



ORDERORDER NO: **SER/0628**Date of Order: **11/11/2016***(To be quoted on all correspondence relating to this Order)*

FROM (Customer): Water Services Regulation Authority Centre City Tower 7 Hill Street Birmingham B5 4UA Customer's Representative: Zafar Ibrahim T: +44 (0) 121 644 7527 E: zafar.ibrahim@ofwat.gsi.gov.uk	TO (Service Provider): Badenoch and Clark 35 Livery Street Birmingham B3 2PB Contractor's Representative:  
SERVICES TO BE DELIVERED TO: As above	INVOICE ADDRESS: finance@ofwat.gsi.gov.uk or Finance Team Water Services Regulation Authority Centre City Tower 7 Hill Street Birmingham B4 5UA
This Order is subject to the Non-Medical, Non-Clinical Temporary and fixed terms staff (RM971) - NHS Conditions of Contracts.	
<p>Framework/ Lot: Non-Medical, Non-Clinical Temporary and fixed terms staff (RM971) - Corporate Functions - Lot 5</p> <p>(a) On 11 November 2016 the Customer issued its Temporary Staff Request Form in respect of the provision of the Services;</p> <p>(b) The Supplier provided a candidate (the "Tender") submitted in response to the Temporary Staff Request Form on 11 November 2016;</p> <p>(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.</p>	

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 yourselves 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).

Description of Services Requirement:

Interim Microsoft Specialist (PROC.04.0104)

Description of the Role:

Reporting to the Programme Manager.

A Microsoft Office 365/Azure consultant who has designed and implemented Office 365 and carried out the migrations/transitions shall

1. Review our Office 365 configuration and implement latest security advice from HMG
2. Review identity management and the options around allowing secure third party access to our on premise and cloud systems
3. Review the options for moving our on premises servers to the cloud
4. Review options for unified communications and provide cloud based solutions
5. Have the ability to write technical handover and support documentations

Skills:

- Expert knowledge of Microsoft Active Directory, ADFS, Azure, SSO and cloud based identity management.
- Advanced knowledge of Windows network protocols including DNS, DHCP, WINS, LDAP and Kerberos.
- Advanced knowledge of designing and migrating to Office 365 including Exchange, Skype, OneDrive, SharePoint and Yammer.
- Advanced knowledge of security technologies and strategies, including the use of web and email content filtering, public key infrastructure, drive encryption, patch management and AV best practices.
- Knowledge of MDM technologies including Microsoft Intune, and how these can be used.
- Knowledge of Unified Communications design patterns including Skype for Business and cloud hosted VoIP/PBX.
- Knowledge of Microsoft Azure and other cloud computing infrastructure.
- Knowledge of monitoring tools such as Solarwinds, Nagios and System Center Operations Manager (SCOM).

Term

Contract Commencement Date: Monday 14 November 2016

Contract Expiry Date: 10/02/2017 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 7 (seven) working days' notice should it wish to conclude the Contract early.

The Customer may elect to extend the Call off Contract duration beyond the 10/02/2017. In the event that the Customer wishes to extend the Call off Contract, the Customer shall notify the Supplier, 3 weeks 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 **£43,200**. ("the Capped Call off Contract Charges"), is all inclusive.

Breakdown of Charges applicable to the Call off Contract:

Key Personnel	Charges per day (£)*	Maximum no. days **	Total Capped Price ex travel expenses, VAT
Total Capped Price including expenses & VAT			£43,200

Supplier's fee is in accordance with Lot 5, Non Medical Non Clinical framework for the Supplier of £67.72 per day.

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 on average 5 days per week

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 Subsistence 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:

Zafar Ibrahim, Programme Manager

Tel: 0121 644 7527 Email: zafar.ibrahim@ofwat.gsi.gov.uk

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

 Badenoch & Clark



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 (RM971).

For and on behalf of the Service Provider

Name	ZAFAR IBRAHIM
Title	PROGRAMME MANAGER
Signature	
Date	14/11/2016

For and on behalf of the Customer:

Name	
Title	SENIOR MANAGER
Signature	
Date	14/11/16

Appendix A - Travel 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.