

WORK PACKAGE - AGREEMENT FOR DELIVERABLES UNDER THE PROJECT CONTRACT

AREA OF THE PROJECT	Purchase of surface pros (and peripherals) and iphone 7s.
WORK PACKAGE NUMBER	001
SERVICE COMMENCEMENT DATE FOR WORK PACKAGE	1st March 2018 for delivery by 30th March 2018

This Work Package forms part of the agreement for services in relation to the Project between the Authority and the Supplier (the "**Agreement**"). Capitalised terms used in this Work Package shall have the meaning given to them in Schedule 1 (Definitions) of the Agreement.

DURING THE COMMISSIONING OF ALL WORK PACKAGES THE AUTHORITY WILL ENDEAVOUR TO PROVIDE CLARITY AND DEFINITION ABOUT OUR DIRECTION OF TRAVEL, BE PROFICIENT AT DEFINING OUR NEEDS, IDENTIFY DEPENDENCIES, AND WILL OPERATE CLEAR AND TRANSPARENT CONTRACT MANAGEMENT TECHNIQUES (AS DEFINED IN SCHEDULE 6.1 (GOVERNANCE AND CONTRACT MANAGEMENT) OF THE AGREEMENT).

THE AUTHORITY WILL WORK WITH THE SUPPLIER TO COMPLETE THIS TEMPLATE AND THE APPROVAL OF THIS WORK PACKAGE (PRE AND POST COMPLETION) WILL BE IN LINE WITH SCHEDULE 2.2 (COMMISSIONING PROCESS) OF THE AGREEMENT.

IF THE WORK PACKAGE REQUIRES ANY CHANGE THAT IS NOT A 'MINOR WORK PACKAGE CHANGE' (AS DEFINED IN THE AGREEMENT), THIS MUST BE AGREED VIA THE CHANGE CONTROL PROCEDURE CONTAINED IN IN SCHEDULE 6.2 (CHANGE CONTROL PROCEDURE) OF THE AGREEMENT.

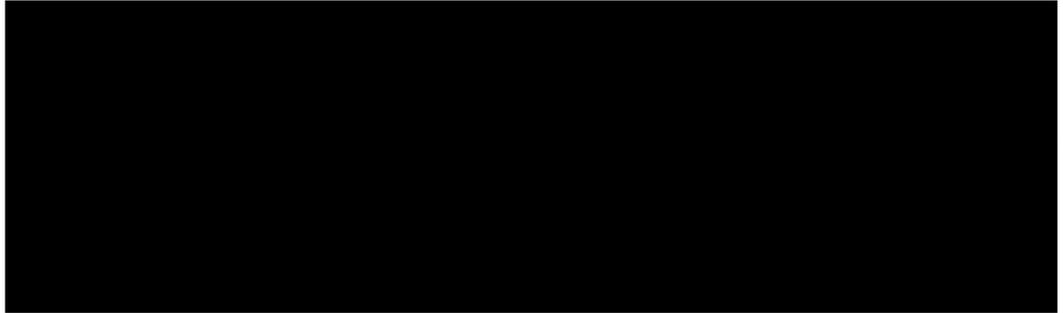
ALL DOCUMENTATION CREATED WITHIN THIS WORK PACKAGE WILL BE OWNED BY THE AUTHORITY AND IT WILL RETAIN THE RIGHT FOR DISTRIBUTION OF ALL SUCH DOCUMENTATION AS IT REASONABLY REQUIRES.

1. BACKGROUND AND REQUIREMENTS

1.1 Background

1.1.1 The Authority wishes to refresh its estate of Surface Pros and to increase its stock of iPhone 7s. The Suppliers Lifecycle solution (as set out in its IT Supply Chain Solution at ISFT) has not yet been made available to the Authority and therefore a Work Package has been raised for this purchase. The Work Package is conditional upon delivery being made on or before 30th March 2018.

1.1.2 Requirements: The Authority wishes to purchase the following (the Equipment):



Delivery is to be made on or before the 30th March 2018, in office hours, to Centre City Tower, 7, Hill Street, Birmingham, B5 4UA.

1.1.3 Outcomes – Delivery of the Equipment in line with the requirements in this work package.

1.1.4 Term – The Work Package is conditional upon delivery being made on or before 30th March 2018. Failure to deliver the entirety of the Equipment before 30th March 2018 will allow the Authority to (at its complete discretion) elect to reject without payment the order set out in this Work Package in whole or in part.

1.1.5 Capability required – no additional resource is required. The Authority will image the Equipment which should be supplied as is.

1.1.6 Insurances – None

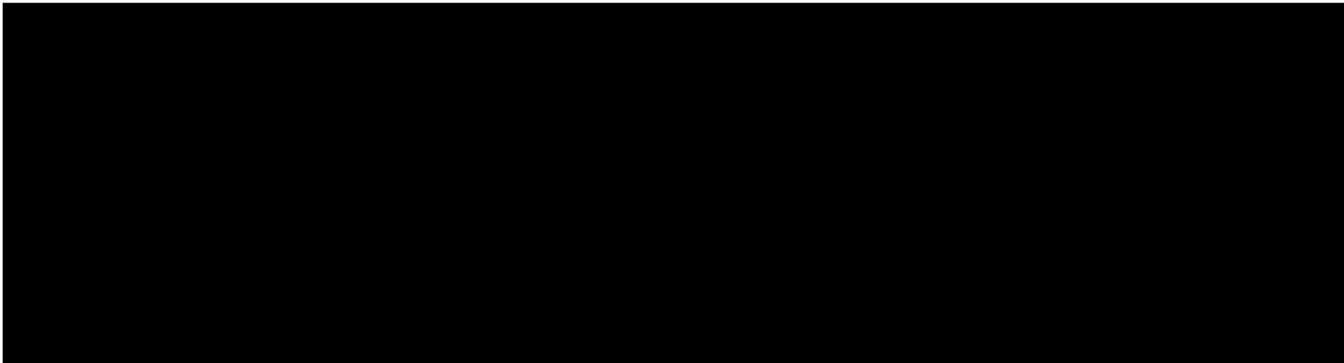
1.1.7 Charges – The Authority requests the Supplier to provide pricing options based on the following (each defined in accordance with Schedule 5.1):-

- Payment Mechanism: Milestone Payment; and
- Pricing Methodology: Firm Price

2. SOLUTION AND SERVICES

2.1 Solution

The following IT equipment will be ordered and delivered to the Authority:



Delivery is to be made on or before the 30th March 2018, in office hours (9.00am – 5.00pm), to Centre City Tower, 7, Hill Street, Birmingham, B5 4UA.

2.2 Key Personnel

As this Work Package is for the provision of IT equipment, no additional resource or personnel is required.

2.3 Implementation services and delivery plan

Delivery is to be made on or before the 30th March 2018, in office hours ((9.00am – 5.00pm), to Centre City Tower, 7, Hill Street, Birmingham, B5 4UA Authority Responsibilities

2.4 Any access to the Authority Premises requested by the Supplier and if so the proposed terms of access

Access will be required in order to deliver the IT equipment.

2.5 Detailed Services/Deliverables:

There are no additional deliverables aside from the actual equipment being delivered.

3. CHARGES FOR WORK PACKAGE

3.1 Proposed Payment Mechanism (select from below)

Payment Mechanism

(Tick one box)

<input type="checkbox"/> Service Charges
<input type="checkbox"/> Milestone Payment

The Payment Mechanism will be milestone payment.

Pricing Methodology

(Tick boxes as applicable)

<input type="checkbox"/> Time and Materials
<input type="checkbox"/> Fixed Price
<input type="checkbox"/> Firm Price
<input type="checkbox"/> Estimated Price

The Pricing Methodology is **IT Supply Chain** which is Cost Price plus any Mark Up in accordance with Schedule 5.1.

3.2 Time and Materials Work Packages or Estimated Price Work Packages

Not applicable

3.3 Fixed Price Work Packages or Firm Price Work Packages

3.3.1 Milestone Plan (for Fixed Price or Firm Price Work Packages)

Milestone (key / not key milestone)	Milestone achievement criteria	Milestone date	Milestone payment	Delay credit rate (if applicable)	Delay deduction period (if applicable)
Delivery of IT equipment	Delivery of IT equipment as per requirements in this work package	On or before 30 th March 2018	£372,358.52 (excl. VAT)	N/A	N/A

3.4 Estimated Resources and Effort

Not applicable – there are no resources or equivalent day rates within this pricing methodology.

3.5 Agreed Fixed Price or Firm Price (as appropriate)

IT SUPPLY CHAIN

The IT Supply Chain price for supplying this equipment is outlined below. All fees are stated excluding VAT and expenses.

Expense Category	Cost Price £	Mark Up %	Total Forecast Expense £
TOTAL REIMBURSEABLE EXPENSES			£372,358.52 (excl. VAT)

The Authority confirms that the discount provisions in section 21 of schedule 5.1 are not applicable to the fees under this work package and that regardless of what is subsequently agreed for discounting work of this kind the Authority will not seek to retrospectively apply / claw back the discount to the fees for this work package

3.6 Risk Factors

There are no risk factors identified.

3.7 Reimbursable Expenses

There will be no expenses incurred by the Supplier in supplying this equipment.

3.8 Assumptions

There are no assumptions that will impact on Charges.

4. PERFORMANCE MANAGEMENT

There are no specific performance management requirements.

5. PROGRESS REPORTING

There are no specific progress reporting requirements for this work package. A progress update will be confirmed via email once the order has been placed and expected dispatch and delivery details.

6. INTELLECTUAL PROPERTY RIGHTS

There are no additional IPR considerations as a result of this work package.

7. DATA PROTECTION PARTICULARS

There are no relevant data protection particulars for this work package.

8. CONFLICT OF INTEREST

There are no specific actual, potential or perceived conflicts of interest identified for this work package.

9. EXIT MANAGEMENT

There are no specific exit obligations required for this work package.

10. SIGNATURE PAGE

10.1 Approvals

The below approve the services detailed within this Work Package are required and approve the Supplier to commence this work.

Name	Role	Date of Approval
Rachel Fletcher	Chief Executive	05/03/2018

11. POST COMPLETION

Approval that services within this work package have been successfully completed.

Documents: *insert acceptance criteria*

Meetings/Workshop: *insert acceptance criteria*

ACTIVITY	Deliverable/Outcome (i.e. document produced, workshop arranged/completed ...)	DUE DATE (linked to milestone dates in project plan)	DATE COMPLETED	ACTIVITY SIGNED OFF BY AUTHORITY Work Package Lead (including comments)

NB: Attach exit summary report if at the end of the contract/supplier exiting – ensuring knowledge / activities successfully transferred to Authority staff or new supplier

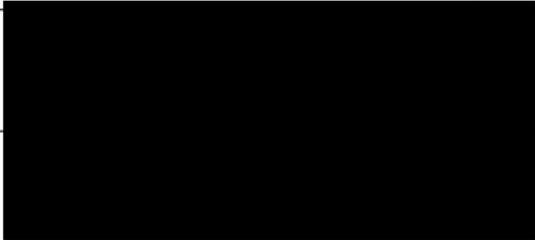
12. SIGN OFF

The below approves that this work package has been completed within scope, quality and cost.

Name	Role	Date of Approval

ANNEX 2

WORK PACKAGE AUTHORISATION NOTE

PROGRAMME AREA	WORK PACKAGE REFERENCE	WORK PACKAGE DATE
FINAL WORK PACKAGE PROPOSAL TO BE ATTACHED TO THIS WORK PACKAGE AUTHORISATION NOTE		
CONFIRMATION THAT NO TERMS OF THE AGREEMENT HAVE BEEN AMENDED AS A RESULT OF THIS WORK PACKAGE (If a Contract Change relating to this Work Package has been agreed, the relevant Change Authorisation Note should be attached to this Work Package Authorisation Note)		
SIGNED ON BEHALF OF THE AUTHORITY:		SIGNED ON BEHALF OF THE SUPPLIER
Signature 		
Name: Rachel Fletcher		
Position: Chief Executive		Position: [Contract Manager] 
Date: 05/03/2018		Date:..... 5/3/18 .