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

Order Form

CALL-OFF REFERENCE:	▇▇▇▇▇▇ - Data Engineering Service
THE BUYER:	UK Research and Innovation – Innovate UK
BUYER ADDRESS	Polaris House, North Star Avenue, Swindon, Wiltshire, SN2 1FL
THE SUPPLIER:	L.A. International Computer Consultants Ltd
SUPPLIER ADDRESS:	International House, Festival Way, Stoke-On-Trent, ST1 5UB
REGISTRATION NUMBER:	01633646

Applicable Framework Contract

This Order Form is for the provision of the Call-Off Deliverables and dated Wednesday 7th August 2024.

It's issued under the Framework Contract with the reference number ▇▇▇▇▇▇ for the provision of Data Visualisation Resource.

Call - off Lot(s):

Lot 1 – Data Engineering Service

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 Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation)
3. The following Schedules in equal order of precedence:

-   Joint Schedules for ▇▇▇▇▇▇

- o   Joint Schedule 2 (Variation Form)
- o   Joint Schedule 3 (Insurance Requirements)
- o   Joint Schedule 4 (Commercially Sensitive Information)
- o   Joint Schedule 10 (Rectification Plan)

- •   Call-Off Schedules for DDaT24328
- o   Call-Off Schedule 5 (Pricing Details)
- o   Call-Off Schedule 7 (Key Supplier Staff)

4. CCS Core Terms (version 3.0.4)

5. Joint Schedule 5 (Corporate Social Responsibility) – ███████

6. 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

Call – off special terms

For Time and Material services, approval of work will be indicated by signature or acceptance of time worked or work record by the Buyer.   Signature/Acceptance of such time or work records on behalf of the Buyer shall denote acceptance and satisfactory performance of the services performed and of any deliverables and shall be conclusive as to number of days services performed. Performance reviews will take place monthly.

For Fixed Price SOW services, the Buyer will sign off the deliverables/services on achievement of a Milestone. Such signoff shall denote acceptance of the services performed and of any deliverables and shall be conclusive as to the satisfactory performance of the services. The Buyer shall provide its acceptance (signoff) or response of any Milestone within 5 days of submission or request for approval of a Milestone Acceptance Certificate and the services shall be deemed accepted where not received within 10 days of submission.

"Milestone" shall mean a part of the service/deliverable and/or a date/month, included in the Statement of Work for completion of that stage of or part of the services.

CALL - OFF START DATE: ██████████ ██████ 2024

CALL – OFF EXPIRY DATE: ██████████ ██████ 2025

CALL – OFF INITIAL PERIOD: ████████

Call off Deliverables

Innovate UK is currently undergoing a Data Strategy Implementation program with new data and AI solutions being created to help improve productivity, automate processes, and improve customer experience.

The Senior Data Engineer is a key part of the growing Data team, which is core to implementing new and innovative solutions to support the business using data. The Data Engineer position is part of the Data Engineering team within Business Systems & Insight organisation of Innovate UK.

As such, the data engineering service will be expected to fulfil the following responsibilities:

- requirements analysis and design of solutions for data platform,
- integration and analysis of solutions.
- Understanding of toolset including AWS hosted databases (Postgres, S3 based data lake, MySQL, Athena), Integration services (AWS API gateway, lambda functions), nice to have MuleSoft.
- ETL services (AWS Glue, Step functions),
- infrastructure a management tool such as Terraform and extensive use of SQLs, python, and Node JS.

The data engineering service must fulfil a hands-on data development to construct complete solution designs and complex application requirements across platforms and data sources, including:

1. Data Architecture and Design:
   a. Design and implement scalable and efficient data pipelines, databases, and data warehouses.
   b. Collaborate with data visualization and analysts' teams to understand data requirements and translate them into technical specifications.
2. Data Processing:
   a. Develop and maintain ETL (Extract, Transform, Load) processes for ingesting data from various sources into the data infra-structure.
   b. Optimize data processing and storage for performance and cost-effectiveness.
3. Database Management:
   a. Manage and maintain databases, ensuring data integrity, security, and availability.
   b. Implement database schema changes and optimizations as needed.
4. Data Quality and Governance:
   a. Implement data quality checks and ensure data accuracy and consistency.
   b. Work with stakeholders to define and enforce data governance policies.
5. Infrastructure Management:
   a. Set up and manage data infrastructure, including clusters, servers, and cloud-based resources using Terraform.
   b. Monitor and optimize system performance, troubleshoot issues, and ensure system availability.
6. Collaboration:
   a. Collaborate with cross-functional teams, including data scientists, analysts, and software engineers, to meet data require-ments.
   b. Communicate effectively with stakeholders to gather requirements and provide updates on data engineering projects.

To Achieve this, the supplier should provide the following capabilities:

- Comfortable working in an Agile rapidly changing environment
- Provide an accomplished developer and data engineer service, with excellent python and Node JS skills.
- Experience with the infrastructure deployment tool such as terraform, CDK or cloud formation.
- Experience developing API based data integration.
- Provide a service of an excellent analytic skills associated with working on structured and unstructured datasets.
- Excellent SQL experience on various platforms (SQL, PostgreSQL, PL/SQL etc)
- Experience of several of MySQL, Oracle, SQL, Postgres, RDS, Aurora, Athena or other similar large scale database technologies.
- Experience with integration platforms (MuleSoft) or similar technologies in an enterprise context

The Outputs

- Precise requirements documentation and matrices as per the request.
- Functional specifications and technical documentation (e.g., API guides, release notes, user documentation, training guides, scripts documentation).
- Process flows and definitions, user stories, and use cases.
- High-Level acceptance/evaluation criteria.
- Development and testing as per requirements.

Maximum Liability

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms
The Supplier shall not be liable for any claims or losses arising from the negligent acts, omissions or wilful default.

Call – off Charges

The maximum value of this contract is £169,659.27 excluding VAT.

	Day Rate	Number of Days	Total Value
Data Visualisation Analyst	███	███	£169,659.27

Reimbursable Expenses

None

Payment Method

All invoices must be sent, quoting a valid Purchase Order Number (PO Number), to: finance@uksbs.co.uk

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name, email, and telephone number) of your Buyer contact (i.e. Buyer Authorised Representative). Non-compliant invoices may be sent back to you, which may lead to a delay in payment.

Payment Method is via BACS.

Where a purchase order has not been provided to the Supplier by the Call-off start date, the Buyer shall provide the Supplier with a purchase order in sufficient time to enable the Supplier invoice for the services provided under this Call-off contract.

For the avoidance of doubt, the Buyer shall remain responsible for making payment for services required by the Buyer and provided by the Supplier under the Call-off contract where a purchase order has not been provided.

Buyer's Invoice Address:

UK Research and Innovation – Innovate UK
Polaris House, North star Avenue, Swindon, Wiltshire, SN2 1FL

███████████████

Buyer's Authorised Representative

████████████

Senior Project Manager – Innovate UK

██████████████████

Buyer's Environmental Policy

**UKRI Environmental
Sustainability Strate**

Supplier's Authorised Representative

███████████

██████████████████████

Supplier's Contract Manager

███████████

████████████████████

Progress Report Frequency

Progress Report Meetings will be held weekly

Key Staff

UKRI Key Staff:

████████████

Senior Project Manager – Innovate UK

██████████████

Supplier Key Staff: ██████████████

████████████████████

Key subcontractor(s)

Not Applicable

Commercially Sensitive Information

Pricing Information submitted for this requirement

Service Credits

Not applicable

Additional Insurances

Not applicable

Guarantee

Not applicable

Please Sign Below: