



## **Digital Outcomes and Specialists 5 (RM1043.7)**

### **Framework Schedule 6 (Order Form)**

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

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

### Order Form

Call-Off Reference: PRJ\_74

Call-Off Title: **Microsoft Power Platform Specialist Partner**

Call-Off Contract Description: BEIS is seeking to partner with a Power Platform specialist with extensive knowledge and experience of delivering services that adhere to Government Digital Standards.

The supplier is expected to be a Microsoft Silver or Gold Partner with extensive experience of Dynamics 365, Power BI, Power Automate, Azure, Azure DevOps, Power Platform services and SharePoint Online.

The Buyer: The Department for Business Energy and Industry Strategy

Buyer Address: 1 Victoria Street, London, SW1H 0ET, United Kingdom

The Supplier: Storm ID Limited

Supplier Address:

**Storm ID Ltd**

**43 Constitution Street**

**Edinburgh**

**EH6 5BG**

Registration Number: **SC216070**

DUNS Number: **221466142**

SID4GOV ID: **Not known**

### **Applicable Framework Contract**

This Order Form is for the provision of the Call-Off Deliverables and dated 02/08/2022.

It's issued under the Framework Contract with the reference number RM1043.7 for the provision of Digital Outcomes and Specialists Deliverables.

The Parties intend that this Call-Off Contract will not, except for the first Statement of Work which shall be executed at the same time that the Call-Off Contract is executed, oblige the Buyer to buy or the Supplier to supply Deliverables.

The Parties agree that when a Buyer seeks further Deliverables from the Supplier under the Call-Off Contract, the Buyer and Supplier will agree and execute a further Statement of Work (in the form of the template set out in Annex 1 to this Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)).

Upon the execution of each Statement of Work it shall become incorporated into the Buyer and Supplier's Call-Off Contract.

### **Call-Off Lot**

Lot 1: Digital Outcomes

### **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) RM1043.7
- 3 Framework Special Terms
- 4 The following Schedules in equal order of precedence:
  - Joint Schedules for RM1043.7
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data) RM1043.7

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- Call-Off Schedules for RM1043.7
  - Call-Off Schedule 1 (Transparency Reports)
  - Call-Off Schedule 2 (Staff Transfer)
  - 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 7 (Key Supplier Staff)
  - Call-Off Schedule 9 (Security)
  - Call-Off Schedule 10 (Exit Management)
  - Call-Off Schedule 13 (Implementation Plan and Testing)
  - Call-Off Schedule 20 (Call-Off Specification)

5 CCS Core Terms (version 3.0.9)

6 Joint Schedule 5 (Corporate Social Responsibility) RM1043.7

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 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**

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

None

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

Call-Off Start Date: 02/08/2022

Call-Off Expiry Date: 31/07/2024

Call-Off Initial Period: 24 months

Call-Off Optional Extension Period: 2 years

Minimum Notice Period for Extensions: 1 month

Call-Off Contract Value: up to £2,158,125

### **Call-Off Deliverables**

The Department requires a supplier to deliver the following:

The Core Team deliverable will include and not be limited to:

A Power Platform application that meets the agreed user requirements hosted on BEIS infrastructure. The user requirements will be iterated based on input from BEIS users and experts and where appropriate the end-to-end service designer and technical architect.

The application will link to the PPM Tool application where the service designer indicates that this is required, and the team can reach a technical consensus.

Other requirements are in Discovery and once investigations are complete, we will look to expand the team to cover:

- Assurance reviews
- Business case approvals
- Portfolio management (projects starting, moving through life cycle and finishing)

As such we expect this work to include a fair mix of technical discovery, flex in deliverables and resource as well as development, integration and testing work.

### **Buyer's Standards**

From the Start Date of this Call-Off Contract, the Supplier shall comply with the relevant (and current as of the Call-Off Start Date) Standards referred to in Framework Schedule 1 (Specification).

### **Maximum Liability**

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms as amended by the Framework Award Form Special Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £2,158,125.

### **Call-Off Charges**

#### **1 Capped Time and Materials (CTM)**

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, under each SOW, charge the Buyer 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**

[None]

**Payment Method**

Payment to be made by BACS following a correct invoice

**Buyer's Invoice Address**

Department for Business, Energy, and Industrial Strategy  
Address: 1, Victoria Street, London SW1H 0ET

**Buyer's Authorised Representative**

[Redacted]

**Supplier's Authorised Representative**

[Redacted]

**Supplier's Contract Manager**

[Redacted]

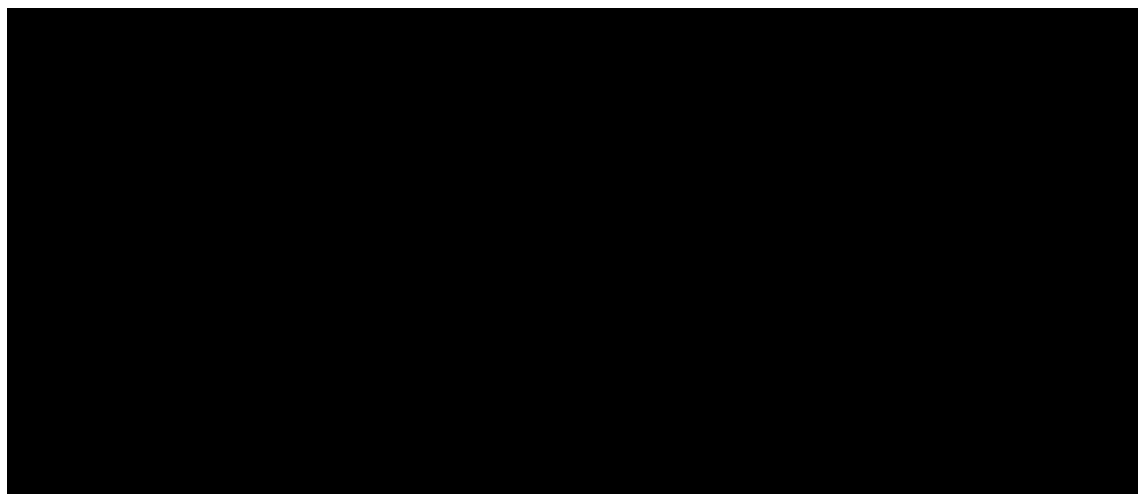
**Progress Report Frequency**

On the last week of each calendar month

### Progress Meeting Frequency

Weekly via the usual method of Agile Stand-ups – Mon, Wed, Fri as required

### Key Staff



### Key Stakeholder



### Commercially Sensitive Information



### Balanced Scorecard

See Call-Off Schedule 14 (Service Levels and Balanced Scorecard)

### Material KPIs

The following Material KPIs shall apply to this Call-Off Contract in accordance with Call-Off Schedule 14 (Service Levels and Balanced Scorecard):

Material KPIs	Target	Measured by
Sprint Team Velocity	Sprint on sprint improvements to velocity for first 4 months followed by consistent velocity (+/-20%) thereafter	Burndown Chart
Delivery of Value	Consistent delivery of value driven items on backlog on a sprint by sprint basis	Value Delivered Chart

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Minimal/No Defect releases	Team should target zero P1/P2 defects on release of code (or seek to rollback/redress within 24hrs)	Defect Log / Retrospectives
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**Additional Insurances**

Not applicable

**Guarantee**

Not applicable

**Social Value Commitment**

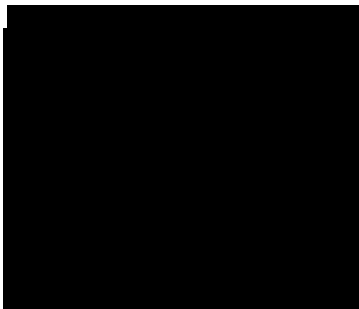
The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)]

**Statement of Works**

During the Call-Off Contract Period, the Buyer and Supplier may agree and execute completed Statement of Works. Upon execution of a Statement of Work the provisions detailed therein shall be incorporated into the Call-Off Contract to which this Order Form relates.

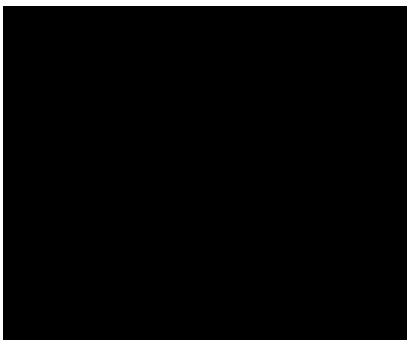
**For and on behalf of the Supplier:**

Signature:



**For and on behalf of the Buyer:**

Signature:





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

## **Appendix 1**

## **Annex 1 (Template Statement of Work)**

### **1 Statement of Works (SOW) Details**

Upon execution, this SOW forms part of the Call-Off Contract (reference below).

The Parties will execute a SOW for each set of Buyer Deliverables required. Any ad-hoc Deliverables requirements are to be treated as individual requirements in their own right and the Parties should execute a separate SOW in respect of each, 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:** 02/08/2022

**SOW Title:** Provision of Core Discovery & Development Team

**SOW Reference:** 01

**Call-Off Contract Reference:**

**Buyer:** BEIS, Digital Solutions Programme

**Supplier:** Storm ID

**SOW Start Date:** 08/08/2022

**SOW End Date:** 30/03/2023

**Duration of SOW:** 8 months

**Key Personnel (Buyer):**

[Redacted]  
[Redacted]  
[Redacted]

**Key Personnel (Supplier):**

[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

**Subcontractors:**

*The following resource operate via subcontracted managed service but form (either directly or by association) part of the Digital Solutions Team*

[REDACTED]

## **2 Call-Off Contract Specification – Deliverables Context**

### **SOW Deliverables Background:**

The BEIS Digital Solutions (DS) Programme is a body of work which will look at properly integrating the end-to-end journey for BEIS Project stakeholders (at a project, portfolio and SRO level).

Our technical scope is the underpinning project/portfolio tools and technologies as well as the associated reporting, insight and data management. In turn the objective is to enhance assurance, reporting and facilitation of good project practises across BEIS by improving or streamlining tools and platforms (including those leveraging more basic 'excel' based processes).

### **Delivery phase(s):**

This team will be present throughout all phases of the programme lifecycle – will be in part responsible for Pre-Discovery/Discovery activities as well as delivery and development activities. In the short/mid term they will also provide some support functionality as needed until a BAU support partner can be established within the organisation.

### **Overview of Requirement:**

Provision of a self organising Scrum Team capable of performing discovery, refinement, delivery and testing of key user needs – predominantly utilising power platform and other tools as needed.

In addition to the core team, specific SME's will be required to cover :

- Comms/Content creation : Training materials, briefings, intranet comms, vision statements
- Data architecture and best practice
- Verto : Business Change and Project Management
- Verto : Verto (SaaS) configuration and setup

## **3 Buyer Requirements – SOW Deliverables**

### **Outcome Description:**

The deliverables will include and not be limited to:

1. A PowerPlatform application or integration layer that meets the agreed user requirements hosted on BEIS infrastructure. The user requirements will be iterated based on input from BEIS users, product owners and where appropriate feedback from SME's in the Core Team.
2. The application will link to other applications (PPPM tool, Benefits tracking, Business Cases, HR data or Finance) where the service designers or Product Owners indicates that this is required, and the team can reach a technical consensus. This is to primarily to facilitate good data practises to enable more sophisticated insight to be driven from these disparate platforms. It will also seek to reduce/remove duplicate inputting of data.
3. PPPM tool (Verto) configuration and support with rollout across BEIS. This will include stakeholder management, development of training collateral, configuration of the tool and supporting the wider Digital Transformation Team (of which Digital

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Solutions is a part) to ensure processes/governance and technical configurations work together and not against each other.

4. The migration of the existing bespoke Sharepoint based Reporting tool (ORB) to PowerPlatform, where appropriate allowing the PPPM tool to take over some of the functionality whilst ensuring all data and reporting integrates properly

Other requirements are in Discovery and once investigations are complete we will look to expand the team to cover:

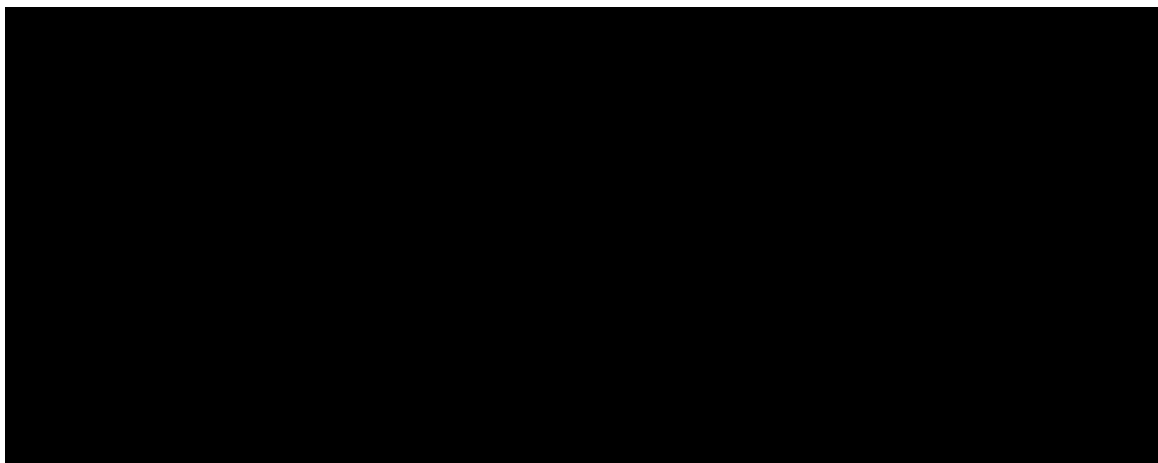
- Assurance reviews
- Business case approvals (CAMEO and MEPT)
- Portfolio management (projects starting, moving through life cycle and finishing)
- Data management, analysis and Insight to drive good decision making at a senior level
- Management Control – closing the loop and supporting accountability when risks, issues or other decisions are escalated. Recording, reporting and holding resource accountable for the ownership.

As such we expect this work to include a fair mix of technical discovery, flex in deliverables and resource as well as development, integration and testing work.

### **Delivery Plan:**

Specific workstreams for this team include :

- BCAT Improvements : Power Platform and improvement work
- Verto: Deliver y and Configuration Management work within Verto SaaS
- ORB + : Migration of existing Sharepoint Tool to Power Platform and Discovery work on how data is held within the organisation and how it can be better utilised to drive insight for senior stakeholders
- Key Integrations : Integration between SaaS tools, Data sets and Power Platform
- Data Insight and Management : Displaying insight to allow senior users to make decisions and to provide a clear escalation path and ownership of risks, issues, actions etc.



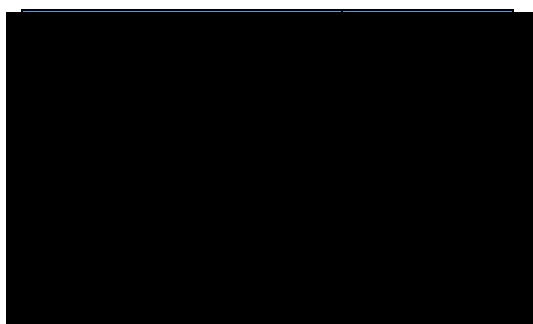
**Dependencies:**

We recognise that the delivery of the above has dependencies on access to appropriate environments, tools, laptops and other subscriptions.

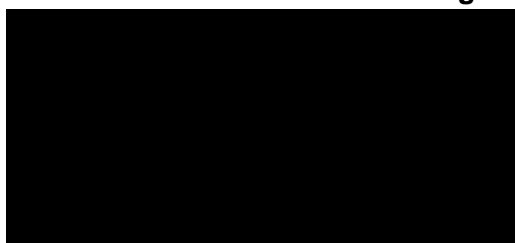
Recognising the complex relationship with BEIS Digital we, Digital Solutions, may need to leverage Storm ID's capabilities to provision environments or equipment where BEIS Digital are unable or slow to respond. Naturally these costs will be evaluated and approved separately.

**Supplier Resource Plan:**

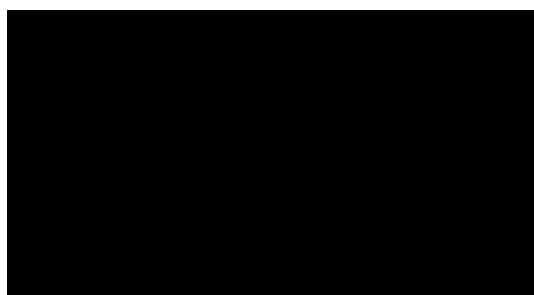
**Scrum Team**



**Contract Governance and Management**



**Additional SMEs**



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Additional resource types are available under this contract and can be requested and scoped on a need's basis via a separate SOW or extension to an existing SOW.

Note. Planned resource profile in terms of days will be shaped in initial onboarding period and be mutually approved in the first month of deployment.

#### **Security Applicable to SOW:**

The Supplier confirms that all Supplier Staff working on Buyer Sites and on Buyer Systems and Deliverables, have completed Supplier Staff Vetting in accordance with Paragraph 6 (Security of Supplier Staff) of Part B – Annex 1 (Baseline Security Requirements) of Call-Off Schedule 9 (Security).

Storm ID confirm that all staff and contractors assigned to deliver the SOWs under the terms of this contract will have Baseline Personnel Security Standard (BPSS) in place prior to starting work.

#### **Cyber Essentials Scheme:**

The Buyer requires the Supplier to have and maintain a **Cyber Essentials Certificate OR Cyber Essentials Plus Certificate** for the work undertaken under this SOW, in accordance with Call-Off Schedule 26 (Cyber Essentials Scheme).

Storm ID are Cyber Essentials (IASME-CE-044538) and Cyber Essentials Plus (IASME-CEP-010003) certified.

#### **Performance Management:**

<b>Material KPIs</b>	<b>Target</b>	<b>Measured by</b>
Sprint Team Velocity	Sprint on sprint improvements to velocity for first 4 months followed by consistent velocity (+/- 20%) thereafter	Burndown Chart
Delivery of Value	Consistent delivery of value driven items on backlog on a sprint by sprint basis	Value Delivered Chart
Minimal/No Defect releases	Team should target zero P1/P2 defects on release of code (or seek to rollback/redress within 24hrs)	Defect Log / Retrospectives

#### 4 Charges

##### **Call Off Contract Charges:**

The applicable charging method(s) for this SOW is Time and Materials

The estimated maximum value of this SOW (irrespective of the selected charging method) is £2,158,125

##### **Rate Cards Applicable:**

See above rate cards for proposed resource in Resource profile.

##### **Reimbursable Expenses:**

[None]

#### 5 Signatures and Approvals

##### **Agreement of this SOW**

BY SIGNING this Statement of Work, the Parties agree that it shall be incorporated into Appendix 1 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**

[Redacted]

[Redacted]

[Redacted]

Signature:

[Redacted]

##### **For and on behalf of the Buyer**

[Redacted]

[Redacted]



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[REDACTED]

[REDACTED]

[REDACTED]