



**RM6100 Technology Services 3  
Framework Schedule 4 Annex 1  
Lot 1 Order Form**

## Order Form

This Order Form is issued in accordance with the provisions of the Technology Services 3 Framework Agreement RM6100 dated 16th June 2021 between the Supplier (as defined below) and the Minister for the Cabinet Office (the "**Framework Agreement**") and should be used by Buyers after making a direct award or conducting a further competition under the Framework Agreement.

The Contract, referred to throughout this Order Form, means the contract between the Supplier and the Buyer (as defined below) (entered into pursuant to the terms of the Framework Agreement) consisting of this Order Form and the Call-Off Terms. The Call-Off Terms are substantially the terms set out in Annex 2 to Schedule 4 to the Framework Agreement and copies of which are available from the Crown Commercial Service website [Technology Services 3 - CCS \(crowncommercial.gov.uk\)](https://www.crowncommercial.gov.uk). The agreed Call-Off Terms for the Contract being set out as the Annex 1 to this Order Form.

The Supplier shall provide the Services and Deliverables specified in this Order Form (including any attachments to this Order Form) to the Buyer on and subject to the terms of the Contract for the duration of the Contract Period.

In this Order Form, capitalised expressions shall have the meanings set out in Schedule (Definitions) of the Call-Off Terms.

This Order Form shall comprise:

1. This document headed "Order Form";
2. Attachment 1 – Services Specification;
3. Attachment 2 – Schedule of Processing, Personal Data and Data Subjects;
4. Attachment 3 – Transparency Reports; and
5. Annex 1 – Call-Off Terms.

The Order of Precedence shall be as set out in Clause 2.2 of the Call-Off Terms being:

- a) the Framework, except Framework Schedule 18 (Tender);
- b) the Order Form and its Attachments;
- c) the Call-Off Terms; and
- d) Framework Schedule 18 (Tender).



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## Section A General information

Contract Details	
Contract Reference:	C25196
Contract Title:	FBIS Digitise Delivery Support
Contract Description:	To provide support delivery for Digitising the Border pillar objectives by supporting specific workstreams and plans.
Commencement Date: this should be the date of the last signature on Section D of this Order Form	
	28/08/2023

Buyer details
<b>Buyer organisation name</b> Home Office
<b>Billing address</b> Your organisation's billing address - please ensure you include a postcode Accounts Payable Home Office HO Box 5015 Phoenix House Newport NP10 8FZ United Kingdom
<b>Buyer representative name</b> The name of your point of contact for this Order [REDACTED]
<b>Buyer representative contact details</b> Email and telephone contact details for the Buyer's representative. This must include an email for the purpose of Clause 34.2 of the Contract. [REDACTED]
<b>Buyer Project Reference</b> Please provide the customer project reference number. C25196
Supplier details

**Supplier name**

The supplier organisation name, as it appears in the Framework Agreement

Deloitte LLP

**Supplier address**

Supplier's registered address

1 New Street Square, London, UK, EC4A 3HQ

**Supplier representative name**

The name of the Supplier point of contact for this Order

[REDACTED]

**Supplier representative contact details**

Email and telephone contact details of the supplier's representative

[REDACTED]



## Section B

### Part 1 - The Services Requirement

**Commencement Date**

See above in Section A

**Contract Period**

18 months + 6 months optional extension

**Services**

The Supplier shall provide the following Services to the Buyer:

The primary focus of the supplier will be to support delivery of the Digitising the Border (DTB) pillar objectives by supporting specific workstreams and plans under the direction and supervision of the DTB workstream leads and plans will be decided as per the DTB director. There is scope to support the other FBIS pillars in a similar fashion if required.

The Services are more particularly described in Attachment 1 (Services Specification).

**Deliverables**

The Supplier shall provide the following Deliverables to the Buyer as part of the Services:

Workstream leads and director(s) will work with the supplier and produce work packages/statements of work.

**Sites for the provision of the Services**

The Supplier shall provide the Services and/or Deliverables from the following Sites:

**Buyer Premises:**

The Base Location of the Services will be Home Office, 2 Marsham St, Westminster, London SW1P 4DF

**Supplier Premises:**

Not Applicable

**Third Party Premises:**



Not Applicable

### Additional Standards

Not Applicable

### Key Supplier Personnel

*Guidance Note: see Clauses 6.4 – 6.8 of the Call-Off Terms. Include any Key Supplier Personnel (and their Key Roles).*

Senior engagement and delivery team, additional key personnel to be added during mobilisation in agreement with the buyer and as per 6.4-6.8 of the call-off terms.

Key Supplier Personnel	Key Role(s)	Duration
[REDACTED]	Engagement Partner	Contract Period
[REDACTED]	Engagement Lead, Quality and Escalations, SME	Contract Period
[REDACTED]	Delivery, SME, Staffing	Contract Period

### Buyer Property

The Contracting Authority will provide POISE equipment/access to the Supplier's staff.

### Buyer Security Policy

#### Security Standards for Supplier

Home Office Digital Strategy:

- <https://www.gov.uk/government/publications/home-office-digital-strategy/home-office-digital-strategy>

Home Office Technology Strategy:

- <https://www.gov.uk/government/publications/home-office-technology-strategy/home-office-technology-strategy>

Government Service Design Manual:

- <https://www.gov.uk/service-manual/browse>

HMG Security Policy framework

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

HMG Baseline Personnel Security Standard

- <https://www.gov.uk/government/publications/government-baseline-personnel-security-standard>

NCSC "Security Design Principles for Digital Services"

- <https://www.ncsc.gov.uk/guidance/security-design-principles-digital-services-main>



**NCSC "Bulk Data Principles"**

- <https://www.ncsc.gov.uk/guidance/protecting-bulk-personal-data-main>

**NCSC "Cloud Security Principles"**

- <https://www.ncsc.gov.uk/guidance/implementing-cloud-security-principles>

**NCSC End User Device Security guidance**

- <https://www.ncsc.gov.uk/collection/end-user-device-security>

**Buyer Enhanced Security Requirements**

Not Applicable

**Insurance**

As described in the framework agreement.

**Key Sub-Contractors**

*Guidance Note: see Framework Schedule 7 (Key Sub-Contractors) for detail and include here details of any Key Sub-Contractors which are applicable to this Contract.*

Not Applicable

## Part 2 – Charges, Payment and Invoicing

**Contract Charges (excluding VAT)**

Charging will be on a Time and Materials, agreed in each Statement of Work – see Section C

Expenses will conform to Home Office internal travel and subsistence policies, as detailed the Home Office Travel Manual and in line with Attachment 1.

All Charges shall be payable by the Buyer in accordance with the Payment Profile set out below.

**Payment Profile**

*Guidance Note – insert details of payment profile which may be monthly or quarterly in arrears or the parties may agree to include payments associated with the achievement of milestones, in which case details of milestones payments should be included here.*



The payment profile for this Contract is monthly in arrears

#### Invoice Details

The Supplier will issue Electronic Invoices in accordance with the agreed Payment Profile.

All invoices must be sent to:

[REDACTED]

All invoices must include:

The relevant purchase order number

#### Method of Payment

*Guidance Note – insert method of payment e.g. BACS.*

The payment method for this Contract is BACS

**Contract Anticipated Potential Value:** Up to £9,500,000 over 18 months + 6 months extension

*Guidance Note: for procurement purposes the Buyer will need to include details of the overall anticipated potential value of this Contract over the Contract Period*

### Part 3 – Additional and Alternative Buyer Terms

#### Additional Schedules and Alternative Clauses *(see Annex 3 of Framework Schedule 4)*

*This Annex can be found on the RM6100 CCS webpage. The document is titled RM6100 Additional and Alternative Terms and Conditions Lot 1.*

#### Additional Schedules

*Guidance Note: Tick any applicable boxes below*

Additional Schedules	Tick as applicable
S1: Business Continuity and Disaster Recovery	<input type="checkbox"/>
S2: Continuous Improvement	<input type="checkbox"/>
S3: Supply Chain Visibility	<input type="checkbox"/>

Where selected above the Additional Schedules set out in document RM6100 Additional Terms and Conditions Lot 1 shall be incorporated into this Contract.

#### Alternative Clauses

*Guidance Note: Tick any applicable boxes below*

The following Alternative Clauses will apply:

Alternative Clauses	Tick as applicable
Scots Law	<input type="checkbox"/>





Northern Ireland Law	<input type="checkbox"/>
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Where selected above the Alternative Clauses set out in document RM6100 Additional and Alternative Terms and Conditions Lot 1 shall be incorporated into this Contract.

### Liability

The limitation of liability is set out in Clause 12.1 of the Call-Off Terms

### Termination for Convenience

The notice period for termination of convenience set out in Clause 19.1 of the Call-Off Terms.

## Section C Supplier response



Deloitte

Attachment Rate car C25196-FBIS Digitise



Deloitte

### Commercially Sensitive information

Any confidential information that the Supplier considers sensitive for the duration of an awarded Contract should be included here. Please refer to definition of Commercially Sensitive Information in the Contract – *use specific references to sections rather than copying the relevant information here.*

Any information relating to: personal information (CV's, contact details etc.); pricing and details of Supplier's cost base; insurance arrangements; proprietary information; and/or approach and/or methodologies, is commercially sensitive/confidential and exempt from disclosure under the Freedom of Information Act 2000 ("FOIA"). If a request to disclose such information is received, the Parties will work together and consider the applicability of any FOIA exemptions.





## Section D

### Contract award

This Contract is awarded in accordance with the provisions of the Technology Services 3 Framework Agreement RM6100.

#### SIGNATURES

##### For and on behalf of the Supplier

Name	[REDACTED]
Job role/title	Partner
Signature	[REDACTED]
Date	24 <sup>th</sup> August, 2023

##### For and on behalf of the Buyer

Name	[REDACTED]
Job role/title	Associate Commercial Specialist
Signature	[REDACTED]
Date	30/08/2023



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## Attachment 1 – Services Specification



Attachment 1  
C25196-FBIS Digitise



## Attachment 2 – Schedule of Processing, Personal Data and Data Subjects

This Attachment 2 shall be completed by the Buyer, who may take account of the view of the Supplier, however the final decision as to the content of this Attachment 2 shall be with the Buyer at its absolute discretion.

1. The contact details of the Buyer's Data Protection Officer are: Office of the DPO, Home Office, Peel Building, 2 Marsham Street, London SW1P 4DF  
dpo@homeoffice.gov.uk
2. The contact details of the Supplier's Data Protection Officer are: Nicola Moorcraft  
DPO@deloitte.co.uk.
3. The Supplier shall comply with any further written instructions with respect to processing by the Buyer.
4. Any such further instructions shall be incorporated into this Attachment 2.

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation, the Buyer is the Controller and the Supplier is the Processor in accordance with Clause 18 of the Contract.
Subject matter of the processing	<i>The processing is needed, so the supplier is able to communicate with the Buyer's staff.</i>
Duration of the processing	<i>Duration of the contract length.</i>
Nature and purposes of the processing	<i>Collection, storage and use of the data</i>
Type of Personal Data being Processed	<i>Name, email address and telephone number</i>
Categories of Data Subject	<i>Home Office staff and contractors</i>



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### **Attachment 3 – Transparency Reports**

The supplier will provide ongoing spend profile.



## **Annex 1 – Call-Off Terms and Additional Schedules and Alternative Clauses**



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Off-Terms-v2.00 (7).c