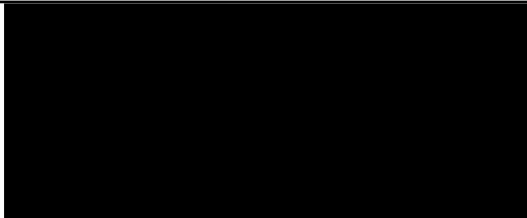
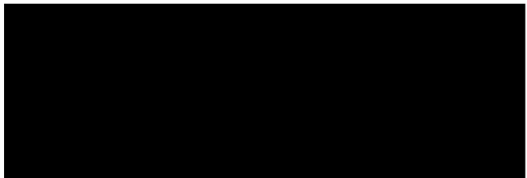
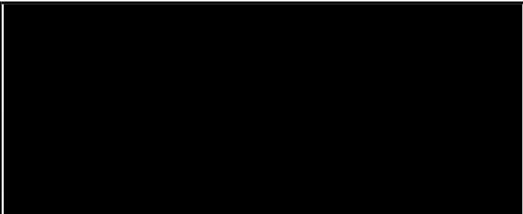
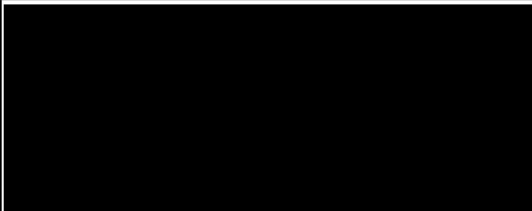




15	Charges	Details in Schedule 3 (Charges)
16	Reimbursable Expenses	None

17	Payment Method	<p>By emailed invoice to: sbs.invoicing@nhs.net</p> <p>The above email address is strictly to be used only for processing invoices and only emails received which meet the specified format below will be processed. Any emails which do not meet this criteria will be automatically deleted. Please note that messages or queries sent to this email address sbs.invoicing@nhs.net will not be responded to.</p> <p>Guidelines for sending invoices by email:-</p> <ul style="list-style-type: none"> • start the 'Subject Line' of email as: 'T56 Scanning' 'Supplier name' 'PO number' • PDF invoices should be sent as an attachment for processing • only PDF email attachments will be accepted, other file formats will be rejected • only one invoice per PDF (any backing documentation must be included in the same PDF as the relative invoice) • multiple invoices within the same PDF document cannot be processed • emails must not exceed 10Mb • all invoices must be addressed correctly as follows:- <p>NHS Digital T56 Payables A125 Phoenix House Topcliffe Lane Wakefield WF3 1WE</p> <ul style="list-style-type: none"> • all invoices must quote a valid Purchase Order number. Purchase orders issued by NHS Digital are nine digit numbers, commencing [REDACTED]. If you have not been provided with a Purchase order number, then please contact the person or department who ordered the goods or service from you • all invoices must quote the correct bank details <p>Suppliers should provide monthly statements so that any queries can be resolved and ensure supplier accounts are kept up to date. Statements to be emailed to financialaccounts@nhs.net</p>
18	Service Levels	Not applicable
19	Insurance	<p>The insurance(s) required will be a minimum insurance period of the duration of the Contract and for 6 years following the expiration or Ending of this Contract:</p> <ul style="list-style-type: none"> - professional indemnity insurance cover to be held by the Supplier and by any agent, Subcontractor or consultant involved

		<p>in the supply of the Services. This professional indemnity insurance cover will have a minimum limit of indemnity of £5,000,000 for each individual claim or any higher limit the Buyer requires (and required by Law)</p> <ul style="list-style-type: none"> - public liability insurance with a minimum limit of £5,000,000 or any higher minimum limit required by Law - employers' liability insurance with a minimum limit of £5,000,000 or any higher minimum limit required by Law
20	Liability	In accordance with Clause 11.1 of the Core Terms, each Party's total aggregate liability in each Contract Year under the Contract (whether in tort, contract or otherwise) is no more than 150% of the Estimated Yearly Charges
21	Cyber Essentials Certification	Not required
22	Progress Meetings and Progress Reports	To be agreed
23	Guarantee	Not applicable
24	Supplier Contract Manager	
25	Supplier Authorised Representative	

26	Supplier Compliance Officer		
27	Supplier Data Protection Officer		
28	Supplier Marketing Contact		
29	Key Subcontractors	N/A	
30	Buyer Authorised Representative		

STATEMENTS OF WORK

During the 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 Contract to which this Award Form relates. The Buyer and Supplier shall complete and execute Statements of Work in the form of the template Statement of Work in Appendix 1 to this Award Form.

Upon agreement by the Buyer and the Supplier, each agreed Statement of Work is deemed

incorporated into this Contract as a supplementary Statement of Work.
Each Statement of Work must have a unique identifying reference.

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

Appendix 1 (Template Statement of Work)

1. STATEMENT OF WORK (“SOW”) DETAILS

Upon execution, this SOW forms part of the 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 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 Contract, unless otherwise agreed by the Parties in writing

Where applicable, the Buyer and the Supplier may also choose to add the following documents to complement this SoW:

- The initial Service Delivery Plan – developed for this SoW
- Additional documents to support the deliverables
- High level objectives for this SoW

Date of SOW:	
SOW Title:	
SOW Reference:	
Call-Off Contract Reference:	
SOW Start Date:	
SOW End Date:	
Duration of SOW:	

2. SOW CONTRACT SPECIFICATION – PROGRAMME CONTEXT	
SOW Deliverables Background	
Delivery phase(s)	
Overview of Requirement	

3. BUYER REQUIREMENTS – SOW DELIVERABLES			
Outcome Description			
Milestone Ref	Milestone Description	Acceptance Criteria	Due date
MS01			
MS02			
MS03			
MS04			
MS05			
Delivery Plan			
Dependencies			
Supplier Resource Plan			
Security Applicable to SOW			
Standards Applicable to SOW			
SOW Reporting Requirements			
Additional Requirements	The Supplier shall comply with the additional Buyer requirements set out in Annex 1 of this SOW		

4. CHARGES

Contract Charges	<p>The applicable charging method(s) for this SOW is:</p> <ul style="list-style-type: none"> • [Capped Time and Materials] • [Fixed Price] <p>The estimated maximum value of this SOW (irrespective of the selected charging method) is £TBC</p> <p>The Charges detailed in the financial model shall be invoiced in accordance with Clause 4 of the Contract Core Terms.</p>
Financial Model	[Supplier to insert its financial model applicable to this SOW]
Reimbursable Expenses	<p>[Expenses are not applicable to this Call-Off. Expenses should be built into the Call-Off rates provided within the Pricing Schedule [add correct reference]</p> <p>[Detail what is reimbursable and policy will need to be appended]</p>

5. SIGNATURES AND APPROVALS

Agreement of this SOW

BY SIGNING this Statement of Work, the Parties agree that it shall be incorporated into the Contract and be legally binding the Parties:

For and on behalf of the Supplier	Name and title	
	Date	
	Signature	
For and on behalf of the Buyer	Name and title	
	Date	
	Signature	

ANNEX 1 – Additional SOW Requirements

Data Processing

The table in this Annex 1 shall be completed where Personal Data is being processed under any SOW.

Description	Details
Identity of Controller for each Category of Personal Data	<p>[The Buyer is Controller and the Supplier is Processor]</p> <p>The Parties acknowledge that in accordance with paragraph 2 to paragraph 15 and for the purposes of the Data Protection Legislation, the Buyer is the Controller and the Supplier is the Processor of the following Personal Data:</p> <ul style="list-style-type: none">• [Insert the scope of Personal Data for which the purposes and means of the Processing by the Supplier is determined by the Buyer]] <p>[The Supplier is Controller and the Buyer is Processor]</p> <p><i>The Parties acknowledge that for the purposes of the Data Protection Legislation, the Supplier is the Controller and the Buyer is the Processor in accordance with paragraph 2 to paragraph 15 of the following Personal Data:</i></p> <ul style="list-style-type: none">• [Insert the scope of Personal Data which the purposes and means of the Processing by the Buyer is determined by the Supplier]] <p>[The Parties are Joint Controllers]</p> <p><i>The Parties acknowledge that they are Joint Controllers for the purposes of the Data Protection Legislation in respect of:</i></p> <ul style="list-style-type: none">• [Insert the scope of Personal Data which the purposes and means of the Processing is determined by the both Parties together]] <p>[The Parties are Independent Controllers of Personal Data]</p> <p>The Parties acknowledge that they are Independent Controllers for the purposes of the Data Protection Legislation in respect of:</p>