



Crown
Commercial
Service

**Provision of Consultancy Support for
OSCAR II Delivery**

To

HM Treasury

From

Methods Business and Digital Technology Limited

Contract Reference: CCCC20B31

FRAMEWORK SCHEDULE 4

CALL OFF ORDER FORM

PART 1 – CALL OFF ORDER FORM

SECTION A

This Call Off Order Form is issued in accordance with the provisions of the Framework Agreement for the provision of Provision of Consultancy Support for OSCAR II Delivery dated **04 September 2018**.

The Supplier agrees to supply the Services specified below on and subject to the terms of this Call Off Contract.

For the avoidance of doubt this Call Off Contract consists of the terms set out in this Call Off Order Form and the Call Off Terms.

Order Number	To be advised by Contracting Authority post award
From	HM Treasury ("CUSTOMER")
To	Methods Business and Digital Technology Limited ("SUPPLIER")
Date	Friday 4th September 2020 ("DATE")

SECTION B

1. CALL OFF CONTRACT PERIOD

1.1.	Commencement Date: Deemed to have been Friday 4th September 2020
1.2.	Expiry Date: End date of Initial Period: Wednesday 3 rd March 2021 End date of Extension Period: Friday 2 nd April 2021 Minimum written notice to Supplier in respect of extension: 10 working days

2. SERVICES

2.1	Services required: REDACTED
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3. PROJECT PLAN

3.1.	Project Plan		
	The following Contract milestones/deliverables shall apply:		
	Milestone/Deliverable	Description	Timeframe or Delivery Date
	1	REDACTED	Ongoing throughout the duration of the OSCAR II Project.
	2	REDACTED	Ongoing throughout the duration of the OSCAR II Project.
	3	REDACTED	Ongoing throughout the duration of the OSCAR II Project.
	4	REDACTED	Ongoing throughout the duration of the OSCAR II Project.
	5	REDACTED	Ongoing throughout the duration of the

			OSCAR II Project.
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4. CONTRACT PERFORMANCE

4.1. Standards:	In Clause 11 of the Call Off Terms			
4.2 Service Levels/Service Credits:	Not Applicable			
4.3 Critical Service Level Failure:	Not applied			
4.4 Performance Monitoring	The Customer will measure the quality of the Supplier's delivery by:			
	KPI/SLA	Service Area	KPI/SLA description	Target
	1	Business Analysis, Testing and Training	All required programme management consultancy advice is provided as and when required.	100%
	2	Business Readiness	All required business change activities outlined within the individual process change plans, are delivered and align to the business process go-live.	100%
	3	Software Testing	All process mapping tables are provided within the required timeframe, as per the delivery plan at Section 3.1.	100%
	4	Project Support	All process mapping tables are provided within the required timeframe, as per the delivery plan at Section 3.1	100%
4.5 Period for providing Rectification Plan:	In Clause 39.2.1(a) of the Call Off Terms			

5. PERSONNEL

5.1	Key Personnel: Customer - REDACTED Supplier – REDACTED
5.2	Relevant Convictions (Clause 28.2 of the Call Off Terms): In Clause 28.2 of the Call Off Terms

6. PAYMENT

6.1	<p>Call Off Contract Charges (including any applicable discount(s), but excluding VAT):</p> <p>The total contract value will not exceed the “Total Capped Price” as submitted to the Customer from the Supplier of £223,449.23 (including all expenses but excluding VAT).</p> <p>These rates are to remain firm for the duration of the contract including the additional expressed extension option of 1 month.</p> <p>A full breakdown of the the rates and costs for this contract is included below:</p> <p><u>Rate Card</u></p> <p>REDACTED</p> <p><u>Total Capped Cost Breakdown</u></p> <p>REDACTED</p>
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6.2	Payment terms/profile (including method of payment e.g. Government Procurement Card (GPC) or BACS): Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
6.3	Reimbursable Expenses: Not permitted
6.4	Customer billing address (paragraph 7.6 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): Payment invoices must be submitted to the following address: REDACTED
6.5	Call Off Contract Charges fixed for (paragraph 8.2 of Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): For the life of the Call Off Contract from the Call Off Commencement Date
6.6	Supplier periodic assessment of Call Off Contract Charges (paragraph 9.2 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)) will be carried out on: Not Applied
6.7	Supplier request for increase in the Call Off Contract Charges (paragraph 10 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): Not Permitted

7. LIABILITY AND INSURANCE

7.1	Estimated Year 1 Call Off Contract Charges: The sum of £223,449.23 (excluding VAT).
7.2	Supplier's limitation of Liability (Clause 37.2.1 of the Call Off Terms); In Clause 37.2.1 of the Call Off Terms
7.3	Insurance (Clause 38.3 of the Call Off Terms): In Clause 38.3 of the Call Off Terms

8. TERMINATION AND EXIT

8.1	Termination on material Default (Clause 42.2 of the Call Off Terms): In Clause 42.2.1(c) of the Call Off Terms
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8.2	Termination without cause notice period (Clause 42.7 of the Call Off Terms): In Clause 42.7 of the Call Off Terms
8.3	Undisputed Sums Limit: In Clause 43.1.1 of the Call Off Terms
8.4	Exit Management: Not applied

9. SUPPLIER INFORMATION

9.1	Supplier's inspection of Sites, Customer Property and Customer Assets: Not Applied
9.2	Commercially Sensitive Information: Not Applied

10. OTHER CALL OFF REQUIREMENTS

10.1	Recitals (in preamble to the Call Off Terms): Recital A Recital C - date of issue of the Statement of Requirements: 25 th August 2020 Recital D - date of receipt of Call Off Tender: 27 th August 2020
10.2	Call Off Guarantee (Clause 4 of the Call Off Terms): Not required
10.3	Security: Short form security requirements
10.4	ICT Policy: To be provided by the Customer before the Commencement Date.
10.6	Business Continuity & Disaster Recovery: Not applied Disaster Period: For the purpose of the definition of "Disaster" in Call Off Schedule 1 (Definitions) the "Disaster Period" shall be Not Applied
10.8	Protection of Customer Data (Clause 35.2.3 of the Call Off Terms): Not Applied
10.9	Notices (Clause 56.6 of the Call Off Terms): <u>Customer's postal address and email address:</u>

	1 Horse Guards Road, London, SW1A 2HQ REDACTED <u>Supplier's postal address and email address:</u> 6-10 Kirby Street, London, EC1N 8TS REDACTED												
10.10	Transparency Reports In Call Off Schedule 13 (Transparency Reports)												
10.11	Alternative and/or Additional Clauses from Call Off Schedule 14 and if required, any Customer alternative pricing mechanism: Not Applied												
10.12	Call Off Tender: Se Annex B – Supplier's Proposal												
10.13	Publicity and Branding (Clause 36.3.2 of the Call Off Terms) In Clause 36.3.2 of the Call Off Terms												
10.14	Staff Transfer Annex to Schedule 10, List of Notified Sub-Contractors (Call Off Tender).												
10.15	Processing Data Call Off Schedule 17												
10.16	DEFCONs and DEFFORMs Not Applied												
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Nature and purposes of the processing	
Type of Personal Data	<p>Full name</p> <p>Workplace address</p> <p>Workplace Phone Number</p> <p>Workplace email address</p> <p>Names</p> <p>Job Title</p> <p>Compensation</p> <p>Tenure InformationQualifications or Certification</p> <p>Nationality</p> <p>Education & training history</p> <p>Previous work history</p> <p>Personal Interests</p> <p>References and referee details</p> <p>Driving license details</p> <p>National insurance number</p> <p>Bank statements</p> <p>Utility bills</p> <p>Job title or role</p> <p>Job application details</p> <p>Start date</p> <p>End date & reason for termination</p> <p>Contract type</p>

	<p>Compensation data</p> <p>Photographic Facial Image</p> <p>Biometric data</p> <p>Birth certificates</p> <p>IP Address</p> <p>Details of physical and psychological health or condition</p> <p>Next of kin & emergency contact details</p> <p>Record of absence, time tracking & annual leave</p>	
Categories of Data Subject		

FORMATION OF CALL OFF CONTRACT

BY SIGNING AND RETURNING THIS CALL OFF ORDER FORM (which may be done by electronic means) the Supplier agrees to enter a Call Off Contract with the Customer to provide the Services in accordance with the terms Call Off Order Form and the Call Off Terms.

The Parties hereby acknowledge and agree that they have read the Call Off Order Form and the Call Off Terms and by signing below agree to be bound by this Call Off Contract.

In accordance with paragraph 7 of Framework Schedule 5 (Call Off Procedure), the Parties hereby acknowledge and agree that this Call Off Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of the Call Off Order Form from the Supplier within two (2) Working Days from such receipt.

For and on behalf of the Supplier:

Name and Title	REDACTED
Signature	REDACTED
Date	30 th September 2020

For and on behalf of the Customer:

Name and Title	REDACTED
Signature	REDACTED
Date	1 October 2020