

# WORK PACKAGE - AGREEMENT FOR DELIVERABLES UNDER THE PROJECT CONTRACT

<b>AREA OF THE PROJECT</b>	<i>Supply of Temporary Staff – IT Project Management</i>
<b>WORK PACKAGE NUMBER</b>	<i>WP008</i>
<b>SERVICE COMMENCEMENT DATE FOR WORK PACKAGE</b>	<i>30 April 2018 to 31 July 2018</i>

This Work Package forms part of the agreement for services in relation to the Project between the Authority and the Supplier (the "Agreement"). Capitalised terms used in this Work Package shall have the meaning given to them in Schedule 1 (Definitions) of the Agreement.

## 1. BACKGROUND AND REQUIREMENTS

### 1.1 Background

1.1.1 The Authority requires a temporary IT Project Manager to assist in the delivery of its Business Improvement Programme. The engagement is to start as soon as possible and is planned to last for an initial 3 months. However, there may be opportunities to extend for up to a further 3 months.

1.1.2 The IT Project Manager will assist on the following projects:

- Replacement of telephony solution
- Replacement of video conferencing
- Disaster recovery – Business Continuity Testing
- Roll out of our new surfacepros
- and the final stages of the roll out of iTrent.

However, support for other projects may be required.

1.2 **Requirements** The Authority is seeking an experienced IT Project Manager. No particular technical expertise is required however a track record of successfully delivering IT projects is essential. Knowledge of business process analysis would be helpful. The role is home based although there is the potential for Home Working. In accordance with clause 16.2A The Supplier shall ensure that the Project Manager has a current Baseline Personnel Security Standard clearance.

- 1.3 **Outcomes** The project briefs will define the outcomes required.
- 1.4 **Term** – The engagement is to start as soon as possible and is planned to last for an initial 3 months. However, there may be opportunities to extend for up to a further 3 months. Termination of the work package to be on 1 weeks notice on either side.
- 1.5 **Capability required** – as detailed in requirements.
- 1.6 **Insurances** – no additional insurance required.
- 1.7 **Charges** – the Authority requests the Supplier to provide pricing options based on the following (each defined in accordance with Schedule 5.1).-

1.7.1 **Payment Mechanism: Service Charges**



2. **SOLUTION AND SERVICES**

- 2.1 The Supplier will provide a full time IT Project Manager to provide the services as outlined above in 1.12. The IT Project Manager will be based at the Authority locaton, 7 Hill St, Birmingham B5 4UA. The services will be provided for 3 months from 30 April 2018 to 31 July 2018 which equates to 65 working days excluding bank holidays.
- 2.2 **Key Personnel**

The table below outlines the Supplier's resources which will deliver the IT Project Manager requirements.

Role	Name	Days	Responsibilities
IT Project Manager			Provide project management and business analyst and process support to the areas required to support the IT hub

2.3 **Implementation services and delivery plan**

Not applicable – the delivery requirements will be agreed on a weekly basis

2.4 **Authority Responsibilities**

The Supplier's ability to perform the services is dependent upon the Authority fulfilling its responsibilities, which include:

- The Authority is responsible for the overall programme of work and for all management functions and decisions, including establishing and maintaining internal controls, evaluating and accepting the adequacy of the scope of the Services in addressing the Authority's needs and making decisions regarding whether to proceed with recommendations.
- The Supplier's resource will at all times be under the Authority's direction, control and supervision, and not that of the Supplier. The Authority will be responsible for their work and for providing a safe working environment for them.
- The Authority will take responsibility for reviewing, accepting and taking ownership of any deliverables.

- The Authority are also responsible for the results achieved from using the Services or Deliverables. The Authority will designate a competent member of its management to oversee the Services and to coordinate the work for/ with the Supplier team.
- The Authority will provide timely, accurate, and complete information and reasonable assistance, and the Supplier will perform the engagement on that basis.

**2.5 Any access to the Authority Premises requested by the Supplier and if so the proposed terms of access**

The Supplier's IT Project Manager will require access to The Authority's premises full time throughout the duration of the project, including providing desk space and WIFI.

**2.6 Detailed Services/Deliverables:**

Not applicable – there will be no specific deliverables within this work package.

**3. CHARGES FOR WORK PACKAGE**

**3.1 Proposed Payment Mechanism (select from below)**

**Payment Mechanism**

(Tick one box)

<input checked="" type="checkbox"/>	<b>Service Charges</b>
<input type="checkbox"/>	<b>Milestone Payment</b>

**Pricing Methodology**

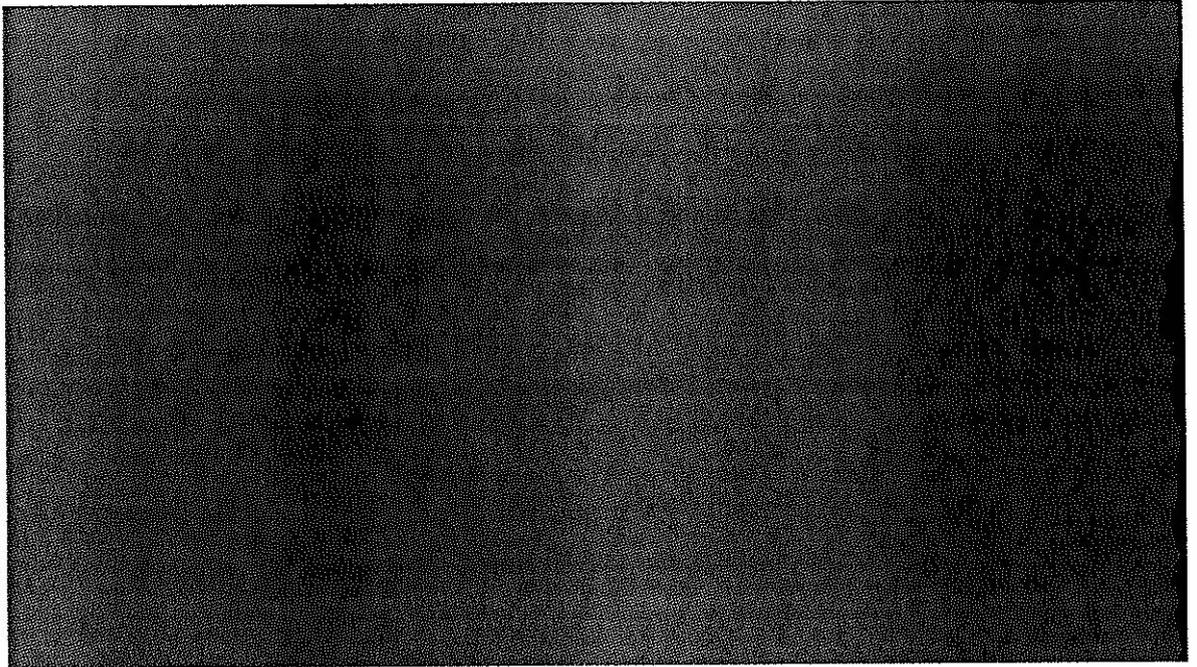
(Tick boxes as applicable)

<input type="checkbox"/>	<b>Time and Materials</b>
<input type="checkbox"/>	<b>Fixed Price</b>
<input checked="" type="checkbox"/>	<b>Firm Price</b>
<input type="checkbox"/>	<b>Estimated Price</b>

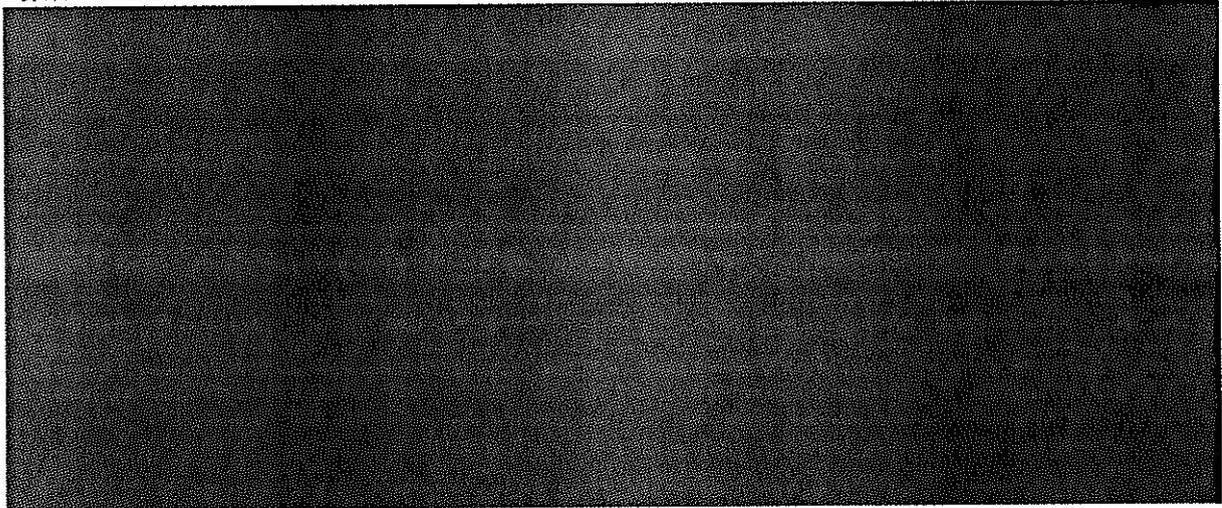
**3.2 Fixed Price Work Packages or Firm Price Work Packages**

**3.2.1 Milestone Plan (for Fixed Price or Firm Price Work Packages)**

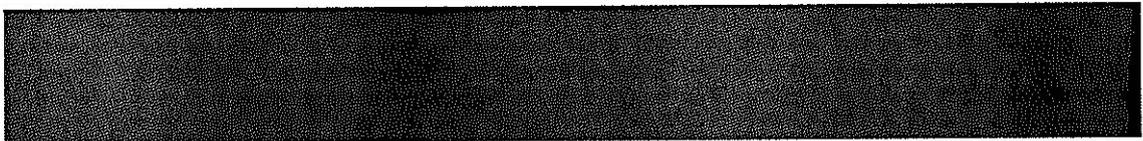
MILESTONE (KEY / NOT KEY MILESTONE)	MILESTONE ACHIEVEMENT CRITERIA	MILESTONE DATE	MILESTONE PAYMENT	DELAY CREDIT RATE (IF APPLICABLE)	DELAY DEDUCTION PERIOD (IF APPLICABLE)



**3.1.1 Estimated Resources and Effort**



**3.1.1 Agreed Fixed Price or Firm Price (as appropriate)**



**3.2 Risk Factors**

There are no risk factors identified in this work package.

**3.3 Reimbursable Expenses**

There are no further expenses to be reimbursed, the agreed rate from the ratecard is inclusive of expenses.

#### 3.4 Assumptions

There are no specific assumptions identified in this work package.

#### 4. PERFORMANCE MANAGEMENT

There are no specific performance management requirements identified in this work package.

#### 5. PROGRESS REPORTING

The Authority has indicated this work package will report into Business Improvement Programme governance framework. The Authority proposes the Delivery Board provides strategic oversight of this work package.

The Supplier's project manager and the Authorities project director would be responsible for reporting progress to the Delivery Board.

#### 6. INTELLECTUAL PROPERTY RIGHTS

There are no specific IPR considerations in this work package.

#### 7. DATA PROTECTION PARTICULARS

7.1 Each of the Parties acknowledges and agrees that the following is an accurate description of the Data Protection Particulars:

It is the intention of the parties that the Authority shall not require the Supplier to Process any Personal Data in the provision of the Services and the Authority does not intend to i) transfer; ii) share; or iii) provide any kind of access to any Personal Data to or with the Supplier. The Authority shall use its reasonable endeavours to perform the extract and anonymising of data from the iTrent system (and other systems) that is required by the Supplier such that the data subsequently transferred to the Supplier does not represent Personal Data.

Notwithstanding the generality of the foregoing paragraph if either party knows or reasonably believes that the Supplier has received any Personal Data from the Authority, such party shall immediately notify the other party in writing of the same with reasonable particulars. Notifications to Ofwat shall come to both Patrick Ellis and Christine Manise. The parties shall meet as soon as reasonably practicable following such notification to discuss and agree any Processing requirements in respect of such Personal Data and/or its return to the Authority (as appropriate). Until such time as the Processing ceases and/or the Personal Data is returned to the Authority, the Supplier shall safeguard such Personal Data in accordance with the provisions of this Agreement. In the event that Personal Data is sent in error to the Authority then the Supplier shall immediately return such Personal Data to the Authority notifying the Authority of the error and shall cease Processing such Personal Data immediately.

If the Supplier requires Personal Data to perform the Services under this Agreement at any time it shall discuss this with the Authority and the Parties shall agree a Change in respect of this Work Package to reflect the same.

Nothing in this [paragraph] shall in any way affect the Supplier's obligations in respect of Personal Data as set out in this Agreement.

8. **CONFLICT OF INTEREST**

There are no actual, potential or perceived conflicts of interest identified for this work package.

9. **EXIT MANAGEMENT**

There are no specific exit obligations required for this work package. On completion of the role, the IT Project Manager will provide appropriate and sufficient handover.

10. **SIGNATURE PAGE**

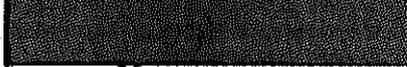
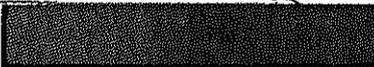
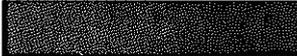
10.1 Approvals

The below approve the services detailed within this Work Package are required and approve the Supplier to commence this work.

Name	Role	Date of Approval
Caroline Gregory	Director of IT and Digital	1/5/2018

ANNEX 2

WORK PACKAGE AUTHORISATION NOTE

PROGRAMME AREA	WORK PACKAGE REFERENCE	WORK PACKAGE DATE
FINAL WORK PACKAGE PROPOSAL TO BE ATTACHED TO THIS WORK PACKAGE AUTHORISATION NOTE		
CONFIRMATION THAT NO TERMS OF THE AGREEMENT HAVE BEEN AMENDED AS A RESULT OF THIS WORK PACKAGE (If a Contract Change relating to this Work Package has been agreed, the relevant Change Authorisation Note should be attached to this Work Package Authorisation Note)		
SIGNED ON BEHALF OF THE AUTHORITY:		SIGNED ON BEHALF OF THE SUPPLIER
Signature: 		Signature: 
Name: <i>1 May 18</i> .....		Name:  .....
Position: [ <del>Commercial Director</del> ] <i>SENIOR DIRECTOR - BUSINESS IMPROVEMENT.</i>		Position: [Contract Manager]  <i>PWC</i>
Date: .....		Date: <i>1/5/18</i> .....

11 POST COMPLETION

Approval that services within this work package have been successfully completed.

Documents: *insert acceptance criteria*

Meetings/Workshop *insert acceptance criteria*

ACTIVITY	Deliverable/Outcome (i.e. document produced, workshop arranged/completed. .)	DUE DATE (linked to milestone dates in project plan)	DATE COMPLETE D	ACTIVITY SIGNED OFF BY AUTHORITY Work Package Lead (including comments)

NB: Attach exit summary report if at the end of the contract/supplier exiting – ensuring knowledge / activities successfully transferred to Authority staff or new supplier

12. SIGN OFF

The below approves that this work package has been completed within scope, quality and cost.

Name	Role	Date of Approval
[insert job descriptions of individual responsible for confirming completion of services covered by Work Package]		