

RM971 NON MEDICAL NON CLINICAL

PART 1 – ORDER FORM

ORDER FORM

**THE SUPPLY OF NON MEDICAL NON CLINICAL (NMNC) TEMPORARY
AND FIXED TERM STAFF FRAMEWORK AGREEMENT: RM971**

FROM:

CUSTOMER	HM Treasury
SERVICE ADDRESS	1 Horse Guards Road, London SW1A 2HQ
INVOICE ADDRESS(if different)	
CONTACT REFERENCE	Authoriser Name: Redacted Tel: Redacted e-mail: Redacted
ORDER NUMBER	CCCB17A16
ORDER DATE	24/10/2017

TO:

SERVICE PROVIDER	SThree Partnership LLP
SERVICE PROVIDER'S ADDRESS	4 th Floor, 10 Temple Street, Birmingham City Centre, B2 5BN, UK
ACCOUNT MANAGER	Name: Redacted Address: Tel: Redacted E-mail: Redacted

PART 1: SERVICE REQUIREMENT

PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements:

RM971 LOT:	4
NUMBER OF ROLES REQUIRED:	1
JOB ROLE/TITLE:	Information Risk and Assurance Services Officer
AGENDA FOR CHANGE PAY BAND:	9
AGENDA FOR CHANGE PAY POINT: (LOWEST WITHIN AFC PAY BAND UNLESS STATED)	52
HOURS REQUIRED:	37
ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL) [OUTSIDE 8AM TO 6PM MON TO FRIDAY]	No
FEE TYPE:	Non-Patient Facing (No Disclosure)
IMMUNISATION REQUIREMENTS (FEE TYPE 1 ONLY)	N/A
DBS REQUIRED (FEE TYPE 1 AND 2 ONLY)	1. N/A
HIGH COST AREA SUPPLEMENT?	1. None
REGULATED OR CONTROLLED ACTIVITY (ISA)?	N/A
SKILLS, TRAINING AND QUALIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:	<ul style="list-style-type: none"> • Experience of the application of Data Protection Act within government.

	<ul style="list-style-type: none"> • Experience of (government) protective markings and security measures protective markings • Experience of paper and electronic information management practises and systems • Experience of writing and updating data protection policies • Experience of provision of data protection training • SC level of security clearance 	
PERSON AND DEPT TO WHOM WORK-SEEKER SHOULD REPORT AT START:	Redacted	
POST CODE OF LOCATION WITH REQUIREMENT:	SW1A 2HQ	
RM971 LOT:	4	
NUMBER OF ROLES REQUIRED:	1	
JOB ROLE/TITLE:	Information Risk and Assurance Services Officer	
AGENDA FOR CHANGE PAY BAND:	9	
ADDITIONAL REQUIREMENTS:	SC Clearance Required Service Level Agreement etc.	
PART 1.2: ANCIPATED DURATION OF CONTRACT		
COMMENCEMENT DATE:	13/11/17	
ANTICIPATED END DATE:	62 business days from start date with an option to extend for a further 3 months	
TEMPORARY / FIXED TERM ASSIGNMENT:	Temporary	
PART 1.3: MILESTONES AND KEY DELIVERABLES		
<p>1. Data Protection Service Desk</p> <ul style="list-style-type: none"> • DPA policies are current and relevant • DPA training is delivered on time to the right people • Key information risks are addressed <p>2. BAU Information Assurance</p> <ul style="list-style-type: none"> • The Information Asset Register (IAR) is up to date and complete • IAO guidance is circulated and well received by asset Owners • The incident log is up to date and lessons learned/after actions are recorded appropriately • Incident reporting is demonstrably working well and forms are easy to find and complete <p>3. Change Services to support preparations for Data Protection Reform</p> <ul style="list-style-type: none"> • Data mapping and assessment • Develop GDPR compliance solutions • Development of GDPR compliant policies are current and relevant • GDRP training solutions are developed and delivered on time to the right people • GDPR Key risks are identified and solutions developed to support compliance • Monitor GDPR compliance progress 		
PART 1.4: CHARGES PAYABLE BY CUSTOMER (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):		
	Pre-AWR	Post-AWR
Pay to Worker(s)	£ 450 (Day)	£ N/A
Total Charge	£ 600 (Day)	£ N/A
DISCOUNTS APPLICABLE:	N/A	

PART 1.5: ACCEPTANCE PRIOR TO PAYMENT	
<i>Completion of an assignment checklist by Service Provider</i>	
PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS	
<p>4. Data Protection Service Desk Provide departmental service desk for Data Protection, ensure that policies are fit for purpose, training is appropriate and DPA risks are consistently recognised and addressed</p> <p>5. Information Assurance Compile, maintain and enhance the core products associated with the information assurance service, notably the Information Asset Register, IAO guidance, the Information Incident Log and incident reporting forms</p> <p>6. Change Services to support preparations for Data Protection Reform Data Collection and assessment and the development of solutions to support transition of HMT policies processes to be compliant with GDPR</p>	
PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS	
PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:	N/A
PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:	As and When
PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES	
PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	Name: Redacted Tel: Redacted E-mail: Redacted
PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	N/A
PART 5: CONFIDENTIAL INFORMATION	
PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:	As Agreed by Both Parties

BY SIGNING AND RETURNING THIS ORDER FORM THE SERVICE PROVIDER AGREES to enter a legally binding contract with the Customer to provide to the Customer the Services specified in the Service Order Requirements set out in this Order Form [(together with where completed and applicable, the further-competition order (additional requirements))] incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Agreement between the Service Provider and the Minister for the Cabinet Office.

FOR AND ON BEHALF OF THE SERVICE PROVIDER:

NAME:	Redacted
TITLE:	Redacted
SIGNATURE:	Redacted
DATE:	26/10/2017

FOR AND ON BEHALF OF THE CUSTOMER:

NAME:	Redacted
TITLE:	Redacted
SIGNATURE:	Redacted
DATE:	6/11/2017