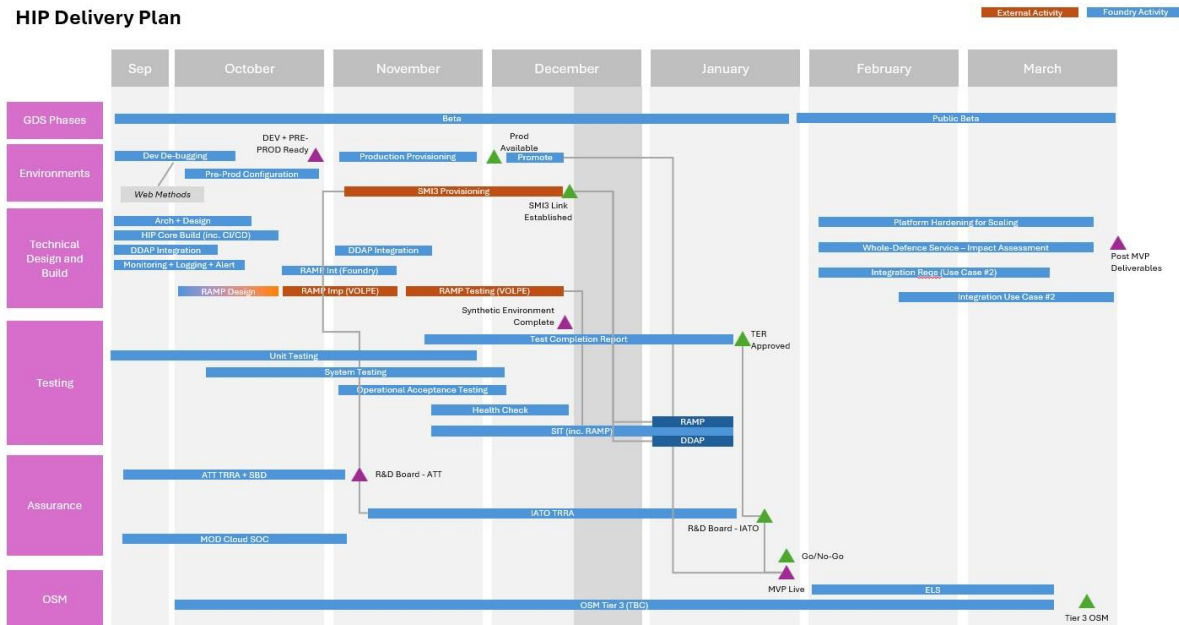
Delivery Plan:**Figure 1 - Delivery Plan****Dependencies:**

Table 2 - Dependencies					
Reference	Dependency	Dependency to be met by	Milestone Impacted	Consequence if not met	
1	Provision of MODNet laptops to the delivery team	Continuously throughout the SOW	All	Team unable to access project documentation and deliverables will require replanning/prioritisation.	
2	MOD to continue to provide the shared mailbox where support tickets are raised	Continuously throughout the SOW	CUP 1	Unable to provide support as no visibility of issues.	
3	SSDT Delivery Lead to provide list of users that require access and their roles	Continuously throughout the SOW	CUP 2	Unable to provision access.	
4	DSCV team to implement the agreed design to enable testing	November 30 2024	CUP 3	Integration will not be functional.	

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5	Boeing and D2S to support API connectivity, authentication and authorization to MJDI. [November 30sf]	November 30 2024	CUP 4	Unable to implement Stock Availability functionality.
6	MOD to write and execute test scripts for Stock Availability proving	February 28 2025	CUP 4	Unable to test Stock Availability functionality.
7	BMfS to provide project documentation to support the ATT process, including, but not limited to: <ul style="list-style-type: none"> • Business Case • Business Impact Analysis • SRO Engagement • Cyber Security Responsibilities • Risk Management Strategy • Asset Register • Information Asset Owner data utilisation agreement • Through life management plan • Cyber security cost plan • Project change management process 	October 23 2024	HIP 2	Unable to meet ATT target on November 6 th , meaning MVP will be pushed back.
8	SMI3 to be provisioned within 3 – 6 weeks of being unblocked by ATT	December 20 2024	HIP 4	Unable to complete System Integration Testing on schedule, meaning MVP will be pushed back.
9	RAMP to provide additional samples of SOAP calls to similar systems to HIP	October 7 2024	HIP 4	Unable to complete System Testing on schedule, meaning MVP may be pushed back.

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11	RAMP to make developers available to collaborate on SOAP API design and to implement the RAMP side of the build in time for planned SIT	October 18 2024	HIP 4	Unable to complete System Integration Testing on schedule, meaning MVP may be pushed back.
12	RAMP to connect to HIP via pre-prod for planned SIT.	November 15 2024	HIP 4	Unable to complete System Integration Testing on schedule, meaning MVP may be pushed back.
13	Continued technical support on WebMethods by IBM	Continuously throughout the SOW	HIP 1	Unable to complete testing, meaning HIP we cannot gain IATO.
14	DDAP to collaborate on integration design and implement the DDAP side of the build in time for planned SIT	December 20 2024	HIP 4	Unable to complete System Integration Testing on schedule, meaning MVP will be pushed back.
15	Test resources in HIP team to write and drive approval of test strategy and create and execute test scripts	January 8 2025	HIP 3	Unable to complete testing, meaning HIP we cannot gain IATO.
16	BMfS to provide a second use case for the additional integration to be developed for HIP and ensure relevant stakeholders are available for requirements gathering and clarification	Feb 3 2025	HIP 5	Second integration use case would not be delivered.

Supplier Resource Plan:

Security Applicable to SOW:

The Supplier confirms that all Supplier Staff working on Requirement Holder Sites and on Requirement Holder Systems (as defined in Call-Off Schedule 6 (Intellectual Property Rights and Additional Terms on Digital Deliverables) and Deliverables, have completed Supplier Staff vetting in accordance with any applicable requirements in the Contract, including Paragraph 6 (Security of Supplier Staff) of Part B – Annex 1 (Baseline Security Requirements) of Call-Off Schedule 9 (Security).

SOW Standards:

N/A

Performance Management:

N/A

Additional Requirements:

The Supplier will keep all relevant project documentation up to date and reflective of the current project status. The following documentation will be kept up to date: the project plan and RAID, technical design documents, assurance documentation and service management documentation.

Key Supplier Staff:

N/A

SOW Reporting Requirements:

Further to the Supplier providing the management information specified in Framework Schedule 5 (Management Charges and Information), the Supplier shall also provide the following additional management information under and applicable to this SOW only:

Programme delivery reporting to be agreed between the Authority Lead and Supplier lead upon SOW mobilisation

4. Charges

Call Off Contract Charges:

The applicable charging method(s) for this SOW is:

- Fixed Price

The estimated maximum value of this SOW (irrespective of the selected charging method) is **£1,250,310.00**

Rate Cards Applicable:

Supplier standard DIPS ratecard used.

Reimbursable Expenses:

See Expenses Policy in Annex 1 to Call-Off Schedule 5 (Pricing Details and Expenses Policy)

Reimbursable Expenses are Not Applicable

5. Signatures and Approvals

Agreement of this SOW

Signature of this order form includes approval of this Appendix 3 Statement of Work 001

Appendix 4 (Template Statement of Work)

1. Statement of Work (SOW) Details

Upon execution, this SOW forms part of the Call-Off Contract (reference below). All capitalised terms in this SOW shall have the meanings set out in Joint Schedule 1 (Definitions) unless otherwise stated.

The Parties may execute a SOW for any set of Deliverables required. For any ad-hoc Deliverables requirements, the Parties may agree and execute a separate SOW, 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:

SOW Title:

SOW Reference:

Call-Off Contract Reference:

Requirement Holder:

Supplier:

SOW Start Date:

SOW End Date:

Duration of SOW:

Key Personnel (Requirement Holder):

Key Personnel (Supplier):

Subcontractors:

2. Call-Off Contract Specification – Deliverables Context

SOW Deliverables Background: [Insert details of which elements of the Deliverables this SOW will address]

Delivery phase(s): [Insert item and nature of Delivery phase(s), for example, Discovery, Alpha, Beta or Live]

Overview of Requirement: [Insert details including Release Type(s), for example Ad hoc, Inception, Calibration or Delivery]

3. Requirement Holder Requirements – SOW Deliverables

Outcome Description:

Milestone Ref	Milestone Description	Acceptance Criteria	Due Date
MS01			
MS02			

Delivery Plan:

Dependencies:

Supplier Resource Plan:

Security Applicable to SOW:

The Supplier confirms that all Supplier Staff working on Requirement Holder Sites and on Requirement Holder Systems (as defined in Call-Off Schedule 6 (Intellectual Property Rights and Additional Terms on Digital Deliverables) and Deliverables, have completed Supplier Staff vetting in accordance with any applicable requirements in the Contract, including Paragraph 6 (Security of Supplier Staff) of Part B – Annex 1 (Baseline Security Requirements) of Call-Off Schedule 9 (Security).

[If different security requirements than those set out in the Contract apply under this SOW, these shall be detailed below and apply only to this SOW:

[Insert different security requirements if necessary]]

SOW Standards:

[Insert any specific Standards applicable to this SOW]

Performance Management:

[Insert details of Material KPIs that have a material impact on Contract performance]

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

The following Material KPIs shall apply in accordance with Framework Schedule 4 (Framework Management):

Material KPIs	Target	Measured by

[Insert Service Levels and/or KPIs – See Call-Off Schedule 14 (Service Levels)]

Additional Requirements:

Annex 1 – Where Annex 1 of Joint Schedule 11 (Processing Data) in the Call-Off Contract does not accurately reflect the data Processor / Controller arrangements applicable to this Statement of Work, the Parties shall comply with the revised Annex 1 attached to this Statement of Work.

Key Supplier Staff:

Key Role	Key Staff	Contract Details	Employment / Engagement Route (incl. inside/outside IR35)

SOW Reporting Requirements:

Further to the Supplier providing the management information specified in Framework Schedule 5 (Management Charges and Information), the Supplier shall also provide the following additional management information under and applicable to this SOW only:

Ref.	Type of Information	Which Deliverables does this requirement apply to?	Required regularity of Submission
1.	[insert]		
1.1	[insert]	[insert]	[insert]

4. Charges

Call Off Contract Charges:

The applicable charging method(s) for this SOW is:

- [Capped Time and Materials]
- [Incremental Fixed Price]
- [Time and Materials]
- [Fixed Price]
- [2 or more of the above charging methods]

[Requirement Holder to select as appropriate for this SOW]

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

The estimated maximum value of this SOW (irrespective of the selected charging method) is **£[Insert detail]**.

Rate Cards Applicable:

[Insert] SOW applicable Supplier and Subcontractor rate cards from Call-Off Schedule 5 (Pricing Details and Expenses Policy), including details of any discounts that will be applied to the work undertaken under this SOW.]

Reimbursable Expenses:

[See Expenses Policy in Annex 1 to Call-Off Schedule 5 (Pricing Details and Expenses Policy)]

[Reimbursable Expenses are capped at **£[Insert]** [OR **[Insert]** percent (~~[X]~~%) of the Charges payable under this Statement of Work.]

[None]

[**Requirement Holder** to delete as appropriate for this SOW]

5. Signatures and Approvals

Agreement of this SOW

BY SIGNING this Statement of Work, the Parties agree that it shall be incorporated into Appendix 3 of the Order Form and incorporated into the Call-Off Contract and be legally binding on the Parties:

For and on behalf of the Supplier

Name:

Title:

Date:

Signature:

For and on behalf of the Requirement Holder

Name:

Title:

Date:

Signature:

Annex 1 to Statement of Work

Data Processing – N/A

Prior to the execution of this Statement of Work, the Parties shall review Annex 1 of Joint Schedule 11 (Processing Data) and if the contents of Annex 1 does not adequately cover the Processor / Controller arrangements covered by this Statement of Work, Annex 1 shall be amended as set out

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Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)
below and the following table shall apply to the Processing activities undertaken under this Statement of Work only:

[Template Annex 1 of Joint Schedule 11 (Processing Data) Below]

Description	Details
Identity of Controller for each Category of Personal Data	<p>The Relevant Authority is Controller and the Supplier is Processor</p> <p>The Parties acknowledge that in accordance with paragraph 2 to paragraph 15 of Joint Schedule 11 (Processing Data) and for the purposes of the Data Protection Legislation, the Relevant Authority is the Controller and the Supplier is the Processor of the following Personal Data:</p> <ul style="list-style-type: none"> • [Insert the scope of Personal Data for which the purposes and means of the Processing by the Supplier is determined by the Relevant Authority] <p>The Supplier is Controller and the Relevant Authority is Processor</p> <p>The Parties acknowledge that for the purposes of the Data Protection Legislation, the Supplier is the Controller and the Relevant Authority is the Processor in accordance with paragraph 2 to paragraph 15 of Joint Schedule 11 (Processing Data) of the following Personal Data:</p> <ul style="list-style-type: none"> • [Insert the scope of Personal Data which the purposes and means of the Processing by the Relevant Authority is determined by the Supplier] <p>The Parties are Joint Controllers</p> <p>The Parties acknowledge that they are Joint Controllers for the purposes of the Data Protection Legislation in respect of:</p> <ul style="list-style-type: none"> • [Insert the scope of Personal Data which the purposes and means of the Processing is determined by the both Parties together] <p>The Parties are Independent Controllers of Personal Data</p> <p>The Parties acknowledge that they are Independent Controllers for the purposes of the Data Protection Legislation in respect of:</p> <ul style="list-style-type: none"> • Business contact details of Supplier Personnel for which the Supplier is the Controller, • Business contact details of any directors, officers, employees, agents, consultants and contractors of Relevant Authority (excluding the Supplier Personnel) engaged in the performance of the Relevant Authority's duties under the Contract) for which

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

	<p>the Relevant Authority is the Controller,</p> <ul style="list-style-type: none"> • [Insert the scope of other Personal Data provided by one Party who is Controller to the other Party who will separately determine the nature and purposes of its Processing the Personal Data on receipt e.g. where (1) the Supplier has professional or regulatory obligations in respect of Personal Data received, (2) a standardised service is such that the Relevant Authority cannot dictate the way in which Personal Data is processed by the Supplier, or (3) where the Supplier comes to the transaction with Personal Data for which it is already Controller for use by the Relevant Authority] <p>[Guidance where multiple relationships have been identified above, please address the below rows in the table for in respect of each relationship identified]</p>
Duration of the Processing	[Clearly set out the duration of the Processing including dates]
Nature and purposes of the Processing	<p>[Be as specific as possible, but make sure that you cover all intended purposes.</p> <p>The nature of the Processing means any operation such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (whether or not by automated means) etc.</p> <p>The purpose might include: employment processing, statutory obligation, recruitment assessment etc.]</p>
Type of Personal Data	[Examples here include: name, address, date of birth, NI number, telephone number, pay, images, biometric data etc.]
Categories of Data Subject	[Examples include: Personnel (including volunteers, agents, and temporary workers), customers/ clients, suppliers, patients, students / pupils, members of the public, users of a particular website etc.]

Appendix 5 Confidentiality Undertaking

[Requirement Holder guidance: Appendix 5 is for use where required pursuant to clause 15.3 of the Core Terms]

Employee:

Name of Employer:

MOD Contract/Task No:

Title:

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1. I, the above named employee, confirm that I am fully aware that, as part of my duties with my Employer in performing the above-named Contract, I shall receive confidential information of a sensitive nature (which may include particularly commercially sensitive information), whether documentary, electronic, aural or in any other form, belonging to or controlled by the Secretary of State for Defence or third parties. I may also become aware, as a result of my work in connection with the Contract, of other information concerning the business of the Secretary of State for Defence or third parties, which is by its nature confidential.

2. I am aware that I should not use or copy for purposes other than assisting my Employer in carrying out the Contract, or disclose to any person not authorised to receive the same, any information mentioned in paragraph 1 unless my Employer (whether through me or by alternative means) has obtained the consent of the Secretary of State for Defence. I understand that "disclose", in this context, includes informing other employees of my Employer who are not entitled to receive the information.

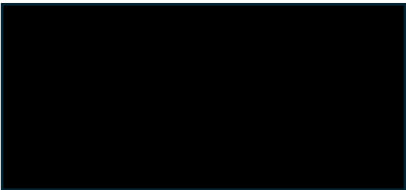
3. Unless otherwise instructed by my Employer, if I have in the course of my employment received documents, software or other materials from the Secretary of State for Defence or other third party for the purposes of my duties under the above Contract then I shall promptly return them to the Secretary of State for Defence or third party (as the case may be) at the completion of the Contract via a representative of my Employer who is an authorised point of contact under the Contract and (in the case of information referred to under paragraph 1 above) is also authorised under paragraph 2. Alternatively, at the option of the Secretary of State for Defence or the third party concerned, I shall arrange for their proper destruction and notify the above authorised point of contact under the Contract to supply a certificate of destruction to the Secretary of State for Defence. Where my Employer may legitimately retain materials to which this paragraph applies after the end of the Contract, I shall notify the authorised representative of my Employer to ensure that they are stored, and access is controlled in accordance with my Employer's rules concerning third party confidential information.

4. I understand that any failure on my part to adhere to my obligations in respect of confidentiality may render me subject to disciplinary measures under the terms of my employment.

Signed:

Date:

Appendix 6 - Security Aspects Letter



Appendix 7 - Statement of Requirements

See SOW001