

## MWO Number: RBN.014.02.23

This Minor Works Order (“**MWO**”) is called off and provided on and subject to the terms of Contract SoEPS for the provision of Managed Services to St Helen's & Knowsley Teaching Hospitals NHS Trust dated 01/11/2021 (the “**Contract**”). Defined terms and expressions in the Contract shall, save where indicated otherwise, have the same meaning in this MWO.

Section 1 – MWO Summary (to be completed by NHS SBS owner)	
<b>MWO Title</b>	Addition of Southport & Ormskirk Hospital NHS Trust (RVY) to St Helens and Knowsley Teaching Hospitals NHS Trust (RBN) set of books on Merger at 1/4/23 and the subsequent closure of RVY.
<b>Date Raised</b>	15/12/2022
<b>Service Line</b>	Finance & Accounting
<b>Management Summary</b>	St Helens and Knowsley Teaching Hospitals NHS Trust (RBN) has requested support to transfer Southport & Ormskirk Hospital NHS Trust (RVY) to their existing ledger RBN.  This project will also include the closure of the RVY ledger and read only access for 10 users.
<b>PO Number</b>	
<b>Change Request (if applicable)</b>	

Section 2 – Contact Details (to be completed by NHS SBS owner)			
<b>Client Name</b>	St Helens and Knowsley Teaching Hospitals NHS Trust	<b>Client ID</b>	RBN
<b>NHS SBS Owner (Name, phone and email)</b>	Ibrahim Mulla – 07971 545 856 – Ibrahim.mulla@nhs.net		
<b>Client Contact (Name, phone and email)</b>	Christine Oakley - <a href="mailto:Christine.Oakley@sthk.nhs.uk">Christine.Oakley@sthk.nhs.uk</a> - 0151 430 2480		
<b>NHS SBS Client Partnership Executive (Name, phone and email)</b>	Chris Fussey - 07849 642020 - chris.fussey@nhs.net		
<b>Operations Lead (Name, phone and email)</b>	Ibrahim Mulla – 07971 545 856 – Ibrahim.mulla@nhs.net		
<b>Finance Manager (Name and email)</b>	Jack Payton - 07590807226 - jack.payton@soprasteria.com		

Section 3 – Billing Details (to be completed by NHS SBS owner)			
Estimated Start Date	6 <sup>th</sup> February 2023	Estimated End Date	16 <sup>th</sup> May 2023
Total Effort in Man Days Or for T&M Complete Section 4 Commercial Arrangements	151 days	Total Charge	£92,841 +VAT+ expenses (plus an ongoing fee of £10,000 pa for 10 read only access licences)
Billing Type ('Fixed Price' or 'Time & Materials')	Fixed Price (excluding expenses)		
Billing Schedule (For 'Fixed Price' only, the number of instalments and when to be invoiced)	One invoice to be raised upon receipt of returned signed MWO for the project. Further annual invoices will be raised for read only access.		

***N.B. Total Charge is subject to and exclusive of Value Added Tax. The offer made by this Work Order is valid for 30 days from the date of last issue.***

Section 4 – Full Explanation of the Required Work (to be completed by NHS SBS owner)	
Requirements Summary	<p>St Helens and Knowsley Teaching Hospitals NHS Trust (RBN) has requested assistance for the transfer of Southport and Ormskirk Hospital NHS Trust (RVY) into their existing ledger. The combined revised RBN ledger will go live on 1st April 2023.</p> <p>This project will include the transfer of open transactions (AP &amp; AR Invoices and GL Balances) from RVY to RBN and the closure of the RVY ledger.</p> <p>Read only access will be provided for the RVY ledger for 10 users.</p> <p>This project is fixed cost price, if further days are required due to variation during the course of the project they will be charged at current rate card.</p>
Scope & Exclusions	<p>NHS SBS will produce a detailed Project Initiation Document ("PID"), for the merger of Southport and Ormskirk Hospital NHS Trust (RVY) into the St Helens and Knowsley Teaching Hospitals NHS Trust (RBN), which clearly defines the tasks required for the successful completion of this MWO and which states the party or parties that will be responsible for their delivery.</p> <p>A summary of the items in scope for this MWO are listed below:</p> <ul style="list-style-type: none"> <li>• Project Management Governance, Migration Consultancy and progress reporting of the project</li> <li>• System Build &amp; setup of the system.</li> <li>• Data work associated with the templates listed below will be in scope for NHS SBS Team to review and provide reconciliation, this will occur after the client Team has cleansed and validated the data templates ready for loading, <ul style="list-style-type: none"> <li>o Chart of Account segments – Cost Centres and their Hierarchy / Code combinations / D3L matrix if necessary</li> <li>o Suppliers / Locations / Non-PO Rules / Purchasing Positions &amp; Hierarchy / Catalogues / Smart forms / Payments configurations setup.</li> <li>o Customers / Salespersons / Sales Items / Activities / Payment Methods</li> <li>o New Oracle and BI Users for RBN ledger</li> <li>o Closedown activity of the RVY Ledger</li> <li>o Read only access to 10 users for the RVY Ledger</li> <li>o Standard SBS Cutover of Dynamic Data for:</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Open AP Transactions</li> <li>○ Open AR Transactions</li> <li>○ GL Balances Journal.</li> </ul> <p>The following items are specifically excluded from this MWO:</p> <ul style="list-style-type: none"> <li>• All training to existing and new users that are affected by this change.</li> <li>• To exclude the undertaking of gap analysis and associated workshops for Process Alignment</li> <li>• Updating Solution Design documents and change management activities.</li> <li>• Onsite Post Go Live Support.</li> <li>• BI Report review from RVY and recreation in RBN remains client task and excluded from the scope of SBS task list.</li> <li>• No IT Readiness activities, assumption that there are no new sites identified.</li> <li>• ESR and Supply Chain Interfaces to follow standard SBS Interface rules.</li> </ul> <p>Any additional requirements not included in the PID, or changes to be made to the PID will require a separate MWO.</p>
<b>Roles &amp; Responsibilities</b>	Roles and responsibilities will be defined in the PID in full detail.
<b>Contractor Deliverables</b>	NHS SBS will work with St Helens and Knowsley Teaching Hospitals NHS Trust to facilitate the take on of Southport and Ormskirk Hospital NHS Trust.
<b>Service Level Variations</b>	None
<b>Authority Dependencies</b>	<p>Provision of appropriate support from the Client Teams</p> <p>The successful completion of this work is dependent on The Authorities completion of assigned tasks in a timely manner. Tasks to be completed by the Authority are described in the PID and are included in the cutover plan.</p> <p>Cutover will be minimised with all attempts made to paydown the maximum number of AP invoices within the 22/23 periods in Southport and Ormskirk Hospital NHS Trust (RVY). All intra Authority Invoices (RBN / RVY) will be cleared prior to cutover.</p> <p>Where a Client task requires work from a Third Party, the Authority should manage the relationship with the other party and ensure the delivery of the task.</p>
<b>Dates &amp; Milestones</b>	Start of project is 6 <sup>th</sup> February 2023 and completion by the 16 <sup>th</sup> May 2023
<b>Acceptance Criteria</b>	This project will be successfully completed once the combined St Helens and Knowsley Teaching Hospitals NHS Trust (RBN) Ledger is set up and fully functional, and a closure report has been completed and accepted by St Helens and Knowsley Teaching Hospitals NHS Trust.
<b>Key Assumptions</b>	<p>St Helens and Knowsley Teaching Hospitals NHS Trust (RBN) and Southport and Ormskirk Hospital NHS Trust (RVY) will organise one project team, which will be authorised to act on behalf of St Helens and Knowsley Teaching Hospitals NHS Trust (RBN) regarding their merger and the revision of St Helens and Knowsley Teaching Hospitals NHS Trust (RBN). The 2 organisations will collaborate, where necessary, for the completion of relevant tasks as identified in the PID.</p> <p>The Authorities merging are responsible for all change management and the communication of changes within the individual Authorities.</p>

	<p>All the NHS SBS support is remote, with any requirement for on-site meetings agreed within the PID.</p> <p>Where additional changes which are not outlined in this MWO involving Third Party integrated system providers arise, these will be discussed with NHS SBS and will be additionally charged supplementary to this MWO.</p> <p>No Training is required.</p> <p>Data is cleansed and available to load before 31st March 2023</p> <p>Assumption is that if a JAC Interface is required then this will use standard SBS Interface</p> <p>No IT Readiness activities, assumption that there are no new sites identified.</p> <p>ESR and Supply Chain Interfaces to follow standard SBS Interface rules.</p>
<b>Hardware, Software and 3<sup>rd</sup> Party Requirements</b>	<p>Not applicable</p> <p>Any work to be undertaken by third parties or updating to systems owned or utilised by Southport and Ormskirk Hospital NHS Trust (RVY) is not included within this MWO.</p>
<b>Risks &amp; Issues</b>	<p>Risks and Issues identified during the project.</p> <p>The successful completion of this work is dependent on tasks assigned to the merging Authorities being completed in a timely manner.</p> <p>Some tasks may be dependent on internal or external Third Parties (e.g. JAC, GBS/RBS, HMRC, ESR etc) for completion.</p> <p>Where changes utilising third parties are not possible in the timescales, all parties will work with best endeavours to minimise delays.</p> <p>Additional resources may be required if data templates are not successful in load, additional charges will be incurred.</p> <p>Lack of Insight and Solution Design documentation could lead to gaps in new processes and potentially issues in transition and BAU.</p>
<b>Specific Terms &amp; Conditions</b>	None.
<b>Cancellation Terms &amp; Charges</b>	<p>Once the project has commenced, cancellation terms are one month's notice in writing.</p> <p>Should the Client cancel the project, the Client will be charged for any work undertaken to the end of the notice period on a Time &amp; Materials basis at the standard daily rate as per the current rate card + VAT.</p>

Commercial Arrangements – Estimated Effort & Charges by Role (T&M Only)					
Role	Rate Card Category	Day Rate	Effort (Days)	Charges	Expenses
<b>Work Order Totals</b>					
<b>Commercial Arrangements – Overtime</b>					
<b>Commercial Arrangements – Standby &amp; Call-Out</b>					

**\*\*\* NO WORK WILL BE STARTED WITHOUT A SIGNED MINOR WORKS ORDER \*\*\***

Section 5 – Work Order Acceptance and Approval (to be completed by all parties prior to the Start Date)	
<b>Signed for and on behalf of:</b> <b>St Helens and Knowsley Teaching Hospitals NHS Trust</b>	<b>Signed:</b>   <b>Print Name:</b>  <b>Title:</b>  <b>Date:</b>
<b>Signed for and on behalf of:</b> <b>NHS Shared Business Services Limited</b>	<b>Signed:</b>   <b>Print Name:</b>  <b>Title:</b>  <b>Date:</b>
Section 6 – MWO Changes History (where new versions issued due to alteration to details)	
Previous MWO Version	Details of the change that necessitated reissue