



Crown
Commercial
Service

Digital Outcomes and Specialists 5 (RM1043.7)

Framework Schedule 6 (Order Form)

Version 2

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

Order Form

Call-Off Reference: Project_26035

Call-Off Title: TS Practice Review

REDACTED

The Buyer: Department for Works and Pension

Buyer Address: 2 St Peters Square, Manchester, M2 3AA

The Supplier: Mason Advisory

Supplier Address: Landmark. St Peter's Square, 1 Oxford Street, Manchester, M1 4PB

Registration Number: 8990928

REDACTED

Applicable Framework Contract

This Order Form is for the provision of the Call-Off Deliverables and dated 29/08/2023. 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
 - 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)

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- 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.

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

Call-Off Start Date:

REDACTED

Call-Off Expiry Date:

Call-Off Initial Period:

Call-Off Optional Extension Period:

REDACTED

Minimum Notice Period for Extension:

REDACTED

Call-Off Deliverables

REDACTED

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

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(Specification). The Buyer requires the Supplier to comply with the following additional Standards for this Call-Off Contract:

Cyber Essentials Scheme

The Buyer requires the Supplier, in accordance with Call-Off Schedule 26 and Cyber Essentials Plus Certificate prior to commencing the provision of any Deliverables under this Call-Off Contract.

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.

REDACTED

Call-Off Charges

Time and Materials (TM)

REDACTED

As detailed in the DWP Supplier Travel Policy – Jan 2023

Payment Method

The payment method this Call-Off Contract is BACS Transfer monthly in arrears.

Buyer's Invoice Address

REDACTED

Buyer's Authorised Representative

REDACTED

REDACTED

Buyer's Environmental Policy

Not Applicable

Buyer's Security Policy

[DWP procurement: security policies and standards - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/policies/digital-procurement)

Supplier's Authorised Representative

REDACTED

Supplier's Contract Manager

REDACTED

Progress Report Frequency

REDACTED

Progress Meeting Frequency

REDACTED

Key Staff

REDACTED

Worker Engagement Route is Outside IR35



HM Revenue & Customs

Check Employment Status for Tax

For your records

Off-payroll working rules (IR35) do not apply

Key Subcontractor(s)

Not Applicable

Commercially Sensitive Information

Not Applicable

Balanced Scorecard Not

Applicable

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):

REDACTED

Additional Insurances

Not Applicable

Guarantee

Not applicable

Social Value Commitment

Not Applicable

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:

REDACTED

For and on behalf of the Buyer:

REDACTED

[**Buyer guidance:** execution by seal / deed where required by the Buyer]

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).

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

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: 29th August 2023

SOW Title: Project_26035

SOW Reference: TS Practice Review

Call-Off Contract Reference: Project_26035

Buyer: Department for Works and Pensions

Supplier: Mason Advisory

SOW Start Date:

REDACTED

SOW End Date:

Duration of SOW

Key Personnel (Buyer)

REDACTED

Key Personnel (Supplier):

REDACTED

2 Call-Off Contract Specification – Deliverables Context

Delivery phase(s): Not Applicable

Overview of Requirement: Not Applicable

3 Buyer Requirements – SOW Deliverables Outcome

Description:

REDACTED

Delivery Plan:

Dependencies:

REDACTED

Supplier Resource Plan:

REDACTED

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

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).

Cyber Essentials Scheme:

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

SOW Standards:

Not Applicable

Performance Management:

Not Applicable

Additional Requirements:

Annex 1 – Where Annex 1 of Joint Schedule 11 (Processing Data) in the Call-Off Contract does not accurately reflect the data Processor / Controller arrangements applicable to this Statement of Work, the Parties shall comply with the revised Annex 1 attached to this Statement of Work.

Key Supplier Staff:

REDACTED		

4 Charges

Call Off Contract Charges:

The applicable charging method(s) for this SOW is:

REDACTED

REDACTED

Rate Cards Applicable:

REDACTED

Reimbursable Expenses:

As per the below DWP Policy Listed below – requiring pre-authorisation.

DWP Travel, Accommodation and Expenses Policy (Jan 23 policy)

1. The following principles and guidance are extracted from the Buyers expenses policy and are only intended to be a summary of the key areas and further guidance can be provided by the Buyer upon request from the Supplier, as the policy may change from time to time.
2. When making a claim for any payment the Supplier shall provide the Buyer with reasonably requested documentary evidence of actual expenditure to support the claim.
3. Supplier resources / Contractors can claim expenses for business travel and accommodation where they have to make a journey to another DWP office or to an official meeting not on DWP premises. Claims for meals/ subsistence cannot be made as Supplier resources / contractor day rates are deemed sufficient to cover such costs. Contractors cannot make claims for any meals.

HOTEL ACCOMODATION

Eligibility

1. You can stay overnight in hotel accommodation for a maximum of 30 nights.
2. Hotel accommodation should only be booked for the actual nights you stay in the accommodation and will not be payable during any absence from work or time away from the accommodation unless you are off sick and:
 - are certified medically unfit to travel; or
 - you have a short period of illness of 3 days or less and no appreciable savings would be made if you returned home during your illness.
3. Hotel accommodation can only be used for the night of your last day of duty if you were unable to return to your home by 20:00 hours and subsequently stayed a further night.

4.

HOTEL ROOM EXPENDITURE LIMITS

The following regional maximum expenditure limits are in place:

Overnight stay: London £150 Rest of the country (except London) £100

RAIL TRAVEL

1. First Class rail travel is not permitted. Economy class only.
2. Restricted/Advance Purchase tickets must be booked for your journey. As well as being the cheapest option this will also ensure that you have a definite train booked and a seat for your journey(s). 'Anytime' tickets should only be purchased where they are the cheapest available ticket.

TAXIS

1. Staff must always consider whether travelling by taxi is a necessity, having considered alternative travel methods, business needs, sustainability issues and increased public scrutiny of expenses and cost.

2 When Can I use a Taxi?

2. Taxis can only be used where one of the following applies:

- Heavy luggage has to be handled
- A taxi can be shared with colleagues and there is a saving over public transport costs
- There is no suitable method of public transport
- It is necessary due to a long term health problem
- There is a risk to personal safety
- Exceptionally, the saving of official time is important

3. You can only use a taxi where the fare will be under £50 per person per journey.

There are no exceptions to this limit and the limit overrides the authorised use reasons above. You cannot claim reimbursement for any tips or gratuities. AIR

TRAVEL (including International Air Travel)

Key Policy Points

1. Business journeys must only be booked when meeting in person is essential.
2. Air travel can be authorised where, taking into account the full cost and duration of the journey including travel to/from the airport, and potential overnight stays saved, it offers better value for money than alternative methods.
3. The cheapest ticket which meets the travel requirements must be purchased. In most circumstances this will be an Advance or Fixed ticket.
4. Flights within the UK must be Economy class. When you are flying overseas and flight is less than 2.5 hours you must travel in economy class
5. When you are flying overseas and the flight is over 2.5 hours you should agree the most

appropriate class of travel taking into account the requirement to spend responsibly and protect the reputation of the department.

6. Business Class tickets and any tickets costing more than £1,000 should not be booked without prior approval from the Permanent Secretary. You must not book 1st class tickets in any circumstances
7. You must not request lounge access unless this is specifically approved as a necessity, after giving consideration to the extra cost and the actual amount of working time intending to spend in the

lounge

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

Annex 1 Data Processing

Prior to the execution of this Statement of Work, the Parties shall review Annex 1 of Joint Schedule 11 (Processing Data) and if the contents of Annex 1 does not adequately cover the Processor / Controller arrangements covered by this Statement of Work, Annex 1 shall be amended as set out below and the following table shall apply to the Processing activities undertaken under this Statement of Work only:

[Template Annex 1 of Joint Schedule 11 (Processing Data) Below]

Description	Details
Identity of Controller for each Category of Personal Data	<p>1. The Parties acknowledge that they are Independent Controllers for the purposes of the Data Protection Legislation in respect of:</p> <ul style="list-style-type: none"> a. business contact details of Supplier Staff for which the Supplier is the Controller; and b. business contact details of any members of the public, directors, officers, employees, agents, consultants and contractors of Buyer (excluding the Supplier Staff) for which the Buyer is the Controller. <p>2. Buyer shall be a Controller for the purposes of Data Protection Legislation in respect of:</p> <ul style="list-style-type: none"> a. opinions and responses provided (including any special category personal data that may be collected) during any research activity by: <ul style="list-style-type: none"> i. directors, officers, employees, agents, consultants, and contractors of Buyer; and ii. members of the public
Duration of the Processing	Duration of the Call-Off Contract

<p>Nature and purposes of the Processing</p>	<p>Supplier Processing</p> <p>Supplier Processing – is as set out broadly in the SOW's but is limited to viewing of, and consulting in relation to, personal data. The parties agree that:</p> <ol style="list-style-type: none"> 1. The Supplier will follow the Buyer's direction and guidelines on staff security Buyer systems, including role-based access controls and security standards. Where the Supplier is required to grant user access, this will be undertaken at the Buyer's direction. 2. Access for the Supplier to Buyer systems will be limited to Buyer provisioned laptops and approved USB devices. 3. Any requirement to share data externally, such as with third parties for diagnostic purposes, is not to be undertaken by the Supplier and will remain the responsibility of the Buyer.
<p>Type of Personal Data</p>	<ol style="list-style-type: none"> 1. Contact information (e.g. business e-mail address, telephone number etc.). 2. Personal life information (e.g. life habits, family situation). 3. Employment information (e.g. position, experience or employment history). 4. Identification information (e.g. name, gender, image in communication systems, benefit case reference information). 5. Data concerning health. 6. Data revealing racial or ethnic origin
<p>Categories of Data Subject</p>	<ol style="list-style-type: none"> 1. Any directors, officers, employees, agents, consultants and contractors of Buyer (excluding the Supplier Staff) for which the Buyer is the Controller. 2. Members of the General Public 3. Supplier Staff engaged in the performance of the Supplier's duties under the SoW for which the Supplier is the Controller.

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<p>Plan for return and destruction of the data once the Processing is complete</p> <p>UNLESS requirement under Union or Member State law to preserve that type of data</p>	<p>Delete or Return as directed by the Buyer.</p>
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