

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

**Framework Schedule 6 (Order Form)**

# PROVISION OF DIGITAL TRANSFORMATION LEAD INNOVATION ARCHITECT (DInfoCom/0180)

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**: 16158 (unique integer reference number at the end of the opportunities’ URL on the Digital Marketplace)

**Call-Off Title:** 702184450 Provision of Digital Transformation Lead

Innovation Architect

**Call-Off Contract Description:** D Info Digital Innovation Architect will lead the expedient identification and trialling of digital capability into approved digital transformation programmes and projects using a 'learn fast' approach to concepts.

An understanding of military operational activity is required as part of this role

**The Buyer:** Army D Info Commercial

**Buyer Address:** Army HQ, IDL 1, Blenheim Bldg, Monxton Road,

Andover, Hampshire, SP11 8HJ

**The Supplier:** L.A. International Computer Consultants Limited

**Supplier Address:** International House

Festival Way

Stoke-on-Trent, ST1 5UB

**Registration Number:** 01633646

**DUNS Number:** 227846995

**SID4GOV ID:**

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 27 January 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(S)**

Lot 2: Digital Specialists

### 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.**

1. **Joint Schedule 1 (Definitions) RM1043.7**

1. **Framework Special Terms**

1. **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 6 (Key Subcontractors) – **NOT APPLICABLE**
    - Joint Schedule 7 (Financial Difficulties) – **NOT APPLICABLE**
    - Joint Schedule 8 (Guarantee) – **NOT APPLICABLE**
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data) RM1043.7
    - Joint Schedule 12 (Supply Chain Visibility) – **NOT APPLICABLE**

* + Call-Off Schedules for RM1043.7

o Call-Off Schedule 1 (Transparency Reports) o Call-Off Schedule 2 (Staff Transfer) o Call-Off Schedule 3 (Continuous Improvement) o Call-Off Schedule 5 (Pricing Details and Expenses Policy) o Call-Off Schedule 6 (Intellectual Property Rights and Additional Terms on Digital Deliverables) o Call-Off Schedule 7 (Key Supplier Staff)

* + - Call-Off Schedule 8 (Business Continuity and Disaster Recovery) – **NOT APPLICABLE** o Call-Off Schedule 9 (Security) o Call-Off Schedule 10 (Exit Management) o Call-Off Schedule 13 (Implementation Plan and Testing)
    - Call-Off Schedule 14 (Service Levels and Balanced Scorecard) – **NOT APPLICABLE** o Call-Off Schedule 15 (Call-Off Contract Management) o Call-Off Schedule 16 (Benchmarking) – **NOT APPLICABLE** o Call-Off Schedule 17 (MOD Terms) o Call-Off Schedule 18 (Background Checks) o Call-Off Schedule 19 (Scottish Law) – **NOT APPLICABLE**
    - Call-Off Schedule 20 (Call-Off Specification)
    - Call-off Schedule 21 (Northern Ireland Law) – **NOT APPLICABLE** o Call-Off Schedule 25 (Ethical Walls Agreement) – **NOT APPLICABLE** o Call-Off Schedule 26 (Cyber Essentials Scheme)
    - Call-Off Schedule 27 (Statement Relating to Good Standing)

1. **CCS Core Terms (version 3.0.9)**

1. **Joint Schedule 5 (Corporate Social Responsibility) RM1043.7**

1. **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

|  |  |
| --- | --- |
| **Call-Off Start Date:** | 1 February 2022 |
| **Call-Off Expiry Date:** | 31 January 2023 |
| **Call-Off Initial Period:** | 1-year |
| **Call-Off Optional Extension Period:** | up to 12-months (31 January 2024) |
| **Minimum Notice Period for Extensions:** | 2-months |
| **Call-Off Contract Value:** | £150,000 ex VAT – Year 1 |
|  | Option Year – TBC |
|  | (Day Rate REDACTED throughout the duration of this Call-Off Contract) |

**CALL-OFF DELIVERABLES**

Option B: see details in Call-Off Schedule 20 (Call-Off Specification)

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

JSP 440 – Defence Manual of Security and Resilience

JSP 604 – Defence Manual for Information and Communications Technology

JSP 740 – Acceptable Use Policy (AUP) for Information and Communications Technology (ICT)

### CYBER ESSENTIALS SCHEME

The Buyer requires the Supplier, in accordance with Call-Off Schedule 26 (Cyber Essentials Scheme) to provide a 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.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £150,000 ex VAT

### CALL-OFF CHARGES

Summarise the Charging method(s) Buyer has selected below and which are incorporated into Call-Off Schedule 5 (Pricing Details and Expenses Policy):

Time and Materials (TM)

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

See Expenses Policy in Annex 1 to Call-Off Schedule 5 (Pricing Details and Expenses Policy)

**PAYMENT METHOD**

Monthly in arrears through Contracting, Purchasing & Finance (CP&F)/Exostar

### BUYER’S INVOICE ADDRESS

REDACTED

AH Digitalisation

0300 168 3938

REDACTED

D Info, Information Exploitation, IDL 1, Blenheim Bldg, Army Headquarters, Monxton Road, Andover, Hampshire, SP11 8HJ

### BUYER’S AUTHORISED REPRESENTATIVE

REDACTED

D Info Strat Comrcl-SO2a

0300 158 9586

REDACTED

D Info, IDL 1, Blenheim Bldg, Army Headquarters, Monxton Road, Andover, Hampshire,

SP11 8HJ

### BUYER’S ENVIRONMENTAL POLICY

NOT APPLICABLE

**BUYER’S SECURITY POLICY**

JSP 440 – Defence Manual of Security and Resilience

### SUPPLIER’S AUTHORISED REPRESENTATIVE

REDACTED

Account Manager

01782 203040

REDACTED

International House, Festival Way, Stoke-on-Trent. ST1 5UB

### SUPPLIER’S CONTRACT MANAGER

REDACTED

Account Manager

01782 203040

REDACTED

International House, Festival Way, Stoke-on-Trent. ST1 5UB

**PROGRESS REPORT FREQUENCY**

On the first Working Day of each calendar month

**PROGRESS MEETING FREQUENCY**

Quarterly on the first Working Day of each quarter

### KEY STAFF

REDACTED

Digital Transformation Lead Innovation Architect

Worker Engagement Route (Outside IR35)

**KEY SUBCONTRACTOR(S)**

NOT APPLICABLE

**COMMERCIALLY SENSITIVE INFORMATION**

PRICING

**BALANCED SCORECARD**

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

### MATERIAL KPIS

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

**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: REDACTED

Name: REDACTED

Role: Financial Director

Date: 02/02/2022

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

Signature: REDACTED

Name: REDACTED

Role: Army D Info Comrcl SO2a

Date: 2 February 2022

## APPENDIX 1

The Buyer and Supplier shall complete and execute Statement of Works (in the form of the template Statement of Work in Annex 1 to the template Order Form in Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules).

## Annex 1 to Order Form Appendix 1 – Monthly Statement of Work Template

**Key Performance Indicators**

|  |  |
| --- | --- |
| **1** | **2** |
| **3** | **4** |

**Service xxx – Date from.............Date to...........**

**Deliverables**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | Days booked per role | |  |  |  |  |
| **Ser** | **Task** | **Description/Deliverable** | **Timescale** | **Role A** | **Days used** | **Completion** | **Benefits delivered** | **Cost of task** | **% completed** |
| **1** |  |  |  |  | **0** |  |  | **£0.00** |  |
| **2** |  |  |  |  | **0** |  |  | **£0.00** |  |
| **3** |  |  |  |  | **0** |  |  | **£0.00** |  |

# Signatures and Approvals

**Agreement of this SOW**

BY e-SIGNING this Statement of Work, the Parties agree that it shall be legally binding on the Parties:

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| **Signature:** |  | **Signature:** |  |
| **Name:** |  | **Name:** |  |
| **Role:** |  | **Role:** |  |
| **Date:** |  | **Date:** |  |