

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

Call-Off Ref: RM1043.8

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

Order Form

Call-Off Reference:

Call-Off Title: Flood and Coastal Resilience Innovation Programme (FCRIP) Knowledge Management System

Call-Off Contract Description: The Environment Agency is looking to have a Knowledge Management System (KMS) to centralize data and insights relating to flood and coastal erosion risk management from the Flood and Coastal Resilience Innovation Programme (FCRIP). The KMS is crucial for achieving our program objectives of improving evidence on the costs and benefits of innovative actions and for informing future approaches to investment in flood and coastal erosion risk management. Specific issues we aim to address include:

- Lack of a centralized platform for gathering and storing diverse types of data, including lessons learned, best practices, and project-specific knowledge.
- Inefficient retrieval and search capabilities that impede quick access to relevant knowledge resources and collaboration.
- Inability to properly engage and inform practitioners and other stakeholders due to the absence of an appropriate platform to share and disseminate summaries, reports, and educational content.

It is expected, but not a requirement, that the development of KMS will stem from a pre-built system for cost efficiencies and enabling greater exploration of current and upcoming KMS features for FCRIP.

The Buyer: Department for Environment, Food and Rural Affairs (DEFRA) – Environment Agency (EA)

Buyer Address: Horizon House, Deanery Road, Bristol, BS1 5AH

The Supplier: Ove Arup and Partners Limited

Supplier Address: 8 Fitzroy Street, London, W1T 4BJ, UK

Registration Number: 01312453

DUNS Number: 22-776-0899

SID4GOV ID: No longer used

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Applicable Framework Contract

This Order Form is for the provision of the Call-Off Deliverables and dated 04/01/2024.

It's issued under the Framework Contract with the reference number RM1043.8 for the provision of Digital Outcomes 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 One (1) for Digital Outcomes from Framework Schedule 1 (Specification)

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) RM1043.8
- 3 Framework Special Terms
- 4 The following Schedules in equal order of precedence:
 - Joint Schedules for RM1043.8
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data) RM1043.8
 - Joint Schedule 12 (Supply Chain Visibility)

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- Call-Off Schedules for RM1043.8
 - 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 8 (Business Continuity and Disaster Recovery)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 13 (Implementation Plan and Testing)
 - Call-Off Schedule 14 (Service Levels and Balanced Scorecard)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 16 (Benchmarking)
 - Call-Off Schedule 20 (Call-Off Specification)
 - Call-Off Schedule 25 (Ethical Walls Agreement)
 - Call-Off Schedule 26 (Cyber Essentials Scheme)

5 CCS Core Terms (version 3.0.11)

6 Joint Schedule 5 (Corporate Social Responsibility) RM1043.8

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.

Call-Off Special Terms

The following Special Terms are incorporated into this Call-Off Contract:



Call-Off Start Date: 12/01/2024

Call-Off Expiry Date: 11/01/2026

Call-Off Initial Period: Two (2) Years

Call-Off Optional Extension Period: One x Six (6) month options

Minimum Notice Period for Extensions: Two (2) Months

Call-Off Contract Value: £251,240.00 (ex VAT)

Framework Ref: RM1043.8 Digital Outcomes 6

Project Version: v2.0

Model Version: v3.8

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Call-Off Deliverables

Option B: See details in Call-Off Schedule 20 (Call-Off Specification) (and included at Appendix 1 to this Order Form)

Warranty Period

The Supplier shall provide digital and Software Deliverables with a minimum warranty of at least 90 days against all obvious defects, and in relation to the warranties detailed in Paragraphs 4 (licensed Software warranty) and 9.6.2 (Specially Written Software and New IPRs) of Call-Off Schedule 6 (IPRs and Additional Terms on Digital Deliverables).

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:

Suppliers should be aware of



Cyber Essentials Scheme

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

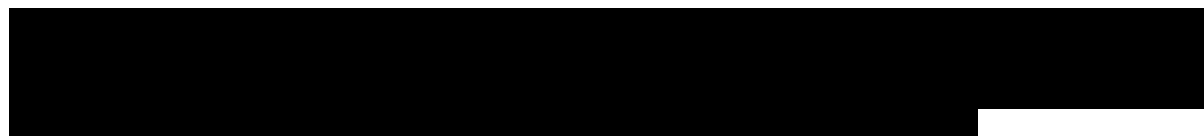


Call-Off Charges



Reimbursable Expenses

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



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Payment Method

[REDACTED]

Buyer's Invoice Address

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Buyer's Authorised Representative

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Buyer's Environmental Policy

[REDACTED]

Buyer's Security Policy

[REDACTED]

Supplier's Authorised Representative

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Supplier's Contract Manager

[REDACTED]
[REDACTED]

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[REDACTED]

Progress Report Frequency

[REDACTED]

Progress Meeting Frequency

[REDACTED]

[REDACTED]

Key Staff

[REDACTED]

Key Subcontractor(s)

Core Technology Systems (UK) Ltd

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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:

Name:

Role:

Date:

For and on behalf of the Buyer:

Signature:

Name:

Role:

Date:

Appendix 1

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Annex 1 (Statement of Work)

1 Statement of Works (SOW) Details

Upon execution, this SOW forms part of the Call-Off Contract (reference below).

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: 12/01/2024

SOW Title: FCRIP KMS Statement of Work

SOW Reference: Original Contract

Call-Off Contract Reference:

Buyer: The Authority

Supplier: Ove Arup & Partners Limited

SOW Start Date: 12/01/2024

SOW End Date: 11/01/2026

Duration of SOW: Two (2) Years

Key Personnel (Buyer): Project Manager

Key Personnel (Supplier): [REDACTED]

Subcontractors: Core Technology Systems (UK) Ltd

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2 Call-Off Contract Specification – Deliverables Context

SOW Deliverables Background:

[REDACTED]

Delivery phase(s):

[REDACTED]

Overview of Requirement:

[REDACTED]

3 Buyer Requirements – SOW Deliverables

Outcome Description:

[REDACTED]

[REDACTED]

[REDACTED]

Milestone Ref	Milestone Description	Acceptance Criteria	Due Date
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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Delivery Plan:

Milestone	Indicative Completion Date

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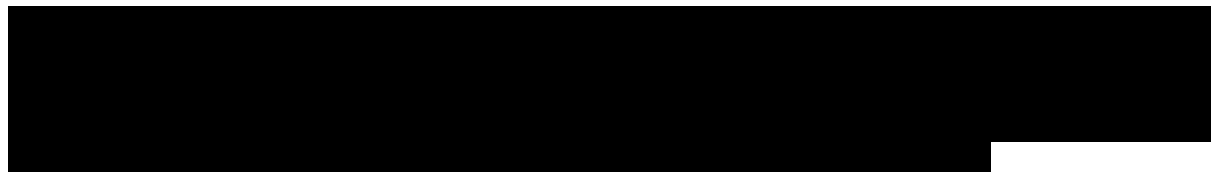
Dependencies:

N/A

Supplier Resource Plan:

To be discussed and completed by Supplier

Security Applicable to SOW:



Cyber Essentials Scheme:

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

SOW Standards:

The Standards that need to be complied with as part of this contract are as follows:


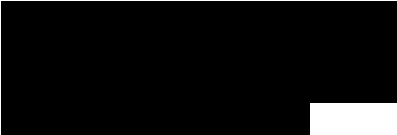

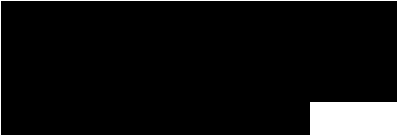


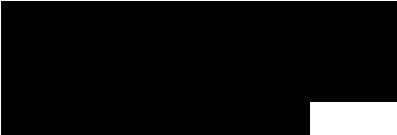
Performance Management:

Material KPIs	Target	Measured by

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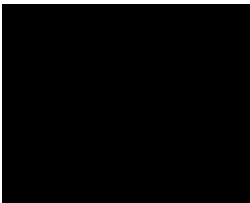


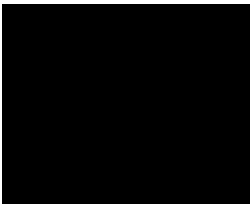

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Additional Requirements:

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:

Key Role	Key Staff	Contract Details	Worker Engagement Route (incl. inside/outside IR35)
			
			

[Indicate: whether there is any requirement to issue a Status Determination Statement]

SOW Reporting Requirements:

Further to the Supplier providing the management information detailed in Call-Off Schedule 15 (Call Off Contract Management), the Supplier shall also provide the following additional management information under and applicable to this SOW only:

Ref.	Type of Information	Which Services does this requirement apply to?	Required regularity of Submission
			

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4 Charges

Call Off Contract Charges:

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

- Capped Time and Materials

Rate Cards Applicable:

Reimbursable Expenses:

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

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

Name:

Title:

Date:

Signature:

For and on behalf of the Buyer

Name:

Title:

Date:

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Signature:

Annex 1

Data Processing



Description	Details
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