



**Crown
Commercial
Service**

CALL-OFF CONTRACT

Cyber Security Services 2 RM3764ii

PART A Order Form , Specific Terms and

PART B Schedules

PART C RM3764ii Standard (non-variable)Terms
(held online)

Buyer Ref:	N/A
Date sent to supplier:	15/10/2019
Purchase Order Number:	N/A

This agreement is between:

the “Buyer”

[The Department for Transport]

REDACTED

the “Supplier”

[Actica Consulting]

REDACTED

Together the “Parties”

Service delivery contact details:

Buyer:	Name:	REDACTED
	Title:	REDACTED
	Email:	REDACTED
	Telephone:	REDACTED
Supplier:	Name:	REDACTED
	Title:	REDACTED
	Email:	REDACTED
	Telephone:	REDACTED



PART A – ORDER FORM

This Order Form is issued in accordance with the Framework Agreement Cyber Security Services 2-RM3764ii and the Buyers mini competition tender.

The Contract is made up of:

- **Part A** – The Order Form (an overview of the services to be provided throughout the lifetime of the agreement) and the Specific Terms (which are specific to this Contract)
- **Part B** – Schedules (the Buyers requirements, the winning suppliers bid and the agreed work to be carried out) and;
- **Part C** – Standard RM3764ii Call-Off Terms and Conditions (which are non-variable)

The Supplier agrees to supply cyber security services specified below on and subject to the terms of this Contract.

The Buyer will complete the Order Form prior to the Contract award.

Call-Off Contract term:

1. **Commencement Date:** | 21/10/2019 |
2. **Length of Contract:** | TWELVE (12) WEEKS

Contract Charges and payment

3. **The method of payment for the Contract Charges (GPC or BACS):** | BACS |
4. **Invoice details**
 - 4.1. Where and how to send invoices | The Supplier shall send a hard copy of each invoice to Accounts Payable using the address below:

REDACTED

The Supplier shall also send a copy of each invoice via email to:

REDACTED |
 - 4.2. Who to send invoices to: | Accounts Payable |
 - 4.3. Invoice information required: *e.g. PO, Project* | Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs. |
5. **Invoice Frequency** | How often would you like suppliers to invoice you? |

6. Contract Charges

[The Maximum Contract value (the Supplier's winning bid) is £80,000.00 (excluding VAT and excluding Contract extensions).]

Buyer contractual requirements:

7. **Services required: *** For the provision of Research into Traffic Management Technologies. Project ref: CCSO19A54.
Please note extent of the services exclude hardware devices and/or software products.
8. **Delivery Location(s)/Premises:** Supplier Address:
REDACTED
Buyer Address:
REDACTED
9. **Relevant convictions:** N/A
10. **Staff Vetting and Security Clearance:** As a minimum the Supplier's staff shall have or be willing to apply for and obtain the Baseline Personnel Security Standard (BPSS)
11. **Local health and safety procedures:** N/A
12. **Non-Disclosure requirements:** N/A
13. **Exit Planning:** N/A
14. **Security Requirements:** (including details of Security Policy and any additional Buyer security requirements) **
The Supplier shall be required to handle and store OFFICIAL-SENSITIVE material, in the secure manner described in detail in the Statement of Requirements, Section 8.
15. **Protection of Buyer Data:** Any Buyer data which the Buyer classes as OFFICIAL-SENSITIVE shall be handled in the secure manner described in detail in the Statement of Requirements, Section 8.
16. **Standards:** The Supplier must have NCSC certification.
17. **Business Continuity and Disaster Recovery:** N/A
18. **Insurance:** As per Clause 16 of the framework agreement RM3764ii
Liability Insurance – minimum level of cover £5,000,000
Professional Indemnity – minimum level of cover £2,000,000

Additional and/or alternative clauses:

This section allows the Buyer to add supplemental requirements and additional terms to the Contract. These must be completed before the requirements are published.

19. Supplemental requirements in addition to the Call-Off Terms | N/A

20. Buyer Specific Amendments to the Call-Off Terms

The table below lists the editable terms from the [RM3764ii Standard Call-Off Terms](#).

The number of days, value or other elements of these terms may be increased to suit the Buyer's needs. They may not be decreased. When amending these terms, the Buyer must state whether it has been increased or not.

Clause	Heading	Minimum Contract term (cannot be reduced)
4	Warranties and Representations	Will remain 90 Working days from the date the Buyer accepts the release of work.
18	Supplier Assistance at Retendering	Will remain 10 Working days
24	Force Majeure	Will remain 15 consecutive Calendar Days
19	Changes co Contract	Will remain 5 Working Days
37	Dispute Resolution	Will remain that active efforts will be made to resolve within 10 working days
38	Liability	Will remain <ul style="list-style-type: none"> • direct loss or damage to property - £1,000,000 in each Contract Year in which the default occurred or is occurring • £500,000 or a sum equal to 200% depending on the liability damage/loss or impact
39	Termination Events Material Breach	Will remain 15 consecutive Calendar Days

Further information:

**** Security Requirements Note:**

If the Buyer requires work to be carried out at the OFFICIAL-Sensitive status or above, the Parties agree to complete a Security Aspect Letter to accompany the contract award.

The Buyer may choose to issue a specific Security Aspects Letter to determine the security of the work undertaken.

What is a security aspects letter?

Find out more: <https://www.gov.uk/guidance/defence-equipment-and-support-principal-security-advisor#frequently-asked-questions>

Winning Supplier's information:

21. Suppliers commercially sensitive information

[N/A]

22. Key Sub-Contractors

[Transport Logic Ltd.

REDACTED

Used to provide specialist transport consultancy information.]

23. Contract Charges

The Maximum Contract value (the Supplier's winning bid) is £80,000.00 (excluding VAT and excluding Contract extensions).

REDACTED

Acknowledgment:

- By signing and returning this Call-Off Contract the Supplier agrees to enter into agreement to supply Cyber Security Services to the Buyer as described in Cyber Security Services 2 RM3764ii.
- The Parties acknowledge and agree that they have read the Call-Off Contract and RM3764ii Standard Call-Off Terms and by signing below, agree to be bound by this Contract.
- The Parties acknowledge and agree that this Contract shall be formed when the Buyer acknowledges the receipt of the signed copy from the Supplier within two (2) Working Days. Ref: [RM3764ii Call-Off Procedure](#)
- The Contract outlines the deliverables and expectations of the Parties. Order Form outlines any terms and conditions amended within the Call-Off Contract. The terms and conditions of the Call-Off Order Form shall supersede those of [RM3764ii Standard Terms](#).

SIGNED:

	Supplier:	Buyer:
Name:		
Title:		
Signature:	 REDACTED	 REDACTED

PART B – THE SCHEDULES

SCHEDULE 1 – SERVICES NEEDED

1. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 1.1. Transport is an attractive target for malicious and disruptive attacks and the implementation of new technologies could provide new means for cyber-criminals or other actors.
- 1.2. Traffic management systems rely on a range of technologies. The Buyer wishes to understand the prevalence and cyber security of systems that are deployed or available for deployment in the UK.
- 1.3. The Buyer requires a thorough understanding of the cyber security landscape in transport networks. This research shall help the Buyer to understand this landscape and it shall inform the Buyer's future policy work by providing an evidence base for decision making.
- 1.4. The requirement shall include providing a market analysis of the various kinds of equipment deployed in the UK; the functions they perform; which organisations produce the equipment; the prevalence of the equipment in the UK; the equipment's level of connectivity and any claims regarding the equipment's cyber security.

2. DEFINITIONS

Expression or Acronym	Definition
DfT	Department for Transport
ITS	Intelligent Transport System
HMG	Her Majesty's Government

3. SCOPE OF REQUIREMENT

- 3.1. The Buyer requires research to be conducted on everything listed within this Section.
- 3.2. Equipment and systems that are in scope of this research requirement:
 - 3.2.1. Traffic lights (fixed and temporary) and related back end systems (for example control centres) which actively manage traffic flows.
 - 3.2.2. CCTV monitoring systems that are used for incident handling and traffic management.

- 3.2.3. Variable speed traffic signs.
- 3.2.4. Public information notification signs.
- 3.2.5. Other networked roadside infrastructure.
- 3.3. The research and the report shall pay particular attention to any and all cyber vulnerabilities/hacks and cyber incidents that have occurred against equipment that is present in the UK market (regardless of whether the incident(s) occurred within the UK or abroad). This is because the Buyer is most interested in the security of equipment that is used (or is available to use) within the UK.
- 3.4. Equipment and systems that are out of the scope of this research requirement:
 - 3.4.1. Equipment that is not intended to be connected to a network
 - 3.4.2. Vehicle born systems
 - 3.4.3. ITS system
 - 3.4.4. Future systems or proposed applications not currently in use

4. THE REQUIREMENT

- 4.1. The Buyer requires one report to be produced, which shall present all of the Supplier's research findings for this requirement, to include all of the information listed in Section 5 of this document.
- 4.2. The report shall present the research findings in a manner which is logical, straight-forward and easily readable. Further, it shall be presented in such a way as to allow the Buyer to easily and effectively make use of the research findings.
- 4.3. The report shall include an overview and summary of all of the research conducted for this requirement, highlighting key findings.
- 4.4. Research Points and Questions:
- 4.5. The report shall include the following information and research findings (and answer all of the following questions) for each of the items listed under Section 5.2 of this document:
 - 4.5.1. Details on the equipment and systems, to include:
 - 4.5.1.1. Name of system and manufacturer
 - 4.5.1.2. Intended use/function
 - 4.5.1.3. Date first introduced to the market/withdrawn from the market
 - 4.5.2. Connectivity
 - 4.5.2.1. Are they connected via wired or wireless technologies?
 - 4.5.2.2. What technologies do they use to communicate (e.g. Wi-Fi, 3G/4G etc.)?
 - 4.5.2.3. What they are intended to communicate with?
 - 4.5.3. Market share information for each system type (identified in Section 5.2, this document), including:
 - 4.5.3.1. The market share of each company who provide the systems identified, highlighting the market leaders

- 4.5.3.2. The market share by sales for the systems identified, highlighting market leaders
- 4.5.3.3. Market share by regions providing information on any geographic prevalence for the equipment/systems identified, highlighting any companies or equipment/systems that has a large regional market share (and where that region is)
- 4.5.4. Cyber Security information
 - 4.5.4.1. Any claims (made by the producer, supplier, or others) regarding the cyber security of the equipment or system
 - 4.5.4.2. Any assurances provided by the producer or supplier of the equipment to support any cyber security claims
 - 4.5.4.3. Standards applied by the supplier and/or producer of the equipment
 - 4.5.4.4. Statements of compliance
 - 4.5.4.5. Any known vulnerabilities or incidents
 - 4.5.4.6. Any information provided on resilience/fall-backs offered should the equipment fail
 - 4.5.4.7. Any other relevant Cyber Security information
 - 4.5.4.8. Any other relevant reported cyber security incidents such as hacks, data breaches and publicly disclosed vulnerabilities.
 - 4.5.4.9. The Successful Supplier shall collate information on known cyber vulnerabilities, cyber hacks and cyber incidents which have occurred on or against roadside infrastructure and equipment, and include this information in the report.
 - 4.5.4.10. If possible, the Buyer would like the Supplier to utilise the data that they have gathered to carry out an assessment of the overall, combined cyber security risk that is presented by the types of equipment listed under Section 5.2 of this document. This is a 'nice-to-have', rather than a concrete requirement.
- 4.6. All equipment that is researched shall be identified by the Supplier as "in use" or "available for use" (and additional classifications can be used if necessary) to indicate clearly the difference in technology deployment. This information shall be included in the report.
- 4.7. Research Methods
 - 4.7.1. The Supplier may source information via secondary research (for example that available by open source) or via primary research (for example direct interviews with, or surveying of, providers). The Buyer expects that a mixture of data sources shall be utilised by the Supplier.
 - 4.7.2. The report shall also include a detailed description and breakdown of the following:
 - 4.7.2.1. The research methods that were used

4.7.2.2. The quality and reliability of each piece of information gathered

4.7.2.2.1. The report shall describe whether the information has been peer reviewed, gathered first hand from interview, backed up by secondary sources, etc.

4.8. The Supplier shall also be required to:

4.8.1. Attend an Inception Meeting and a Final Report meeting at the Buyer's premises, as described in section 7.2 of this document.

4.8.2. Handle information classed at OFFICIAL-SENSITIVE level, as detailed in section 8 of this document.

4.8.3. Supply fortnightly progress reports to the Buyer's project manager, as described in section 15.1 of this document.

4.9. As a minimum the Supplier's staff shall have or be willing to apply for and obtain the Baseline Personnel Security Standard (BPSS) as described in section 16.2 of this document.

5. KEY MILESTONES AND DELIVERABLES

5.1. The Contract is intended to run for a period of twelve (12) weeks from project award. The Supplier shall complete the requirement by Friday 14th February 2020.

5.2. The following Contract milestones/deliverables shall apply:

Milestone/Deliverable	Description	Timeframe or Delivery Date
1	Inception Meeting - to take place in person at the Buyer's premises in London.	Within week 1 of Contract Award
2	First review meeting to agree outline of work and milestones – can be carried out via email and teleconference.	Within week 2 of Contract Award
3	Progress meeting – can be in person (preferred) or via teleconference to allow flexibility. Whether it is to be in person or via teleconference is to be agreed at the inception meeting.	Within week 6 of Contract Award
4	Draft report for comments by the Buyer.	Within week 8 -9 of Contract Award

5	<p>Final report meeting. The Supplier shall present the final outcomes of the project (including all research findings, and possibly outlining next steps) to the Buyer.</p> <p>To be held in person at the Buyer's premises in London.</p>	<p>Within week 11 - 12 of Contract Award</p>
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6. MANAGEMENT INFORMATION/REPORTING

- 6.1. The Successful Supplier shall have the ability to handle and store classified material up to and including OFFICIAL SENSITIVE level. The project reports for government and industry shall be classified as OFFICIAL SENSITIVE.
- 6.2. The Successful Supplier shall demonstrate the measures in place to keep this information secure. Specifically, in the bid document the Supplier shall provide detail on how they shall meet the following requirements:
- 6.2.1. Information classified at OFFICIAL SENSITIVE level relating to this project can only be communicated electronically between the Supplier and the Buyer (and other parties approved by the Buyer) and even then, only using the methods below.
- 6.2.2. The Supplier shall ensure the security of the information in transit. Electronically, this shall involve using software (for example Egress Switch system) to encrypt the files, preferably using AES-256, or other measures that offer an equivalent level of protection.
- 6.2.3. Any passwords used to encrypt files shall be complex and shall be conveyed separately to the files themselves.
- 6.2.4. Any electronic files shall be stored on an IT system that has access controls that only allow approved personnel with a genuine 'need to know' to access the files to read and/or copy. The IT system shall be protected by an appropriate firewall.
- 6.2.5. Once electronic files are no longer needed they shall be deleted from the IT system in a way that makes recovery unlikely, either by overwriting the storage space or eventual dilution and deterioration on a busy shared storage system.
- 6.2.6. Paper copies (including drafts and notes) and any removable electronic storage shall be locked away when not in use to prevent unauthorised access. Printed material shall be marked OFFICIAL SENSITIVE and numbered to ensure no copies are lost. Paper and printed material shall be shredded when no longer needed.

6.2.7. If any paper copies are to be posted, the Supplier shall seek advice from the Buyer.

6.2.8. Access to all material generated by this project (not included source data unless supplied by the Buyer) shall be on a limited and controlled basis. This access shall be granted only to persons approved by the Buyer.

6.3. Any personal information obtained under this Contract shall be controlled in compliance with the Data Protection Act.

6.4. Further information on security classification is available on the Cabinet Office website at the following addresses:

6.4.1. <http://www.cabinetoffice.gov.uk/sites/default/files/resources/hmg-personnel-security-controls.pdf>

6.4.2. <https://www.gov.uk/government/publications/security-policy-framework>

7. VOLUMES

7.1. This requirement is a one-off Contract for a period of twelve (12) weeks.

8. CONTINUOUS IMPROVEMENT

8.1. The Supplier shall be expected to continually improve the way in which the requirement is to be delivered throughout the Contract duration.

8.2. The Supplier shall present new ways of working to the Buyer during progress reports.

8.3. Changes to the way in which the Services are to be delivered shall be brought to the Buyer's attention and agreed prior to any changes being implemented.

9. QUALITY

9.1. The Supplier shall state how they shall ensure a quality product and provide Quality Assurance through the provision of a Quality Plan. They shall provide a summary of the Quality Assurance arrangements, principles, standards and checks they shall use within the project.

9.2. The Quality Plan shall be discussed at the project commencement meeting, and concerns and variations shall be addressed during the Contract.

10. PRICE

10.1. The Supplier shall provide a capped cost price for this work. The maximum allocated budget for the Contract is £80,000.00 excluding VAT, but including all expenses.

10.2. Twenty Per Cent (20%) of the total evaluation score shall be allocated to evaluation of the prices tendered for the specified requirement.

10.3. Prices are to be submitted via the e-Sourcing Suite in Attachment 4 – Price Schedule excluding VAT and including all other expenses relating to Contract delivery.

10.4. Each Bidder shall be required to complete a rate card, for information purposes only. The rate card shall not be evaluated.

11. STAFF AND CUSTOMER SERVICE

- 11.1. The Supplier shall provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service.
- 11.2. The Supplier's staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract to the required standard.
- 11.3. The Supplier shall ensure that staff understand the Buyer's vision and objectives and shall provide excellent customer service to the Buyer throughout the duration of the Contract.

12. SERVICE LEVELS AND PERFORMANCE

- 12.1. The Buyer shall measure the quality of the Supplier's delivery by:

KPI/SLA	Service Area	KPI/SLA description	Target
1	Progress Report	Progress reports shall be supplied fortnightly to the Buyer's project manager by phone or email (to be confirmed). This shall include a summary of progress against the delivery.	100%
2	Risk monitoring	The Supplier shall raise any concerns about the possibility of failing to meet the overall deadline and lack of relevant information to meet the requirements. The Supplier shall send the Buyer a risk monitoring report on a weekly basis, via email, to the Buyer's project manager.	100%
3	Communication	The Supplier shall acknowledge and respond to any and all communications from the Contract/project manager within two (2) working days.	100%
4	Emergencies	If there is an urgent issue, the Supplier shall make the contract manager aware of it within two	100%

		(2) working days of the identification of the issue.	
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13. SECURITY AND CONFIDENTIALITY REQUIREMENTS

- 13.1. The Supplier shall confidentially handle and store OFFICIAL SENSITIVE information as described in Section 8 of this document.
- 13.2. As a minimum staff shall have or be willing to apply for and obtain the Baseline Personnel Security Standard (BPSS) and each Bidder shall state this explicitly in their bid.

14. PAYMENT AND INVOICING

- 14.1. Prices shall be submitted in pounds sterling and be inclusive of expenses and exclusive of VAT.
- 14.2. The Buyer requires invoices to be submitted within one (1) month of the end of the project.
- 14.3. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
- 14.4. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
- 14.5. The Buyer shall pay the Supplier within thirty (30) calendar days of receipt of a valid invoice, paid against a valid Purchase Order issued by the Buyer; the method of payment shall be by BACS.
- 14.6. The Supplier shall send a hard copy of each invoice to Accounts Payable using the address below:

REDACTED

- 14.7. The Supplier shall also send a copy of each invoice via email to:

REDACTED

15. CONTRACT MANAGEMENT

- 15.1. Attendance at Contract Review meetings shall be at the Supplier's own expense.
- 15.2. All progress reports, review meetings and milestones shall be met.

SCHEDULE 2 - HIGH LEVEL DELIVERY PLAN

1. METHODOLOGY FOR GATHERING REQUIRED INFORMATION

REDACTED

2. USEFUL AND INFORMATIVE PRESENTATION OF INFORMATION AND FINAL OUTPUT

REDACTED

SCHEDULE 3 - BUYER RESPONSIBILITIES

N/A

SCHEDULE 4 – NON-DISCLOSURE AGREEMENT

N/A

SCHEDULE 4 – STATEMENT OF WORK (SoW)

This schedule outlines the work to be carried out within each delivery stage.

A new SoW needs to be created for each delivery package.

This is the order to the Supplier and is used to monitor and measure the delivery of the requirements. It is also used to cross reference invoicing against delivery.

The rights, obligations and details agreed and set out in each SoW, only apply to the Services and Deliverables for this SoW. They do not relate to any past or future SoW, unless specified.

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
- Addition documents to support the deliverables
- High level objectives for this SoW

Overview:

SoW start date:	[]
SoW Reference:	[]
Buyer:	[]
Supplier:	[]
Sub-Contractors:	[]
Overall Estimated Service Completion Date: <i>(the "Completion Date")</i>	[]
Duration of SoW <i>(How long the SoW will last – expressed as Working Days)</i>	[]
Charging Mechanism(s) for this SoW: <i>(Capped/ Time and Materials/ Time and Materials/ Fixed Price/ Milestone deliverables)</i>	Choose an item.

Key Personnel:

The Parties agree that the Key Personnel in respect of the Service Delivery are detailed in the table below.

Table of Key Personnel:

Name	Role	Details
[]		

Deliverables:

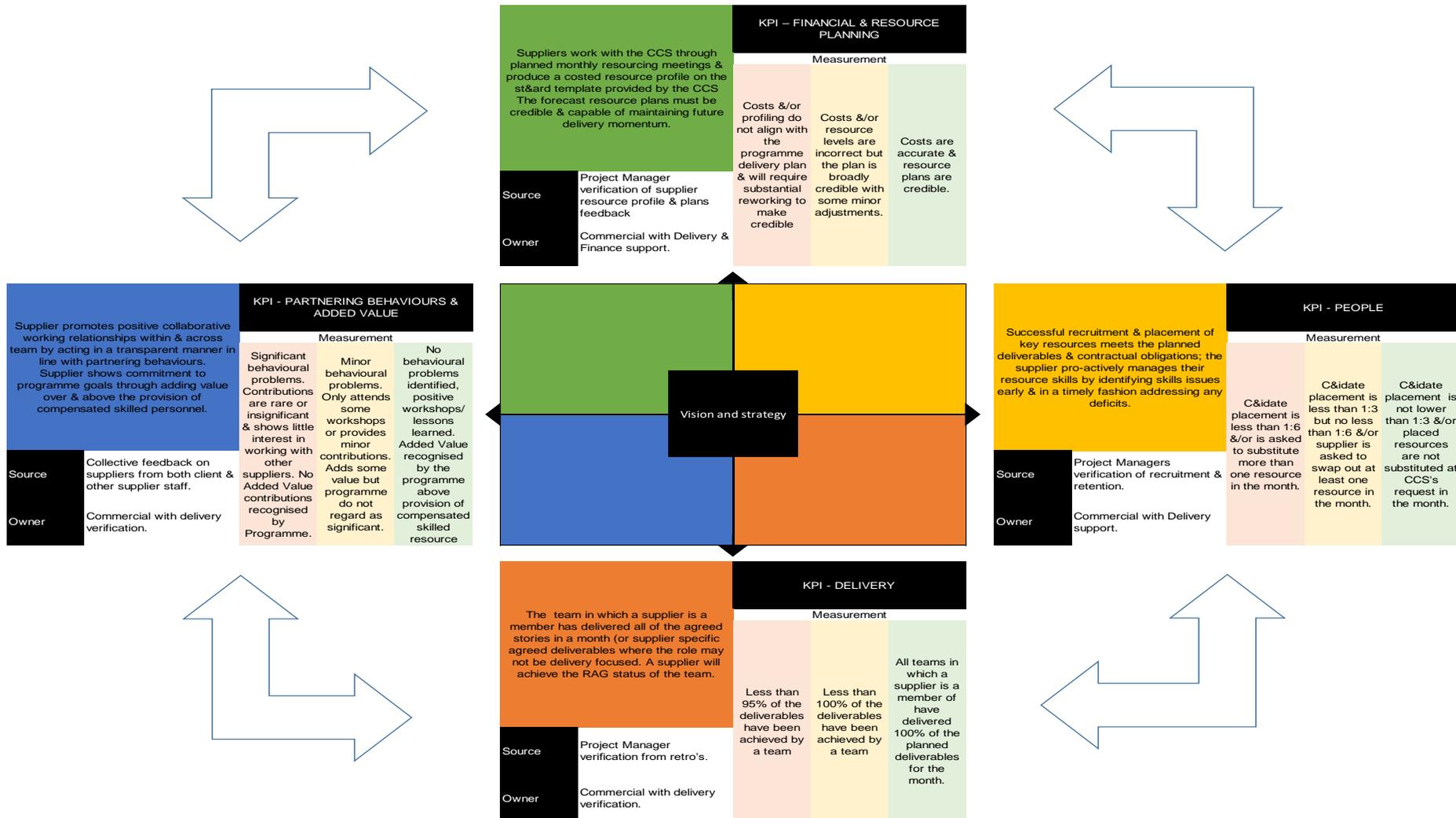
- Enter Deliverables.
- Enter Deliverables. |

Additional Requirements

|Insert |

Balanced scorecard & KPIs:

In addition to the Supplier's performance management obligations set out in the framework agreement, the Buyer and the Supplier have agreed the following Balanced Scorecard & KPIs for this Release: (use this template and amend with your own measures in line with these headings) Copy of the below can be found [here](#)



Contract Charges:

The Maximum Price for this SoW is: £xxxxx |

The preferred charging mechanism for this SoW is: *(Please tick below)*

- CAPPED TIME AND MATERIALS (complete Time and Materials table)
- TIME AND MATERIALS (complete table below)
- FIXED PRICE (complete table below)
- MILESTONE DELIVERABLES

The detail behind each charging mechanism is found below.

Capped Time and Materials

- The maximum price the Supplier is entitled to charge the Buyer for Services delivered on a Capped Time and Materials basis (excluding VAT but including Expenses) is known as the Maximum Contract Charges.
- The Buyer must specify if the Maximum Price for this SoW and stipulate the Service Period. E.g. Maximum Price per Week, per Working Days etc.
- Capped Time and Materials shall be calculated on a daily basis at the respective time and material rates for each Supplier Staff for every day, or pro rata for every part of a day, that the Supplier Staff are actively performing the Services and in accordance with the relevant rates for such Supplier Staff as required to perform such Services.
- The Supplier acknowledges and agrees that it shall provide the Services in relation to this SoW within the Maximum Price set out above; and it shall continue at its own cost and expense to provide the Services, even where the price of Services delivered to the Buyer on a Capped Time and Materials basis has exceeded the Maximum Price.
- The Buyer shall have no obligation or liability to pay for the cost of any Services delivered in respect of this SoW after the Maximum Price has been exceeded.

Time and Materials (T&M)

- The T&M pricing structure shall apply:
 - ✓ for Services delivered (or as agreed otherwise by the Parties); and
 - ✓ for other aspects of the Services as may be agreed by the Parties.
- T&M shall be calculated:
 - on a daily basis at the respective T&M rates for each Supplier Staff, for every day,
 - or pro rata for every part of a day that the Supplier Staff are actively performing the Services
- The relevant rates for such Supplier Staff is set out in the table below.
- The Supplier shall provide a detailed breakdown of any T&M; with sufficient detail to enable the Buyer to verify the accuracy of the T&M Contract Charges incurred.
- For the avoidance of doubt, no risks or contingencies shall be included in the Contract Charges in addition to the T&M.
- The Supplier shall retain a record timesheet for all staff providing the Services; which the Buyer may request for inspection at all reasonable times on request.
- T&M rates (excluding VAT) is an estimated cost for a SoW from Supplier proposal. If additional work is required. A further SoW is required. The Maximum Contract Charges may not be exceeded without consent from the Buyer. Please refer to Contract Change Note.

Experience Level/ Day Rate/planned duration for this SoW							
Cyber Security Roles	Practioner Day Rate £	Planned Duration No. of Days	Senior Practioner Day Rate £	Planned Duration No. of Days	Lead Practioner Day Rate £	Planned Duration No. of Days	Total
Total value of this SoW:							
Estimated Contract Charge: <i>(23. of the Order Form)</i>							
Remainder of value under Estimated Contract Charge: <i>(23. of the Order Form minus All SoW total values)</i>							
Is there any risk to exceed Estimated Contract Charge: <i>Y/N & Comments below.</i>							Choose an item.
Comments:							

Fixed Price

- Where Services for this SoW are being delivered on a Fixed Price basis, the Contract Charges set out in the table below shall apply.
- The Parties acknowledge and agree that the following assumptions, representations shall apply in relation to the prices set out in the table below.
- Fixed Price Contract Charges (excluding VAT) shall be applied as follows:

Fixed Charge	Description	Service Period (or if Payment linked to Milestones then, Milestone Date)	Breakdown By Role and Duration
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]

Milestone Deliverables

- Milestone Deliverable pricing shall be against the service delivery plan agreed by the Buyer and Supplier at the start of the SoW.
- The Supplier must complete the service Deliverable by the due date.
- The Buyer shall review the Deliverable against the agreed acceptance criteria to sign off acceptance
- Once the Buyer has accepted the Deliverable the Supplier can raise and send an invoice.

Agreement of SoW:

By signing this SoW, the Parties agree to be bound by the RM3764ii Call-Off Contract terms and conditions set out herein:

Signed by an authorised signatory for and on behalf of the Buyer and the Supplier

SIGNED:

	Supplier:	Buyer:
Name:	[[]]	[[]]
Title:	[[]]	[[]]
Signature:	<p style="text-align: center;">X</p> <p style="text-align: center;">_____</p> <p>Select date </p>	<p style="text-align: center;">X</p> <p style="text-align: center;">_____</p> <p>Select Data </p>

Please send copies of all SoW to Crown Commercial Service email: **REDACTED** titled Cyber Security Services 2 SoW.

SCHEDULE 6 - CONTRACT CHANGE NOTE

Call-Off Contract reference: **CCSO19A54** |
Contract Change note variation number: |Insert |

This amendment to the agreement is between:

the “Buyer”

|Buyer Full Name
|Buyer Full Address|

the “Supplier”

|Supplier Full Name |
|Supplier No. |
|Supplier Full Address |(registered office address)

The variation:

The Contract is varied as follows and shall take effect on the date signed by both Parties:

Full Details of the proposed change:

|Insert |

Reason for the change:

|Insert |

Likely impact, if any, of the change on other aspects of the Contract:

|Insert |

Words and expressions in this Contract Change Note shall have the meanings given to them in the Contract.

The Contract, including any previous changes shall remain effective and unaltered except as amended by this change.

Signed by an authorised signatory for and on behalf of the Buyer and the Supplier

SIGNED:

	Supplier:	Buyer:
Name:		
Title:		
Signature:	<p>X</p> <hr/> <p> Select date </p>	<p>X</p> <hr/> <p> Select Data </p>

PART C – RM3764ii Standard Terms

The standard terms and conditions of the RM3764ii Call-Off Contract have been developed specifically for government/public sector.

These terms are non-variable and can be found on the CCS website:

<http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm3764ii>