

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

Call-Off Ref: RM1043.8

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**Order Form**

Call-Off Reference: Project\_26504

Call-Off Title: MDM Evaluation

Call-Off Contract Description: DWP mobility are looking to conduct a Proof of Concept (POC) on at least two (potentially more) Mobile Management Platforms (MDM) to understand how they could meet future requirements and the changes needed for our mobile service.

Once onboarded Contingent Labour will conduct POC on a minimum of two MDM's, each POC is expected to take three weeks. Once complete they will deliver findings to senior stakeholders. A Low-Level Design (LLD) will be shared with CL to utilise as well as plans to deliver.

The Buyer: Department for Works and Pensions

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

The Supplier: Logiq Consulting

Supplier Address: Unit 3 The Powerhouse Great Park Road, Bradley Stoke, Bristol, England, BS32 4RU

Registration Number: 11307972

DUNS Number: 238970313

SID4GOV ID:

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### **Applicable Framework Contract**

This Order Form is for the provision of the Call-Off Deliverables and dated 10/06/2024

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 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) RM1043.8
- 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 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data) RM1043.8

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- Call-Off Schedules for RM1043.8
  - Call-Off Schedule 1 (Transparency Reports)
  - 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)

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 Start Date: 11<sup>th</sup> June 2024

Call-Off Expiry Date: 20<sup>th</sup> September 2024

Call-Off Initial Period: 45 Working Days per named resource

Call-Off Optional Extension Period: 22 Working Days per named resource

Minimum Notice Period for Extensions: 30 Working Days

Call-Off Contract Value: Initial Term **REDACTED**

Budget for Expenses: **REDACTED**

Total Contract Value £65,900.00 (Excl VAT) £79,080.00 (Incl VAT)

Optional Extension

Total Contract Value with Optional Extension

£97,140.00 (Excl VAT) £116,368.00 (Incl VAT)

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### **Call-Off Deliverables**

#### **Option A:**

**REDACTED**

### **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**

Not Applicable

### **Cyber Essentials Scheme**

Not Applicable

### **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 £65,900.00 in the first 3 months of the contract.

### **Call-Off Charges**

Time and Materials (T&M)

### **Reimbursable Expenses**



DWP Travel  
Policy.pdf

### **Payment Method**

The payment method this Call-Off Contract is BACS Transfer

### **Buyer's Invoice Address**

Electronic invoices in PDF format are to be sent monthly following timesheet approval.

**REDACTED**

**Buyer's Authorised Representative**

**REDACTED**

**Buyer's Environmental Policy**

Not Applicable

**Buyer's Security Policy**

DWP Information Security Policy version 1

DWP Acceptable Use Policy version 2.5

DWP Physical Security Policy version 2.0

DWP Information Management Policy version 4.1

Available at:

<https://www.gov.uk/government/publications/dwp-procurement-security-policies-and-standards>  
<https://www.gov.uk/government/publications/dwp-procurement-security-policies-and-standards>

**Supplier's Authorised Representative**

**REDACTED**

**Supplier's Contract Manager**

**REDACTED**

**Progress Report Frequency**

**REDACTED**

**Progress Meeting Frequency**

**REDACTED**

**Key Staff**

**REDACTED**

**Key Subcontractor(s)**

Not Applicable

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**Commercially Sensitive Information**

Not Applicable

**Balanced Scorecard**

Not Applicable

**Material KPIs**

Not Applicable

**Service Credits**

Not applicable

**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]

## **Appendix 1**

## **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).

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: 3<sup>rd</sup> June 2024**

**SOW Title: Project\_26504**

**SOW Reference: MDM Evaluation**

**Call-Off Contract Reference: Project\_26504**

**Buyer: The Department for Works and Pensions**

**Supplier: Logiq Consulting**

**SOW Start Date: 11<sup>th</sup> June 2024**

**SOW End Date: 20<sup>th</sup> September 2024**

**Duration of SOW: 45 Working Days per named resource**

**Key Personnel (Buyer): REDACTED**

**Key Personnel (Supplier): Logiq Consulting**

**Subcontractors: Not Applicable**



## **2 Call-Off Contract Specification – Deliverables Context**

### **SOW Deliverables Background:**

The Mobile Device team currently utilise VMware Mobile Device Management Service (MDM) to manage our mobile devices. Mobile Device Management is software that allows IT to automate, control, and secure administrative policies on DWP's smartphones, tablets, or any other device connected to our network. Our estate currently stands at around 16,000 devices.

**REDACTED**

## **3 Buyer Requirements – SOW Deliverables**

- **Outcome Description:** Successfully conduct Proof of concept on MDM platforms.

<b>Milestone Ref</b>	<b>Milestone Description</b>	<b>Acceptance Criteria</b>	<b>Due Date</b>
MS01	<b>REDACTED</b>	Access granted to individuals listed	16/08/24
MS02	<b>REDACTED</b>	Initial evaluation and functions of the MDM necessary to perform the POC are obtained.	16/08/24
MS03	<b>REDACTED</b>	This must be done on the following device types <ul style="list-style-type: none"><li>• Corporately Owned iOS Devices (iOS and iPadOS)</li><li>• Corporately Owned Android Devices (Samsung Knox - Enterprise Devices)</li><li>• Employee Owned iOS Devices (iOS and iPadOS)</li><li>• Employee Owned Android Devices</li></ul>	16/08/24

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MS04	REDACTED	Deployment meets the expectations set out by DWP	16/08/24
MS05	REDACTED	Deliver regular feedbacks from POC at agreed timings	16/08/24
MS06	REDACTED	All Documents must be shared and filed in the teams SharePoint site	16/08/24

**Delivery Plan:**

- 11/06/24 - 18/06/24 Onboarding: Become familiar with the ask and the kit.
- 18/06/2024 -01/07/2024: POC 1
- 02/07/2024 - 15/07/2024: POC 2
- 16/07/2024 - 29/07/2024: POC 3
- 30/07/2024 - 12/09/2024: Delivery of findings

**REDACTED****Dependencies:**

The buyer will make people and time available to support the supplier in delivering the outcomes listed above.

**Supplier Resource Plan:**

The named resources will be delivering the above outcomes and is expected to work on delivery five days a week.

**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).

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**Cyber Essentials Scheme:**

Not Applicable

**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:**

Key Role	Key Staff	Worker Engagement Route (incl. inside/outside IR35)
Business Analyst	REDACTED	Inside IR35
MDM Engineer	REDACTED	Inside IR35

**SOW Reporting Requirements:**

Not Applicable

**4 Charges**

**Call Off Contract Charges:**

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

- Time and Materials

The estimated maximum value of this SOW (irrespective of the selected charging method) is

**Rate Cards Applicable:**

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Key Role	Key Staff	Day Rate
Business Analyst	REDACTED	REDACTED
MDM Engineer	REDACTED	REDACTED

**Reimbursable Expenses:**



DWP Travel  
Policy.pdf

**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**

**For and on behalf of the Buyer**

**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><b>The Relevant Authority is Controller and the Supplier is Processor</b></p> <p>The Parties acknowledge that in accordance with paragraph 2 to paragraph 15 and for the purposes of the Data Protection Legislation, the Relevant Authority is the Controller and the Supplier is the Processor of the following Personal Data:</p> <ul style="list-style-type: none"><li>• [Insert the scope of Personal Data for which the purposes and means of the Processing by the Supplier is determined by the Relevant Authority]</li></ul> <p><b>The Supplier is Controller and the Relevant Authority is Processor</b></p> <p>The Parties acknowledge that for the purposes of the Data Protection Legislation, the Supplier is the Controller and the Relevant Authority is the Processor in accordance with paragraph 2 to paragraph 15 of the following Personal Data:</p> <ul style="list-style-type: none"><li>• [Insert the scope of Personal Data which the purposes and means of the Processing by the Relevant Authority is determined by the Supplier]</li></ul> <p><b>The Parties are Joint Controllers</b></p> <p>The Parties acknowledge that they are Joint Controllers for the purposes of the Data Protection Legislation in respect of:</p> <ul style="list-style-type: none"><li>• [Insert the scope of Personal Data which the purposes and means of the Processing is determined by the both Parties together]</li></ul> <p><b>The Parties are Independent Controllers of Personal Data</b></p> <p>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"><li>• Business contact details of Supplier Personnel for which the Supplier is the Controller,</li><li>• Business contact details of any directors, officers, employees, agents, consultants and contractors of Relevant</li></ul>

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	<p>Authority (excluding the Supplier Personnel) engaged in the performance of the Relevant Authority's duties under the Contract) for which the Relevant Authority is the Controller,</p> <ul style="list-style-type: none"><li>• <b>[Insert</b> the scope of other Personal Data provided by one Party who is Controller to the other Party who will separately determine the nature and purposes of its Processing the Personal Data on receipt e.g. where (1) the Supplier has professional or regulatory obligations in respect of Personal Data received, (2) a standardised service is such that the Relevant Authority cannot dictate the way in which Personal Data is processed by the Supplier, or (3) where the Supplier comes to the transaction with Personal Data for which it is already Controller for use by the Relevant Authority]</li></ul> <p><b>[Guidance</b> where multiple relationships have been identified above, please address the below rows in the table for in respect of each relationship identified]</p>
Duration of the Processing	[Clearly set out the duration of the Processing including dates]
Nature and purposes of the Processing	<p>[Be as specific as possible, but make sure that you cover all intended purposes.</p> <p>The nature of the Processing means any operation such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (whether or not by automated means) etc.</p> <p>The purpose might include: employment processing, statutory obligation, recruitment assessment etc.]</p>
Type of Personal Data	[Examples here include: name, address, date of birth, NI number, telephone number, pay, images, biometric data etc.]
Categories of Data Subject	[Examples include: Staff (including volunteers, agents, and temporary workers), customers/ clients, suppliers, patients, students / pupils, members of the public, users of a particular website etc.]
Plan for return and destruction of the data once the Processing is complete  UNLESS requirement under Union or Member State law to preserve that type of data	[Describe how long the data will be retained for, how it be returned or destroyed]

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