

**ORDER**

ORDER NO: <b>SER/0712</b>	Date of Order: <b>19 October 2017</b>
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*(To be quoted on all correspondence relating to this Order)*

<p>FROM (Customer):</p> <p>Water Services Regulation Authority Centre City Tower 7 Hill Street Birmingham B5 4UA</p> <p>Customer's Representative: Adam Edgar</p> <p>T: +44 (0) 121 644 7813 E: Adam.Edgar@ofwat.gsi.gov.uk</p> <p><a href="http://www.ofwat.gov.uk">www.ofwat.gov.uk</a></p>	<p>TO (Service Provider):</p> <p>Certes Computing Ltd 3 The Courtyard Roman Way Coleshill Birmingham B46 1HQ</p> <p>Contractor's Representative: [REDACTED]</p> <p>[REDACTED]</p> <p><a href="http://www.certes.co.uk">www.certes.co.uk</a></p>
<p>SERVICES TO BE DELIVERED TO:</p> <p>As above</p>	<p>INVOICE ADDRESS:</p> <p><a href="mailto:finance@ofwat.gsi.gov.uk">finance@ofwat.gsi.gov.uk</a></p> <p>or</p> <p>Finance Team Water Services Regulation Authority Centre City Tower 7 Hill Street Birmingham B4 5UA</p>

This Order is subject to the Non-Medical, Non-Clinical Temporary and fixed terms staff (RM971) - NHS Conditions of Contracts.

**Framework/ Lot:** Non-Medical, Non-Clinical Temporary and fixed terms staff (RM971) - IT Professionals Supply - Lot 5

- (a) On 22 September 2017 the Customer issued its Temporary Staff Request Form in respect of the provision of the Services;
- (b) The Supplier response dated 28 September 2017 provided in response to the Temporary Staff Request Form and the candidate's interviews on the 6 & 13 October 2017 (the "Tender");
- (c) On the basis of the tender, the Customer has selected the Supplier to provide the Services on the terms set out in this Order.

## Security Requirements

This Contract is subject to the satisfactory completion of Baseline Personnel Security Standard verification checks.

## Tax Arrangement

The Water Services Regulation Authority may at any time during the term of this Contract request from Certes Computing Ltd to provide information which demonstrates how the Contractor complies with Income Tax (Earnings and Pensions) Act 2003 (ITEA) and Social Security Contributions and Benefits Act 1992 (SSCBA) all other statutes and regulations relating to income tax and National Insurance Contribution (NIC).

## Equipment Supplied

In line with Ofwat's Security Policy, the Customer will provide the Key Personnel with IT equipment, building passes, any physical information and any other Equipment necessary for the purposes of the Contract. Any information created during the Contract which remains the property of Ofwat and all equipment must be returned to the Customer in person on the last day of the Contract.

## Description of Services Requirement:

Interim Full Stack Developer (PROC.04.0128)

### Description of the Role:

Reporting to the Lead Developer.

A Full Stack Developer who has substantial commercial experience designing and implementing web applications using AngularJS and Java. The purpose of the role is to develop our new suite of applications using AngularJS 4 and Java 8 and to help our in-house development team gain sufficient knowledge to continue the development.

### Key Responsibilities:

1. To develop the applications for our new suite of applications using AngularJS 4 and Java 8.
2. To handover of the technical solution to the in-house software development team.
3. To enhance knowledge of AngularJS 4 and related technologies within the in-house software development team.
4. To work with the development and testing team in a responsive agile way.
5. To code and test the software solutions in line with industry best practices.
6. To conduct unit and integration testing for all assigned deliverables.
7. To contribute to the enhancement of development, test, build and deployment processes.
8. To conduct non-unit testing as required.
9. To write technical handover and support documentation.
10. To contribute to the development of system and user documentation.
11. To present work to stakeholders at regular reviews.
12. To contribute to the management of and communications for end user acceptance testing.
13. To complete work to a high professional standard.
14. To conduct your duties in a professional and responsible manner.
15. To provide professional advice on your area of expertise and IT in general.
16. To contribute to the overall success of Ofwat.
17. To promote a positive image of Ofwat externally.
18. To be responsible for having a positive approach to team working.
19. To take responsibility for own understanding of, and apply the principle of, equality in respect of Ofwat services.



20. To adopt a visibly positive, customer first approach in both behaviour and outputs.

### **Relevant experience and skills**

- A minimum of 3 years full stack development experience in a software development role.
- Extensive experience with the above technical toolset and other open source development tools.
- Experience of developing Object Orientated software solutions.
- Experience of unit testing.
- Experience of other software testing practices. EG. User acceptance testing, Test automation.
- An understanding of the software development cycle.
- Excellent critical thinking, problem solving, design, coding and debugging skills.
- Understanding of and experience with software development methodologies. It would be advantageous to have experience of Agile methods such as Scrum or Kanban.
- Experience with build and deployment practices.
- Clear and confident written and verbal communication skills. Ability to communicate with technical and non-technical people.
- Excellent interpersonal skills to be able to build good relationships with customers as well as those within a small team.
- Ability to work under pressure to meet deadlines.
- Proven success in a team environment and ability to work in team of developers.
- Self-motivated with ability to work on own initiative.

### **Term**

Contract Commencement Date: 14 November 2017

Contract Expiry Date: 31 March 2018 or when the Cap price is reached, whichever is the first to occur unless extended or terminated in accordance with this Call off Contract.

The Customer will give the Supplier 10 (ten) working days' notice should it wish to conclude the Contract early.

The Customer may elect to extend the Call off Contract duration beyond 31 March 2018. In the event that the Customer wishes to extend the Call off Contract, the Customer shall notify the Supplier, 1 week before the end of the Contract Period or as soon as practicable thereafter. Any extension of Call off Contract will be by mutual agreement.

### **Call off Contract Charges**

Customer spend under this Call off Contract is restricted to a maximum **£47,500** ("the Capped Call off Contract Charges"), is all inclusive.

Breakdown of Charges applicable to the Call off Contract:

**OFFICIAL: COMMERCIAL - SENSITIVE**

Key Personnel	Charges per day (£)*	Maximum no. days **	Total Capped Call off Contract ex VAT and travel expenses
			<b>£47,500</b>

Invoicing should be carried out monthly in arrears. Payment will be made within thirty (30) days of receipt by the Customer of a valid invoice from the Service Provider. The Customer shall pay invoice submitted by the Supplier in accordance with Clause 21 of the Call off Terms for the Supply of Non-Medical Non Clinical (NMNC) temporary and fixed terms staff (RM971).

Payment will be made electronically via Banks Automated Clearing Services (BACS).

\* A working day is 7.5 hours excluding lunch break; part days worked shall be charged on a pro-rata basis.

\*\*The Key Personnel will work 5 days per week unless there are bank holidays or other days as notified by the Ofwat representative.

Please note: The Customer will not pay extra for commuting to the main place of work. The Key Personnel will need to pay for any related travel and accommodation in connection with travelling to London and then will need to reclaim the expenses via the Service Provider's invoice.

Any travel and accommodation required in connection with the Call off Contract will be reimbursed on acceptance of receipts and where appropriate a mileage log. Any travel and accommodation must be in accordance with Ofwat's standard travel rates as attached at Appendix A.

## **Share Dealing**

The Service Provider shall use reasonable endeavours to procure that the Key Personnel does not, apply for, purchase or sell or otherwise deal for profit in shares, options or any other securities in any water or sewerage company in England and Wales during the Call off Contract.

## **Review Meetings**

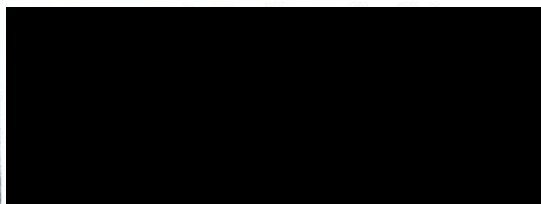
Customer's first point of contact for review meetings is:

Adam Edgar

T: +44 (0) 121 644 7813

E: Adam.Edgar@ofwat.gsi.gov.uk

Service Provider's first point of contact for review meetings is:





## Appendix A – Travel and Accommodation rates

Receipts must be submitted with all claims and must be in accordance with these rates

### Accommodation:

Paid on actual expenditure within the following prescribed ceilings:

London	£165
Elsewhere	£115
Private residence	£25

These rates cover a 24 hour period for accommodation only, inclusive of VAT, receipts must be submitted.

### Mileage Rates:

25p per mile

A mileage log must be submitted (to/from, mileage/date, to see/purpose)

### Rail Travel

The actual cost of public transport (normally rail) may be reimbursed. Economy Class (second class) rail tickets should be purchased.

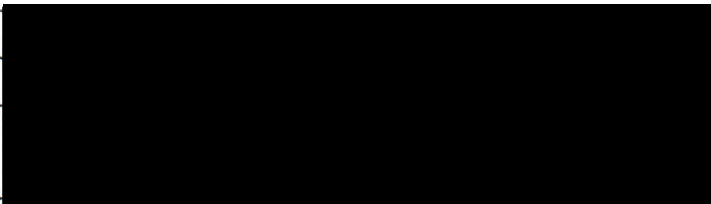
## Variations to Contract:

Any amendments to the Contract must be agreed in writing in accordance with the Clause 12 of the NHS Conditions of Contract.


## Formation of Call Off Contract

BY SIGNING AND RETURNING THIS ORDER FORM THE SERVICE PROVIDER AGREES to enter a legally binding Contract with the Customer to provide to the Customer the Services specified in the Service Order Requirements set out in this Order Form incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Non-Medical, Non-Clinical Temporary and fixed terms staff Framework Agreement (RM971).

For and on behalf of the Service Provider

Name		
Title		
Signature		
Date	13 / 11 / 17	

For and on behalf of the Customer:

Name	ADAM EDGAR
Title	LEAD SOFTWARE DEVELOPER
Signature	
Date	1 / 11 / 17