

RM6187 Framework Schedule 6 (Order Form and Call-Off Schedules)

Order Form

CALL-OFF REFERENCE:	C83809
THE BUYER:	NHS England
BUYER ADDRESS	Quarry House, Quarry Hill, Leeds, LS2 7UE
THE SUPPLIER:	L.A. INTERNATIONAL COMPUTER
CONSULTANTS	
SUPPLIER ADDRESS:	International House, Festival Way, Stoke-On Trent, England, ST1 5UB
REGISTRATION NUMBER:	01633646
DUNS NUMBER:	227846995
SID4GOV ID:	N/A

Applicable framework contract

This Order Form is for the provision of the Call-Off Deliverables and dated 28 March 2023.

It's issued under the Framework Contract with the reference number RM6187 for the provision of Operational and logistical IT consultancy support for the Vaccination Programme.

CALL-OFF LOT(S):

Lot 1 – Business

Call-off incorporated terms

The following documents are incorporated into this Call-Off Contract.

Where schedules are missing, those schedules are not part of the agreement and can not be used. If the documents conflict, the following order of precedence applies:

1. This Order Form includes the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) RM6187

3. The following Schedules in equal order of precedence:

Joint Schedules for RM6187 Management Consultancy Framework Three

- Joint Schedule 1 (Definitions) - Mandatory
- Joint Schedule 2 (Variation Form) - Mandatory
- Joint Schedule 3 (Insurance Requirements) - Mandatory
- Joint Schedule 4 (Commercially Sensitive Information) - Mandatory
- Joint Schedule 10 (Rectification Plan) - Mandatory
- Joint Schedule 11 (Processing Data) - Mandatory

Call-Off Schedules

- Call-Off Schedule 9 (Security) - Optional
4. CCS Core Terms (version 3.0.10)
5. Joint Schedule 5 (Corporate Social Responsibility) - Mandatory

Supplier terms are not part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

Call-off special terms

The following Special Terms are incorporated into this Call-Off Contract:

Call-off start date:	1 April 2023
Call-off initial period:	3 months
Call-off initial period expiry date:	30 June 2023
Extension Period	3 months

Call-off deliverables:

This project is aimed at supporting the national Vaccination Programme by providing three main streams of IT-related consultancy:

- a) Supporting and enhancing a Vaccination Servicedesk software environment based upon ServiceNow
- b) Providing Service Delivery management process to ensure that the servicedesk agents perform efficiently and effectively and to liaise with all Servicedesk stakeholders; and
- c) Provide the non-clinical IT equipment and necessary connectivity (wifi, 4G and/or fixed line) to all Vaccination Sites within the national programme.

Project Objectives

1. ServiceNow Administration & Testing
2. Transition the management of the ServiceNow platform to the new service
3. Platform Upgrade to "San Diego" Completed and AutoTest Pro testing repository updated. Upgrade complete on all environments.
4. Maintain ServiceNow knowledge and hand over packs.
5. Service Manage and Assure the National Vaccination Service Desk and Associated

suppliers and processes

6. Project Management of the Vaccination site lifecycle including:

- Site commissioning
- Site decommissioning
- Site mothballing/suspension
- Reclamation of equipment and data
- Connectivity of devices at each site via wifi, 4G, leased lines etc as appropriate
- Audit of sites where required
- Asset management and tracking of all NHSEI equipment deployed to the national service
- Stakeholder and governance engagement with the relevant groups and boards

Governance (including, but not limited to):

1. Supplier Management

- For all activities, manage the suppliers in accordance with agreed program governance procedures. Key suppliers include but are not limited to: O2, BT, Atos, Bates

2. Financial & Stock Reporting

- Accurately capturing and reporting financial data

3. Audit Readiness/Preparation - the program will at some point go through an audit process, the team has a responsibility to ensure readiness by:

- Capturing all Risks/Issues and key decisions in the appropriate documentation
- Ensuring all reporting is accurate/timely and stored in an appropriate location.
- Documenting all key processes and procedure to ensure a smooth knowledge transfer on contract exit.

4. Regional Engagement/Management

- To act as a liaison between regional Tech & Data leads and the connectivity team
- To produce weekly regional report to update on assistance provided by the team and orders in flight.

Deliverables and outputs based on the above are to be agreed by both parties.

The Buyer will sign off the deliverables/services on achievement of a Milestone. Such signoff shall denote final acceptance of the services performed and of any deliverables and shall be conclusive as to the satisfactory performance of the services. The Buyer shall provide its acceptance (signoff) or response of any Milestone within 5 days of submission or request for approval of a Milestone Acceptance Certificate and the services shall be deemed accepted where not received within 10 days of submission.

“Milestone” shall mean a part of the service/deliverable and a date, included in the Statement of Work for completion of that stage of or part of the services by a specific Supplier Resource.

Security

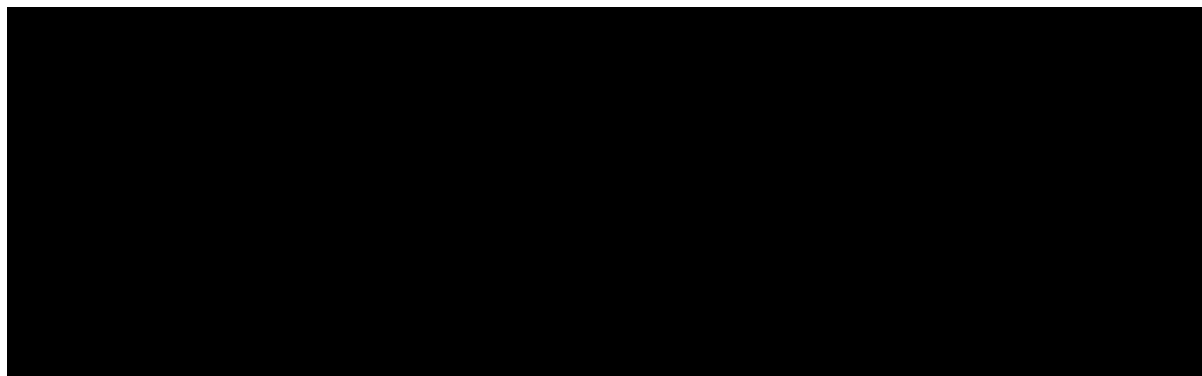
Short form security requirements apply.

Maximum liability

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms. The Estimated Year 1 Charges used to calculate liability in the 6-month contract period is: £130,910.

The Supplier shall not be liable for any claims or losses arising from the negligent acts, omissions or wilful default of the Buyer.

Call-off charges



Appendix 1

Milestone Ref	Senior Project Manager	Project Manager	Junior Project Manager	Senior Service Delivery Manager	Service Delivery Manager	ServiceNow Developer	Service Delivery Lead	Delivery Assurance Lead	Total
VAXP001									
VAXP002									
VAXP003									
VAXP004									
VAXP005									
VAXP006									

Reimbursable expenses

Not applicable

Payment method

Payment will be via BACS.

The Supplier will issue electronic invoices upon delivery of milestones (to be agreed by both parties). The confirmation of deliverables/milestones will take the form of a signed Milestone Acceptance Certificate. The Buyer will pay the Supplier within 30 days of receipt of a valid invoice.

Buyer's invoice address

Electronic Invoices containing the NHSE Purchase Order Number (once provided by Buyer) should be submitted via Tradeshift:

<http://www.tradeshift.com/supplier/nhs-sbs/>

Electronic Invoices should be addressed to:

NHS England
Phoenix House
Topcliffe Lane

Wakefield
WF3 1WE

All invoices must include:

- Current Purchase Order
- Date
- Buyer contact name
- Addresses (Buyer & Supplier)
- Supplier name and contact details
- Remittance & payment bank account details
- Description of the charges
- Volume of the charges
- Unit cost of the charges

Where a Purchase Order has not been provided to the Supplier by the Call-off start date, the Buyer shall provide the Supplier with a Purchase Order in sufficient time to enable the Supplier invoice for the services provided under this Call-off contract.

For the avoidance of doubt, the Buyer shall remain responsible for making payment for services required by the Buyer and provided by the Supplier under the Call-off contract where a Purchase Order has not been provided.

FINANCIAL TRANSPARENCY OBJECTIVES

The Financial Transparency Objectives do not apply to this Call-Off Contract

Buyer's authorised representative

[Redacted]

Buyer's security policy

Supplier's authorised representative

[Redacted]

Supplier's contract manager

[REDACTED]

Progress report frequency

Not applicable

Progress meeting frequency

Not applicable

Key staff

Not applicable

Key subcontractor(s)

Not applicable

Commercially sensitive information

Supplier rates

Service credits

Not applicable

Additional insurances

Not applicable

Guarantee

Not applicable

Buyer's environmental and social value policy

Not applicable

Social value commitment

Not applicable

Formation of call off contract

By signing and returning this Call-Off Order Form the Supplier agrees to enter a Call-Off Contract with the Buyer to provide the Services in accordance with the 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.

For and on behalf of the Supplier:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

For and on behalf of the Buyer:

[REDACTED]

[REDACTED]

[REDACTED]