 

RM 1557vii

G-CLOUD 7

Call-Off Agreement and Call-Off Terms

Between

**Department for Education**

**and**

**Acuity Business Solutions**

**For**

**Transition Management**

 Final

**Schedule 2: Call-Off Terms**

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| **Effective Date** | 15th May 2017 | **Order Reference** | **ICT2017/020** |

**FROM:**

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| Customer | The Secretary of State for Education “Customer” |
| Customer’s Address | Sanctuary Buildings, Great Smith Street, London, SW1P 3BT |
| Invoice Address | Invoices shall be sent to the buyer: **[redacted]** **[redacted]****[redacted]****[redacted]****[redacted]**Or alternatively electronic invoices can be sent to: **[redacted]**  |
| Principal Contact | Name: **[redacted]** Address: **[redacted]****[redacted]** **[redacted]****[redacted]** Phone: **[redacted]** e-mail: **[redacted]** |

**TO:**

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| Supplier | Acuity Business Solutions |
| Supplier’s Address | 2/3 Hamlyns Cottages, Shillingford Abbot, Exeter, Devon EX2 9QG |
| Account Manager | Name: **[redacted]**  Address:  **[redacted]** Phone: **[redacted]**e-mail: **[redacted]** |

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| **1. TERM** |
| **1.1 Commencement Date**This Call-Off Agreement commences on 15th May 2017 **1.2** **Expiry Date**This Call-Off Agreement shall expire on the date which is 12 months after the commencement date in 1.1 (this being 14th May 2018) unless:* extended by the Customer by a period of up to 12 months in which case the Call-Off Agreement shall expire on the last day of the extended period (this being 14th May 2019); or
* the Call-Off Agreement has been terminated earlier pursuant to Clause CO-9 of the Call-Off Agreement.

1.2.1     Notice of the Customer’s intention to extend the contract beyond 30th April 2018 shall be given to the Supplier in writing no later than 24th February 2018**1.3 Services Requirements**1.3.1 This Order is for the G-Cloud Services outlined below. It is acknowledged by the Parties that the volume of the G-Cloud Services utilized by Customer may vary from time to time during the course of this Call-Off Agreement, subject always to the terms of the Call-Off Agreement.1.3.2 The estimated call off value shall be £4.5m per year (but this will be used via a call off arrangement so there is no guarantee of this level of spend) 1.3.3 All requests for work, within scope of the agreement, shall be initiated by an authorised employee of the Customer by means of a ‘Request for Quote’ (RFQ) which will be emailed to the Supplier’s nominated representative. The work will be in the form of individual work packages, detailing the specific requirement and timescales needed. This RFQ shall be evaluated against other responses received and if successful the activities, outcomes, delivery and payment profile agreed. The payment profile for each work package will be linked where appropriate, to the milestones and outputs agreed between the Customer and Supplier before work initiation.The Request for Quote template is included at Annex B1.3.4 G-Cloud Services  |
| 1.3.4.1 Lot1 IaaS  | N/A; |
| 1.3.4.2 Lot 2 PaaS | N/A; |
| 1.3.4.3 Lot 3 SaaS | N/A; and / or |
| 1.3.4.4 Lot 4 Specialist G-Cloud Services 1.3.4.5 G-Cloud Additional Services  | Transition Management (service ID: 7106909620571720) refer covering the provision of, but not limited to:

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| •Development of a business readiness approach and roadmap for transformation.•Strategic analysis, development, and implementation planning of transition management services•Effective stakeholder engagement and communications planning and delivery.•Writing of strategic, financial, economic, commercial and management business cases•Full lifecycle risk management, programme and project management•Implementation planning with technical and solution process redesign•Contracts Exit planning, supplier management within managed service environments•Design of Intelligent Client Function for on-going organisational service management•Full IT re-design or specific aspects; WAN, Voice, Unified Comms•Track record across Central and Local Government, Health, Blue Light |
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| In providing the resource to deliver all of the above the Specialist Service Provider shall:* use its own initiative as to the manner in which services are to be delivered
* not be supervised, directed or controlled regarding how the services are delivered
* use its own equipment where security requirements permit
* be expected to provide the services on such hours/days as required to meet any deadlines, as agreed between the Specialist Service

Provider and the Customer* provide the necessary resources to support the Services which shall include one or more specialists
* link the payment to outputs and deliverables

The Customer is willing to accept substitute personnel with the relevant skills and expertise  |

[Acuity Service Definition](https://educationgovuk-my.sharepoint.com/personal/leanne_nelson_education_gov_uk/Documents/Documents/CONTRACT%20MANAGEMENT%20DEC%202016/ACUITY/service-definition-document.pdf)  N/A |
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| **2. PRINCIPAL LOCATIONS** |
| **2.1 Principal locations where the services are being performed**The Supplier’s representatives may be required to attend meetings at DfE Office locations: London, Coventry, Sheffield, Manchester, Darlington, Nottingham Choice of premises shall be determined by the Customer, in consultation with the Supplier and may take into account the Customer’s intention to keep overall cost of Travel and Subsistence for all parties to a practical minimum. |

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| **3. STANDARDS**  |
| **3.1        Quality Standards**The Supplier warrants that it will carry out the services with reasonable care and skill and that all services supplied hereunder shall be of satisfactory quality and fit for the particular purpose for which they are supplied with reference to the Customer's requirements and in line with G-Cloud vii offerings, and ISO 9001:2008 **3.2        Technical Standards**The Supplier is expected to be able to deliver the work packages using the most appropriate project management (eg. Agile SCRUM, PRINCE2) and service management (eg. ITIL) methodologies.  |

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| **4. ONBOARDING** |
| **4.1 On-boarding**4.2 The Customer and Supplier shall attend a start-up meeting with representatives of the Customer (date to be agreed between Customer and Supplier.) At this meeting the agenda will include but not be limited to: the contract call off procedure and the Request for Quote Template; future contract management arrangements; ; requirements for reporting of Management Information consistent with clause 10 the framework agreement (if any); and a forward schedule of meeting dates.4.3 As a minimum, the Supplier’s Account Manager for the DfE shall attend and fully participate in agreed contract and service review meetings chaired by the Customer. The agenda for this meeting will be issued to participants at least three (3) working days in advance of the meeting and include a monthly Service Report produced by the Supplier. Frequency of meetings to be agreed 4.4 The detailed content of the Service report shall include as a minimum: progress against delivery of all work packages, forward and retrospective resource plan, risks and issues log, financial reporting, incidents and service failure log; quality assurance. |

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| **5. CUSTOMER RESPONSIBILITIES** |
| **5.1 Customer’s Responsibilities**Will be agreed with each specific work package. The Customer will work with the Supplier in order that any required resources and documentation can be made available in order to support the achievement of activities and production of deliverables The Customer will be responsible for ensuring payment of all valid invoices within 30 days or receipt.  **5.2 Customer’s equipment**There is no expectation that DfE equipment will be issued as part of this agreement. In the event that equipment is issued this will be recorded through the work package, and DfE special terms will apply. |

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| **6. PAYMENT** |
| **6.1 Payment profile and method of payment**The Customer will pay the Supplier via BACS for services/outputs delivered as detailed in the RFQ for each work package. This shall include any applicable discount but exclude Vat.Milestone payments shall be charged in accordance with the agreed Agenda for Change rate card.[Acuity Rate Card](https://educationgovuk-my.sharepoint.com/personal/leanne_nelson_education_gov_uk/Documents/Documents/CONTRACT%20MANAGEMENT%20DEC%202016/ACUITY/RATE%20CARD.pdf)[Acuity Pricing Document](https://educationgovuk-my.sharepoint.com/personal/leanne_nelson_education_gov_uk/Documents/Documents/CONTRACT%20MANAGEMENT%20DEC%202016/ACUITY/PRICING%20DOCUMENT.pdf)**6.1.2 Payment will be paid monthly in arrears for completion of milestones**Payment shall be made within 30 days of receipt of a valid invoice. Work shall be invoiced, monthly in arrears, on satisfactory completion of activities within agreed work packages. Payment shall be made based on agreed day rate, plus expenses in accordance with the Customer’s expense policy or by agreed fixed price engagement.The Supplier shall work with the Customer to minimise the impact on the public purse for T&S associated with the operation of this contract. Unless otherwise provided for under the Supplier’s G-Cloud vII framework offering, and/or the Supplier has an office in close proximity to one of the Customer’s office where a meeting is to be held (approx. 25 miles radius), if expenditure on T&S is identified as being necessary, T&S will be paid at the level commensurate with the DfE rate in place at the time the expenditure is incurred. DfE rates in place as at April 2017 are listed below: * Hotel accommodation bed and breakfast – London £110.00 including VAT and elsewhere £75.00 including VAT
* Rail travel shall be restricted to standard class
* Car mileage at the ‘Public Transport Rate’ of 0.25p per mile
* Taxis only payable where their use can be justified against using public transport

No other out of pocket expenses shall be allowable.**6.2 Invoice format**The Supplier shall issue hard copy invoices in arrears, on satisfactory completion of agreed activities within a work package. The Customer shall pay the Supplier within thirty (30) calendar days of receipt of a valid invoice, submitted in accordance with this paragraph 6.2 and the payment profile set out in each RFQ and the provisions of this Call-Off Agreement. Invoices shall be sent to:**[redacted]** A copy invoice shall be emailed simultaneously to the DfE Customer to enable the Customer to take receipting action.A valid invoice is one that is:* Delivered in timing in accordance of the contract
* Is for the correct sum
* Is correct in terms of services/goods supplied
* Has a unique invoice number
* Quotes a valid Purchase Order number
* Includes correct supplier details, date, contact details

Invoicing will be in £ Sterling All queries regarding payments or the settlement of invoices shall be directed to the team or project that placed the Purchase Order. General invoice and payment enquires must be directed to the Contract Manager. |

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| **7. DISPUTE RESOLUTION** |
| **7.1 Level of Representative to whom disputes should be escalated to:**Customer: **[redacted]**  Supplier: **[redacted]****7.2 Mediation Provider** Centre for Effective Dispute Resolution. |

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| **8. LIABILITY** |
| **Subject to the provisions of Clause CO 11 ‘Liability’ of the Call–Off Agreement:** |
| 8.1 The annual aggregate liability of either Party, for all defaults resulting in direct loss of or damage to the property of the other Party (including technical infrastructure, assets, equipment or IPR but excluding any loss or damage to the Customer Data or Customer Personal Data) under or in connection with this Call–Off Agreement shall in no event exceed £1million. 8.2 The annual aggregate liability for all defaults resulting in direct loss, destruction, corruption, degradation or damage to the Customer Data or the Customer Personal Data or any copy of such Customer Data, caused by the Supplier's default under or in connection with this Call–Off Agreement shall in no event exceed fifty percent (50%) of the charges payable by the Customer to the Supplier during the Call-Off Agreement  8.3 The annual aggregate liability under this Call–Off Agreement of either Party for all defaults shall in no event exceed one hundred and twenty five percent (125%) per cent of the Charges payable by the Customer to the Supplier during the Call-Off Agreement Period. |

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| **9. INSURANCE** |
| **9.1 Minimum Insurance Period**Six (6) Years following the expiration or earlier termination of the Call-Off Agreement **9.2 To comply with its obligations under this Call-Off Agreement and as a minimum, where requested by the Customer in writing the Supplier shall ensure that:*** **professional indemnity insurance** is held by the Supplier and by any agent, Sub-Contractor or consultant involved in the supply of the G-Cloud Services and that such professional indemnity insurance has a minimum limit of indemnity of one million pounds sterling (£1,000,000), for each individual claim or such higher limit as the Customer may reasonably require (and as required by Law) from time to time;
* **employers' liability insurance** with a minimum limit of five million pounds sterling (£5,000,000) or such higher minimum limit as required by Law from time to time.
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| **10. TERMINATION** |
| **10.1 Undisputed Sums Time Period**At least ninety (90) Working Days of the date of the written notice specified in Clause CO-9.4 of the Call-Off Agreement**.****10.2 Termination Without Cause**At least thirty (30) Working Days in accordance with Clause CO-9.2 of the Call-Off Agreement. Termination of appointment, 5 working days, but subject to agreement between Client and Supplier for each work package |

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| **11. AUDIT AND ACCESS** |
| Twelve (12) Months after the expiry of the Call-Off Agreement Period or following termination of this Call-Off Agreement. |

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| **12. PERFORMANCE OF THE SERVICES AND DELIVERABLES** |
| **12.1 Implementation Plan and Milestones (including dates for completion)** |
| 12.1.1 Each work package commissioned under the RfQ template will detail the specific activities and milestones associated to the work and this will be used for monitoring delivery against milestones and payment. A separate implementation plan shall not be required, unless agreed between the Customer and Supplier Therefore any references in the section below (12.2.1 to 12.2.4) to Implementation Plan refer to the RfQ template.  |
| **12.2 The Implementation Plan as at the Commencement Date is set out below:-**To be agreed for each individual work package |
| 12.2.1 If so required by the Customer, the Supplier shall produce within one (1) Month of the Commencement Date a further version of the Implementation Plan (based on the above plan) in such further detail as the Customer may reasonably require. The Supplier shall ensure that each version of the Implementation Plan is subject to Customer’s written approval. The Supplier shall ensure that the Implementation Plan is maintained and updated on a regular basis as may be necessary to reflect the then current state of the implementation transition and/or transformation of the G-Cloud Services.12.2.2 The Customer shall have the right to require the Supplier to include any reasonable changes or provisions in each version of the Implementation Plan.12.2.3 The Supplier shall perform its obligations so as to achieve each milestone by the milestone date.12.2.4 Changes to the milestones shall only be made in accordance with the Variation procedure as set out in Clause CO-21 and provided that the Supplier shall not attempt to postpone any of the milestones using the Variation procedure or otherwise (except in the event of a Customer default which affects the Supplier's ability to achieve a milestone by the relevant milestone date).] |
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| **1212. 3 Service Levels**o To be agreed for each individual work package using the RfQ template. |

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| **13. COLLABORATION AGREEMENT** |
| In accordance with Clause CO-20 of this Call-off Agreement, the Customer does not require the Supplier to enter into a Collaboration Agreement.  |

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| **14. ADDITIONAL CLAUSES** |
| In addition to the GCloud vii framework and Call Off Terms and Conditions the clauses in Annex A shall apply. They will apply according to the order of precedence detailed at clause 1.2. of the GCloud Services Call off Terms.  |

**BY SIGNING AND RETURNING THIS ORDER FORM THE SUPPLIER AGREES** to enter a legally binding contract with the Customer to provide the G-Cloud Services. The Parties hereby acknowledge and agree that they have read the Call-Off Terms and the Order Form and by signing below agree to be bound by the terms of this Call-Off Agreement.

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| **For and on behalf of the Supplier:** |
| Name and Title | **[redacted]** |
| Position |  |
| Signature |  |
| Date |  |

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| **For and on behalf of the Customer:** |
| Name and Title |  |
| Position |  |
| Signature |  |
| Date |  |

**G-CLOUD SERVICES CALL-OFF TERMS**

Department for Education

- and -

Acuity Business Solutions

relating to

Transition Management

**CALL-OFF AGREEMENT TERMS AND CONDITIONS**

**THIS CONTRACT** is made on the 15th day of May 2017

**BETWEEN**

1. The Secretary of State for Education of Sanctuary Buildings, Great Smith Street, London (the **“Customer”**); and
2. [Insert name of Supplier], a company registered in [insert country] under company number [insert number] and whose registered office is at [insert address] (the “**Supplier**”).

**IT IS AGREED AS FOLLOWS:**

1. **OVERRIDING PROVISIONS**

CO-1.1 The Supplier agrees to supply the G-Cloud Services and any G-Cloud Additional Services in accordance with the Call-Off Terms, including Supplier’s Terms as identified in Framework Schedule 1 (G-Cloud Services) and incorporated into this Call-Off Agreement.

CO-1.2 In the event of and only to the extent of any conflict or ambiguity between the Clauses of this Call-Off Agreement, the provisions of the Schedules, any document referred to in the Clauses of this Call-Off Agreement (including Supplier’s Terms) and the Framework Agreement, the conflict shall be resolved in accordance with the following order of precedence:

CO-1.2.1 the Framework Agreement (excluding Framework Schedule 2);

CO-1.2.2 the Clauses of this Call-Off Agreement (excluding Supplier Terms);

CO-1.2.3 the completed Order Form;

CO-1.2.4 the Collaboration Agreement (Framework Schedule 7);

CO-1.2.5 the Supplier’s Terms as set out in the Framework Schedule 1 (G-Cloud Services); and

CO-1.2.6 any other document referred to in the Clauses of this Call-Off Agreement.

CO-1.3 The Supplier acknowledges and accepts that the order of prevailing provisions in this Call-Off Agreement is as set out in Clause CO-1.2 above.

1. **PREVENTION OF BRIBERY AND CORRUPTION**

CO-2.1 If the Supplier breaches

CO-2.1.1 Clauses FW-22.1 or FW-22.2 of the Framework Agreement; or,

CO-2.1.2 the Bribery Act 2010 in relation to the Framework Agreement

CO-2.1.3 the Customer may terminate this Call-Off Agreement.

CO-2.2 The Parties agree that the Management Charge payable in accordance with Clause FW-9 does not constitute an offence under section 1 of the Bribery Act 2010.

1. **PROTECTION OF INFORMATION**

CO-3.1 The provisions of this Clause CO-3, shall apply during the Call-Off Agreement Period and for such time as the Supplier holds the Customer Personal Data.

CO-3.2 The Supplier shall and shall procure that Supplier’s Staff comply with any notification requirements under the DPA and both Parties undertake to duly observe all their obligations under the DPA which arise in connection with the Call-Off Agreement.

CO-3.3 To the extent that the Supplier is Processing the Order Personal Data the Supplier shall:

CO-3.3.1 ensure that it has in place appropriate technical and organisational measures to ensure the security of the Order Personal Data (and to guard against unauthorised or unlawful Processing of the Order Personal Data and against accidental loss or destruction of, or damage to, the Order Personal Data; and

CO-3.3.2 provide the Customer with such information as the Customer may reasonably request to satisfy itself that the Supplier is complying with its obligations under the DPA;

CO-3.3.3 promptly notify the Customer of any breach of the security measures to be put in place pursuant to this Clause; and

CO-3.3.4 ensure that it does not knowingly or negligently do or omit to do anything which places the Customer in breach of its obligations under the DPA.

CO-3.4 To the extent that the Supplier Processes Service Personal Data the Supplier shall:

CO-3.4.1 Process Service Personal Data only in accordance with written instructions from the Customer as set out in this Call-Off Agreement;

CO-3.4.2 Process the Service Personal Data only to the extent, and in such manner, as is necessary for the provision of the G-Cloud Services or as is required by Law or any Regulatory Body;

CO-3.4.3 implement appropriate technical and organisational measures to protect Service Personal Data against unauthorised or unlawful Processing and against accidental loss, destruction, damage, alteration or disclosure. These measures shall be appropriate to the harm which might result from any unauthorised or unlawful Processing, accidental loss, destruction or damage to Service Personal Data and having regard to the nature of the Service Personal Data which is to be protected;

CO-3.4.4 take reasonable steps to ensure the reliability of any Supplier Staff who have access to Service Personal Data;

CO-3.4.5 ensure that all Supplier Staff required to access Service Personal Data are informed of the confidential nature of the Service Personal Data and comply with the obligations set out in this Clause;

CO-3.4.6 ensure that none of the Supplier Staff publish, disclose or divulge Customer’s Personal Data to any third party unless necessary for the provision of the G-Cloud Services under the Call-Off Agreement and/or directed in writing to do so by the Customer;

CO-3.4.7 notify the Customer within five (5) Working Days if it receives:

CO-3.4.7.1 a request from a Data Subject to have access to Service Personal Data relating to that person; or

CO-3.4.7.2 a complaint or request relating to the Customer’s obligations under the Data Protection Legislation;

CO-3.4.8 provide the Customer with full cooperation and assistance in relation to any complaint or request made relating to Service Personal Data, including by:

CO-3.4.8.1 providing the Customer with full details of the complaint or request;

CO-3.4.8.2 complying with a data access request within the relevant timescales set out in the Data Protection Legislation and in accordance with the Customer’s instructions;

CO-3.4.8.3 providing the Customer with any Service Personal Data it holds in relation to a Data Subject (within the timescales required by the Customer); and

CO-3.4.8.4 providing the Customer with any information requested by the Data Subject.

CO-3.5 The Supplier shall:

CO-3.5.1 permit the Customer or the Customer’s Representative (subject to the reasonable and appropriate confidentiality undertakings), to inspect and audit the Supplier's data Processing activities (and/or those of its agents, subsidiaries and Sub-Contractors) or provide to the Customer an independent third party inspection and audit certificate in lieu of the same (unless otherwise agreed between the Parties, the option of providing a certificate in lieu shall not be available at IL3 and above) and shall comply with all reasonable requests or directions by the Customer to enable the Customer to verify and/or procure that the Supplier is in full compliance with its obligations under this Call-Off Agreement; and/or

CO-3.5.2 subject to Clause CO-3.6 agree to an appointment of an independent auditor selected by the Supplier to undertake the activities in Clause CO-3.5.1 provided such selection is acceptable to the Customer or Customer Representative (subject to such independent auditor complying with the reasonable and appropriate confidentiality undertakings).

CO-3.6 The Supplier Shall:

CO-3.6.1 obtain prior written consent from the Customer in order to transfer Customer Personal Data to any other person (including for the avoidance of doubt any Sub-Contractors) for the provision of the G-Cloud Services;

CO-3.6.2 not cause or permit to be Processed, stored, accessed or otherwise transferred outside the EEA any Customer Personal Data supplied to it by the Customer without the prior written consent of the Customer. Where the Customer consents to such Processing, storing, accessing or transfer outside the European Economic Area the Supplier shall:

CO-3.6.3 comply with the obligations of a Data Controller under the Eighth Data Protection Principle set out in Schedule 1 of the Data Protection Act 1998 by providing an adequate level of protection to any Personal Data that is so processed, stored, accessed or transferred;

CO-3.6.4 comply with any reasonable instructions notified to it by the Customer and either:

CO-3.6.5 incorporate standard and/or model clauses (which are approved by the European Commission as offering adequate safeguards under the Data Protection Legislation) or warrant that that the obligations set out in the Supplier Terms provide Adequate protection for Personal Data.

CO-3.7 The Supplier shall not perform its obligations under this Call-Off Agreement in such a way as to cause the Customer to breach any of its applicable obligations under the Data Protection Legislation.

CO-3.8 The Supplier acknowledges that, in the event that it breaches (or attempts or threatens to breach) its obligations relating to Customer Personal Data that the Customer may be irreparably harmed (including harm to its reputation). In such circumstances, the Customer may proceed directly to court and seek injunctive or other equitable relief to remedy or prevent any further breach (or attempted or threatened breach).

1. **CONFIDENTIALITY**

CO-4.1 Except to the extent set out in this Clause or where disclosure is expressly permitted elsewhere in this Call-Off Agreement, each Party shall:

CO-4.1.1 treat the other Party’s Confidential Information as confidential and safeguard it accordingly; and

CO-4.1.2 not disclose any Confidential Information belonging to the other Party to any other person without the prior written consent of the other Party, except to such persons and to such extent as may be necessary for the performance of this Call-Off Agreement.

CO-4.2 The Supplier may only disclose the Customer's Confidential Information to the Supplier Staff who are directly involved in the provision of the G-Cloud Services and who need to know the information, and shall ensure that such Supplier Staff are aware of and shall comply with these obligations as to confidentiality.

CO-4.3 The Supplier shall not, and shall procure that the Supplier Staff do not, use any of the Customer's Confidential Information received otherwise than for the purposes of this Call-Off Agreement.

CO-4.4 The provisions of Clauses CO-4.1 shall not apply to the extent that:

CO-4.4.1 such disclosure is a requirement of Law placed upon the Party making the disclosure, including any requirements for disclosure under Clause CO-7 (Transparency) and the FOIA, the Ministry of Justice Code or the Environmental Information Regulations pursuant to Clause CO-6 (Freedom of Information);

CO-4.4.2 such information was in the possession of the Party making the disclosure without obligation of confidentiality prior to its disclosure by the information owner;

CO-4.4.3 such information was obtained from a third party without obligation of confidentiality;

CO-4.4.4 such information was already in the public domain at the time of disclosure otherwise than by a breach of this Call-Off Agreement; or

CO-4.4.5 it is independently developed without access to the other Party's Confidential Information.

CO-4.5 Nothing in this Call-Off Agreement shall prevent the Customer from disclosing the Supplier's Confidential Information (including the Management Information obtained under Clause FW-8 (Provision of Management Information) of the Framework Agreement):

CO-4.5.1 for the purpose of the examination and certification of the Customer’s accounts;

CO-4.5.2 for any examination pursuant to Section 6(1) of the National Audit Act 1983 of the economy, efficiency and effectiveness with which the Customer has used its resources;

CO-4.5.3 to any Crown body or any Other Contracting Body. All Crown bodies or Contracting Bodies receiving such Supplier's Confidential Information shall be entitled to further disclose the Supplier's Confidential Information to other Crown bodies or Other Contracting Bodies on the basis that the information is confidential and is not to be disclosed to a third party which is not part of any Crown body or any Contracting Body; or

CO-4.5.4 to any consultant, contractor or other person engaged by the Customer (on the basis that the information shall be held by such consultant, contractor or other person in confidence and is not to be disclosed to any third party) or any person conducting a Cabinet Office or ERG Gateway review or any additional assurance programme.

CO-4.6 In the event that the Supplier fails to comply with Clauses CO-4.1 to Clause CO-4.4, the Customer reserves the right to terminate this Call-Off Agreement with immediate effect by notice in writing.

CO-4.7 In order to ensure that no unauthorised person gains access to any Confidential Information or any data obtained in performance of this Call-Off Agreement, the Supplier undertakes to maintain adequate security arrangements that meet the requirements of Good Industry Practice.

CO-4.8 The Supplier will immediately notify the Customer of any breach of security in relation to Customer Confidential Information obtained in the performance of this Call-Off Agreement and will keep a record of such breaches. The Supplier will use its best endeavours to recover such Customer Confidential Information however it may be recorded. This obligation is in addition to the Supplier's obligations under Clauses CO-4.1 to Clause CO-4.4. The Supplier will co-operate with the Customer in any investigation that the Customer considers necessary to undertake as a result of any breach of security in relation to Customer Confidential Information.

CO-4.9 Subject always to Clause CO-11.4 the Supplier shall, at all times during and after the Call-Off Agreement Period, indemnify the Customer and keep the Customer fully indemnified against all losses, damages, costs or expenses and other liabilities (including legal fees) incurred by, awarded against the Customer arising from any breach of the Supplier's obligations under the DPA or this Clause CO-4 (Confidentiality) except and to the extent that such liabilities have resulted directly from the Customer's instructions.

1. **CUSTOMER DATA**

CO-5.1 The Supplier shall not delete or remove any proprietary notices contained within or relating to the Customer Data.

CO-5.2 The Supplier shall not store, copy, disclose, or use the Customer Data except as necessary for the performance by the Supplier of its obligations under this Call-Off Agreement or as otherwise expressly approved by the Customer.

CO-5.3 The Supplier shall ensure that any system on which the Supplier holds any Customer Data, including back-up data, is a secure system that complies with the Supplier security policy.

**STATUTORY OBLIGATIONS AND REGULATIONS**

1. **FREEDOM OF INFORMATION**

CO-6.1 The Supplier acknowledges that the Customer is subject to the requirements of the FOIA and the Environmental Information Regulations and shall assist and co-operate with the Customer to enable the Customer to comply with its Information disclosure obligations.

CO-6.2 The Supplier shall:

CO-6.2.1 transfer to the Customer all Requests for Information that it receives as soon as practicable and in any event within two (2) Working Days of receiving a Request for Information;

CO-6.2.2 provide the Customer with a copy of all Information, relating to a Request for Information, in its possession or control, in the form that the Customer requires within five (5) Working Days (or such other period as the Customer may specify) of the Customer's request; and

CO-6.2.3 provide all necessary assistance as reasonably requested by the Customer to enable the Customer to respond to the Request for Information within the time for compliance set out in section 10 of the FOIA or regulation 5 of the Environmental Information Regulations.

CO-6.3 The Customer shall be responsible for determining in its absolute discretion and notwithstanding any other provision in this Call-Off Agreement or any other agreement whether the Commercially Sensitive Information and/or any other Information (including Supplier’s Confidential Information) is exempt from disclosure in accordance with the provisions of the FOIA or the Environmental Information Regulations.

CO-6.4 In no event shall the Supplier respond directly to a Request for Information unless authorised in writing to do so by the Customer.

CO-6.5 The Supplier acknowledges that the Customer may, acting in accordance with the Ministry of Justice Code, be obliged under the FOIA, or the Environmental Information Regulations to disclose Information concerning the Supplier or the G-Cloud Services:

CO-6.5.1 in certain circumstances without consulting the Supplier; or

CO-6.5.2 following consultation with the Supplier and having taken its views into account;

provided always that where Clause CO-6.5.1 applies the Customer shall, in accordance with any recommendations of the Ministry of Justice Code, take reasonable steps, where appropriate, to give the Supplier advanced notice, or failing that, to draw the disclosure to the Supplier's attention after any such disclosure.

CO-6.5.3 The Supplier acknowledges that the description of information as Commercially Sensitive Information in Framework Schedule 6 (Interpretations and Definitions) is of an indicative nature only and that the Customer may be obliged to disclose it in accordance with this Clause CO-6.

1. **TRANSPARENCY**

CO-7.1 The Parties acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the FOIA, the content of this Call-Off Agreement is not Confidential Information. The Customer shall be responsible for determining in its absolute discretion whether any of the content of this Call-Off Agreement is exempt from disclosure in accordance with the provisions of the FOIA.

CO-7.2 Notwithstanding any other term of this Call-Off Agreement, the Supplier hereby gives its consent for the Customer to publish this Call-Off Agreement in its entirety (but with any information which is exempt from disclosure in accordance with the provisions of the FOIA redacted), including from time to time agreed changes to this Call-Off Agreement, to the general public.

CO-7.3 The Customer may consult with the Supplier to inform its decision regarding any redactions but the Customer shall have the final decision in its absolute discretion.

CO-7.4 The Supplier shall assist and cooperate with the Customer to enable the Customer to publish this Call-Off Agreement.

1. **OFFICIAL SECRETS ACTS**

CO-8.1 The Supplier shall comply with and shall ensure that the Supplier Staff comply with, the provisions of:

CO-8.1.1 the Official Secrets Act 1911 to 1989; and

CO-8.1.2 Section 182 of the Finance Act 1989.

CO-8.2 In the event that the Supplier or the Supplier Staff fails to comply with this Clause, the Customer reserves the right to terminate this Call-Off Agreement with immediate effect by giving notice in writing to the Supplier.

1. **TERM AND TERMINATION**

CO-9.1 This Call-Off Agreement shall take effect on the Effective Date and shall expire on:

CO-9.1.1 the date specified in paragraph 1.2 of the Order Form; or

CO-9.1.2 twenty four (24) Months after the Effective Date, whichever is the earlier, unless terminated earlier pursuant to this Clause CO-9.

CO-9.2 Termination without Cause

CO-9.2.1 The Customer shall have the right to terminate this Call-Off Agreement at any time by giving the length of written notice to the Supplier as set out in paragraph 10.2 of the Order Form.

CO-9.3 Termination on Change of Control

CO-9.3.1 The Supplier shall notify the Customer immediately if the Supplier undergoes a change of control within the meaning of Section 450 of the Corporation Tax Act 2010 ("**Change of Control**") and provided this does not contravene any Law shall notify the Customer immediately in writing of any circumstances suggesting that a Change of Control is planned or in contemplation. The Customer may terminate the Call-Off Agreement by notice in writing with immediate effect within six (6) Months of:

CO-9.3.1.1 being notified in writing that a Change of Control has occurred or is planned or in contemplation; or

CO-9.2.1.2 where no notification has been made, the date that the Customer becomes aware of the Change of Control,

but shall not be permitted to terminate where a written approval was granted prior to the Change of Control.

CO-9.3.2 For the purposes of Clause CO-9.3.1, any transfer of shares or of any interest in shares by its affiliate company where such transfer forms part of a bona fide reorganisation or restructuring shall be disregarded.

CO-9.4 Termination by Supplier

CO-9.4.1 If the Customer fails to pay the Supplier undisputed sums of money when due, the Supplier shall notify the Customer in writing of such failure to pay and allow the Customer five (5) calendar days to settle undisputed invoice. If the Customer fails to pay such undisputed sums within allotted additional 5 calendar days, the Supplier may terminate this Call-Off Agreement subject to giving the length of notice as specified in paragraph 10.1 of the Order Form.

CO-9.5 Termination on Insolvency

CO-9.5.1 The Customer may terminate this Call-Off Agreement with immediate effect by notice in writing where the Supplier:

CO-9.5.1.1 being an individual, or where the Supplier is a firm, any partner or partners in that firm who together are able to exercise direct or indirect control, as defined by Section 416 of the Income and Corporation Taxes Act 1988, and:

CO-9.5.1.2 shall at any time become bankrupt or shall have a receiving order or administration order made against him or shall make any composition or arrangement with or for the benefit of his creditors, or shall make any conveyance or assignment for the benefit of his creditors, or shall purport so to do, or appears unable to pay or to have no reasonable prospect of being able to pay a debt within the meaning of Section 268 of the Insolvency Act 1986, or any similar event occurs under the law of any other jurisdiction; or

CO-9.5.1.3 a creditor or encumbrancer attaches or takes possession of, or a distress, execution, sequestration or other such process is levied or enforced on or sued against, the whole or any part of the Supplier's assets and such attachment or process is not discharged within fourteen (14) calendar days; or

CO-9.5.1.4 he dies or is adjudged incapable of managing his affairs within the meaning of Part VII of the Mental Health Act 1983; or

CO-9.5.1.5 the Supplier suspends or ceases, or threatens to suspend or cease, to carry on all or a substantial part of his business.

CO-9.5.2 being a company, passes a resolution, or the Court makes an order that the Supplier or its Parent Company be wound up otherwise than for the purpose of a bona fide reconstruction or amalgamation, or a receiver, manager or administrator on behalf of a creditor is appointed in respect of the business or any part thereof of the Supplier or its Parent Company (or an application for the appointment of an administrator is made or notice to appoint an administrator is given in relation to the Supplier or its Parent Company), or circumstances arise which entitle the Court or a creditor to appoint a receiver, manager or administrator or which entitle the Court otherwise than for the purpose of a bona fide reconstruction or amalgamation to make a winding-up order, or the Supplier or its Parent Company is unable to pay its debts within the meaning of Section 123 of the Insolvency Act 1986 (except where the claim is made under Section 123(1)(a) and is for an amount of less than ten thousand pounds (£10,000)) or any similar event occurs under the law of any other jurisdiction.

CO-9.6 Termination on Material Breach

CO-9.6.1 The Customer may terminate this Call-Off Agreement with immediate effect by giving written notice to the Supplier if the Supplier commits a Material Breach of any obligation under this Call-Off Agreement and if:

CO-9.6.1.1 the Supplier has not remedied the Material Breach within thirty (30) Working Days (or such other longer period as may be specified by the Customer) of written notice to the Supplier specifying the Material Breach and requiring its remedy; or

CO-9.6.1.2 the Material Breach is not, in the opinion of the Customer capable of remedy.

CO-9.7 Termination for repeated Default

CO-9.7.1 If there are two or more Defaults (of a similar nature) that will be deemed a breach for Material Breach. Where the Customer considers that the Supplier has committed a repeated Default in relation to this Call-Off Agreement or any part thereof (including any part of the G-Cloud Services) and believes that the Default is remediable, then the Customer shall be entitled to serve a notice on the Supplier:

CO-9.7.1.1 specifying that it is a formal warning notice;

CO-9.7.1.2 giving reasonable details of the breach; and

CO-9.7.1.3 stating that such breach is a breach which, if it recurs or continues, may result in a termination of this Call-Off Agreement or that part of the G-Cloud Services affected by such breach.

CO-9.7.2 If, thirty (30) Working Days after service of a formal warning notice as described in Clause CO-9.7, the Supplier has failed to demonstrate to the satisfaction of the Customer that the breach specified has not continued or recurred and that the Supplier has put in place measures to ensure that such breach does not recur, then the Customer may deem such failure to be a Material Breach not capable of remedy for the purposes of Clause CO-9.6.1.2.

CO-9.8 The termination (howsoever arising) or expiry of this Call-Off Agreement pursuant to this Clause 9 shall be without prejudice to any rights of either the Customer or the Supplier that shall have accrued before the date of such termination or expiry.

CO-9.9 Save as aforesaid, the Supplier shall not be entitled to any payment from the Customer after the termination (howsoever arising) or expiry of this Call-Off Agreement.

1. **CONSEQUENCES OF SUSPENSION, TERMINATION AND EXPIRY**

CO-10.1 Where a Customer has the right to terminate a Call-Off Agreement, it may elect to suspend this Call-Off Agreement and its performance.

CO-10.2 Notwithstanding the service of a notice to terminate this Call-Off Agreement or any part thereof, the Supplier shall continue to provide the Ordered G-Cloud Services until the date of expiry or termination (howsoever arising) of this Call-Off Agreement (or any part thereof) or such other date as required under this Clause CO-10.

CO-10.3 Within ten (10) Working Days of the earlier of the date of expiry or termination (howsoever arising) of this Call-Off Agreement, the Supplier shall return (or make available) to the Customer:

CO-10.3.1 any data (including (if any) Customer Data), Customer Personal Data and Customer Confidential Information in the Supplier’s possession, power or control, either in its then current format or in a format nominated by the Customer (in which event the Customer will reimburse the Supplier’s pre-agreed and reasonable data conversion expenses), together with all training manuals, access keys and other related documentation, and any other information and all copies thereof owned by the Customer, save that it may keep one copy of any such data or information for a period of up to twelve (12) Months to comply with its obligations under the Framework Schedule FW-5, or such period as is necessary for such compliance (after which time the data must be deleted); and

CO-10.3.2 any sums prepaid in respect of Ordered G-Cloud Services not provided by the date of expiry or termination (howsoever arising) of this Call-Off Agreement.

CO-10.4 The Customer and the Supplier shall comply with the exit and service transfer arrangements as per the Supplier’s terms and conditions identified in Framework Schedule 1 (G-Cloud Services).

CO-10.5 Subject to Clause CO-11 (Liability), where the Customer terminates this Call-Off Agreement under Clause CO-9.2 (Termination without Cause), the Customer shall indemnify the Supplier against any reasonable and proven commitments, liabilities or expenditure which would otherwise represent an unavoidable loss by the Supplier by reason of the termination of this Call-Off Agreement, provided that the Supplier takes all reasonable steps to mitigate such loss. Where the Supplier holds insurance, the Supplier shall reduce its unavoidable costs by any insurance sums available. The Supplier shall submit a fully itemised and costed list of such loss, with supporting evidence, of losses reasonably and actually incurred by the Supplier as a result of termination under Clause CO-9.2 (Termination without Cause).

1. **LIABILITY**

CO-11.1 Nothing in this Clause CO-11 shall affect a Party’s general duty to mitigate its loss.

CO-11.2 Nothing in this Call-Off Agreement shall be construed to limit or exclude either Party's liability for:

CO-11.2.1 death or personal injury caused by its negligence or that of its staff;

CO-11.2.2 bribery, Fraud or fraudulent misrepresentation by it or that of its staff;

CO-11.2.3 any breach of any obligations implied by Section 2 of the Supply of Goods and Services Act 1982; or

CO-11.2.4.any other matter which, by Law, may not be excluded or limited.

CO-11.3 Nothing in this Call-Off Agreement shall impose any liability on the Customer in respect of any liability incurred by the Supplier to any other person, but this shall not be taken to exclude or limit any liability of the Customer to the Supplier that may arise by virtue of either a breach of the Call-Off Agreement or by negligence on the part of the Customer, or the Customer's employees, servants or agents.

CO-11.4 Subject always to Clause CO-11.2, the aggregate liability of either Party under or in connection with each Year of this Call-Off Agreement (whether expressed as an indemnity or otherwise):

CO-11.4.1 for all defaults resulting in direct loss to the property (including technical infrastructure, assets, IPR or equipment but excluding any loss or damage to the Customer Personal Data or Customer Data ) of the other Party, shall be subject to the financial limits set out in paragraph 8.1 of the Order Form;

CO-11.4.2 and in respect of all other defaults, claims, losses or damages, whether arising from breach of contract, misrepresentation (whether tortuous or statutory), tort (including negligence), breach of statutory duty or otherwise shall not exceed a sum equivalent to the financial limit set out in paragraph 8.3 of the Order Form .

CO-11.5 Subject always to Clause CO-11.4 the Customer shall have the right to recover as a direct loss:

CO-11.5.1 any additional operational and/or administrative expenses arising from the Supplier's Default;

CO-11.5.2 any wasted expenditure or charges rendered unnecessary and/or incurred by the Customer arising from the Supplier's Default; and

CO-11.5.3 any losses, costs, damages, expenses or other liabilities suffered or incurred by the Customer which arise out of or in connection with the loss of, corruption or damage to or failure to deliver Customer Data by the Supplier.

CO-11.6 The Supplier shall not be responsible for any injury, loss, damage, cost or expense if and to the extent that it is caused by the negligence or wilful misconduct of the Customer or by breach by the Customer of its obligations under the Call-Off Agreement.

CO-11.7 Subject to Clauses CO-11.2 and Clause CO-11.5, in no event shall either Party be liable to the other for any:

CO-11.7.1 loss of profits;

CO-11.7.2 loss of business;

CO-11.7.3 loss of revenue;

CO-11.7.4 loss of or damage to goodwill;

CO-11.7.5 loss of savings (whether anticipated or otherwise); and/or

CO-11.7.6 any indirect, special or consequential loss or damage.

CO-11.8 The annual aggregate liability for all defaults resulting in direct loss, destruction, corruption, degradation or damage to the Customer Data or the Customer Personal Data or any copy of such Customer Data, caused by the Supplier's default under or in connection with this Call–Off Agreement shall be subject to the financial limits set out in paragraph 8.2 of the Order Form.

1. **INSURANCE**

CO-12.1 The Supplier shall effect and maintain with a reputable insurance company a policy or policies of insurance providing an adequate level of cover in respect of all risks which may be incurred by the Supplier, arising out of the Supplier's performance of its obligations under this Call-Off Agreement, including death or personal injury, loss of or damage to property or any other loss (including the insurance policies specified in the relevant paragraph of the Order Form). Such policies shall include cover in respect of any financial loss arising from any advice given or omitted to be given by the Supplier. Such insurance shall be maintained for the Call-Off Agreement Period and for the minimum insurance period as set out in paragraph 9 of the Order Form.

CO-12.2 The provisions of any insurance or the amount of cover shall not relieve the Supplier of any liabilities under this Call-Off Agreement.

1. **PAYMENT, VAT AND CALL-OFF AGREEMENT CHARGES**

CO-13.1 In consideration of the Supplier's performance of its obligations under this Call-Off Agreement, the Customer shall pay the Charges in accordance with the Clause CO-13.2 to CO-13.8.

CO-13.2 The Customer shall pay all sums properly due and payable to the Supplier in cleared funds within the time period specified in paragraph 6 of the Order Form.

CO-13.3 The Supplier shall ensure that each invoice contains all appropriate references and a detailed breakdown of the G-Cloud Services supplied and that it is supported by any other documentation reasonably required by the Customer to substantiate the invoice.

CO-13.4 Where the Supplier enters into a Sub-Contract it shall ensure that a provision is included in such Sub-Contract which requires payment to be made of all sums due by the Supplier to the Sub-Contractor within a specified period not exceeding thirty (30) calendar days from the receipt of a validly issued invoice, in accordance with the terms of the Sub-Contract.

CO-13.5 The Supplier shall add VAT to the Charges at the prevailing rate as applicable.

CO-13.6 The Supplier shall fully indemnify the Customer on demand and keep the Customer fully indemnified on a continuing basis against any liability, including without limitation against any interest, penalties or costs, which are suffered or incurred by or levied, demanded or assessed on the Customer at any time in respect of the Supplier's failure to account for or to pay any VAT relating to payments made to the Supplier under this Call-Off Agreement. Any amounts due under this Clause CO-13.6 shall be paid by the Supplier to the Customer not less than five (5) Working Days before the date upon which the tax or other liability is payable by the Customer.

CO-13.7 The Supplier shall not suspend the supply of the G-Cloud Services unless the Supplier is entitled to terminate this Call-Off Agreement under Clause CO-9.4 for Customer’s failure to pay undisputed sums of money. Interest shall be payable by the Customer on the late payment of any undisputed sums of money properly invoiced in accordance with the Late Payment of Commercial Debts (Interest) Act 1998 (as amended from time to time).

CO-13.8 In the event of a disputed invoice, the Customer shall make payment in respect of any undisputed amount in accordance with the provisions of Clause CO-13 of this Call-Off Agreement and return the invoice to the Supplier within ten (10) Working Days of receipt with a covering statement proposing amendments to the invoice and/or the reason for any non-payment. The Supplier shall respond within ten (10) Working Days of receipt of the returned invoice stating whether or not the Supplier accepts the Customer’s proposed amendments. If it does then the Supplier shall supply with the response a replacement valid invoice.

CO-13.9 The Supplier shall accept the Government Procurement Card as a means of payment for the G-Cloud Services where such card is agreed with the Customer to be a suitable means of payment. The Supplier shall be solely liable to pay any merchant fee levied for using the Government Procurement Card and shall not be entitled to recover this charge from the Customer.

1. **GUARANTEE**

CO-14.1 Where the Customer has specified in the Order Form that this Call-Off Agreement shall be conditional upon receipt of a Guarantee from the guarantor, the Supplier shall deliver to the Customer an executed Guarantee from the guarantor, on or prior to the Commencement Date; and deliver to the Customer a certified copy of the passed resolution and/or board minutes of the guarantor approving the execution of the Guarantee.

1. **FORCE MAJEURE**

CO-15.1 Neither Party shall be liable to the other Party for any delay in performing, or failure to perform, its obligations under this Call-Off Agreement to the extent that such delay or failure is a result of Force Majeure.

CO-15.2 Notwithstanding Clause CO-15.1, each Party shall use all reasonable endeavours to continue to perform its obligations under the Call-Off Agreement for the duration of such Force Majeure. However, if such Force Majeure prevents either Party from performing its material obligations under this Call-Off Agreement for a period in excess of one hundred and twenty (120) calendar days, either Party may terminate this Call-Off Agreement with immediate effect by notice in writing to the other Party.

1. **TRANSFER AND SUB-CONTRACTING**

CO-16.1 The Supplier shall not assign, novate, sub-contract or in any other way dispose of this Call-Off Agreement or any part of it without the Customer’s prior written approval which shall not be unreasonably withheld or delayed. Sub-Contracting any part of this Call-Off Agreement shall not relieve the Supplier of any obligation or duty attributable to the Supplier under this Call-Off Agreement.

CO-16.2 The Supplier shall be responsible for the acts and omissions of its Sub-Contractors as though they are its own.

CO-16.3 The Customer may assign, novate or otherwise dispose of its rights and obligations under the Call-Off Agreement or any part thereof to:

CO-16.3.1 any other body established by the Crown or under statute in order substantially to perform any of the functions that had previously been performed by the Customer; or

CO-16.3.2 any private sector body which substantially performs the functions of the Customer

provided that any such assignment, novation or other disposal shall not increase the burden of the Supplier’s obligations under the Call-Off Agreement.

1. **THE CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999**

CO-17.1 A person who is not party to this Call-Off Agreement has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Call-Off Agreement but this does not affect any right or remedy of any person which exists or is available otherwise than pursuant to that Act.

1. **LAW & JURISDICTION**

CO-18.1 This Call-Off Agreement and/or any non-contractual obligations or matters arising out of or in connection with it, shall be governed by and construed in accordance with the Laws of England and Wales and without prejudice to the dispute resolution procedures set out in Clause FW-14 or CO-22 (Dispute Resolution) each Party agrees to submit to the exclusive jurisdiction of the courts of England and Wales and for all disputes to be conducted within England and Wales.

1. **ADDITIONAL G-CLOUD SERVICES**

CO-19.1 The Customer may require the Supplier to provide the Additional G-Cloud Services. The Supplier acknowledges that the Customer is not obliged to take any Additional G-Cloud Services from the Supplier and that there is nothing preventing the Customer from receiving services that are the same as or similar to the Additional G-Cloud Services from any third party.

CO-19.2 The Supplier shall provide Additional G-Cloud Services in accordance with any relevant Implementation Plan(s) and the Supplier shall monitor the performance of such Additional G-Cloud Services against the Implementation Plan(s).

1. **[COLLABORATION AGREEMENT**

CO-20.1 Where the Customer has specified in paragraph 13 of the Order Form that the Customer requires the Supplier to enter into a Collaboration Agreement, [the Supplier shall deliver to the Customer an executed Collaboration Agreement [Collaboration Agreement must be executed between the Parties] , on or prior to the Commencement Date].

CO-20.2 In addition to its obligations under any Collaboration Agreement, the Supplier shall:

CO-20.2.1 work pro-actively with each of the Customer’s contractors in a spirit of trust and mutual confidence;

CO-20.2.2 in addition to its obligations under the Collaboration Agreement the Supplier shall cooperate with the Customer’s contractors of other services to enable the efficient operation of the ICT services; and

CO-20.2.3 assist in sharing information with the Customer’s contractors for the purposes of facilitating adequate provision of the G-Cloud Services and/or Additional G-Cloud Services.

1. **VARIATION PROCEDURE**

CO-21.1 The Customer may request in writing a variation to this Call-Off Agreement provided that such variation does not amount to a material change of the Framework Agreement and/or this Call-Off Agreement and is within the meaning of the Regulations and the Law. Such a change once implemented is hereinafter called a **"Variation**".

CO-21.2 The Supplier shall notify the Customer immediately in writing of any changes proposed or in contemplation in relation to G-Cloud Services or their delivery by submitting Variation request. For the avoidance of doubt such changes would include any changes within the Supplier’s supply chain.

CO-21.3 In the event that:

(a) Either Party is unable to agree (agreement shall not be unreasonably withheld or delayed) to or provide the Variation;

(b) the Customer may:

(i) agree to continue to perform its obligations under this Call-Off Agreement without the Variation; or

(ii) terminate this Call-Off Agreement by giving thirty (30) written days notice to the Supplier.

1. **DISPUTE RESOLUTION**

CO-22.1 The Customer and the Supplier shall attempt in good faith to negotiate a settlement of any dispute between them arising out of or in connection with this Call-Off Agreement within twenty (20) Working Days of either Party notifying the other of the dispute and such efforts shall involve the escalation of the dispute to the Customer Representative and the Supplier Representative.

CO-22.2 If the dispute cannot be resolved by the Parties pursuant to this Clause, the Parties shall refer it to mediation unless the Customer considers that the dispute is not suitable for resolution by mediation.

CO-22.3 If the dispute cannot be resolved by mediation the Parties may refer it to arbitration.

CO-22.4 The obligations of the Parties under this Call-Off Agreement shall not be suspended, cease or be delayed by the reference of a dispute to mediation or arbitration pursuant to this Clause and the Supplier and Supplier’s Staff shall continue to comply fully with the requirements of this Call-Off Agreement at all times.

**Schedule 3: Not Used**

**Schedule 4: Not Used**

**Schedule 5: Not Used**

**Schedule 6: Not used**

**Schedule 7: Not Used**

**Schedule 8: Not Used**

**Schedule 9: Not used**

**Schedule 10: Not Used**

**Annex A**

**Additional Clauses**

In addition to the GCloud vii framework and Call Off Terms and Conditions the following clauses shall apply, as referenced in Part A – Order Form under “Supplemental requirements in addition to the call-off terms. They will apply according to the order of precedence detailed at clause 1.2. of the GCloud Services Call off Terms .

*(Please note that the numbering system reflects the number used on the full DfE library of clauses)*

**1. Intellectual Property Rights and Copyright**

"Intellectual Property means patents, trade marks, service marks, design rights

Rights” (whether registerable or otherwise), applications for any of the foregoing, know-how, rights protecting databases, trade or business names and other similar rights or obligations whether registerable or not in any country (including but not limited to the United Kingdom).

"the Act" means the Copyright Designs and Patents Act 1988;

"Copyright" means any and all copyright, design right (as defined by the Act) and all other rights of a like nature which may, during the course of this Contract, come into existence in or in relation to any Work (or any part thereof);

"Crown and/or Her both mean Queen Elizabeth II and any successor to

Majesty" Her Majesty;

"HMSO" means Her Majesty's Stationery Office;

"Her Majesty's means the duly elected Government for the time being

Government" during the reign of Her Majesty and/or any department, committee, office, servant or officer of such Government;

"Work" means any and all Works including but not limited to literary, dramatic, musical or artistic works, sound recordings, films, broadcasts or cable programmes, typographical arrangements and designs (as the same are defined in the Act) which are created from time to time during the course of this Contract by the Contractor or by or together with others at the Contractor's request or on its behalf and where such works directly relate to or are created in respect of the performance of this Contract or any part of it.

1.1 Intellectual Property Rights and Copyright

1.1.1 The Supplier agrees that the Crown shall be legally and beneficially entitled to any and all Intellectual Property Rights and Copyright and the Supplier hereby assigns to the Crown any and all residual title which it may have in any and all such Intellectual Property Rights and/or Copyright.

1.1.2 The Supplier undertakes that it shall, from time to time, take all such steps and execute all such documents as the Crown or HMSO on its behalf may reasonably require to fully vest in the Crown any and all residual title, whether legal or beneficial, to the Intellectual Property Rights and/or Copyright.

1.2 Copyright Warranties

1.2.1 The Supplier now warrants to the Crown, HMSO and the Department (and to any assignees and licensees of each) that all Works will not infringe in whole or in part any copyright or like right or any other intellectual property right of any other person (wheresoever) and agrees to indemnify and hold harmless Her Majesty and/or Her Majesty's Government against any and all claims, demands, proceedings, expenses and losses, including any of a consequential nature, arising directly or indirectly out of any act of the foregoing in relation to any Work, where such act is or is alleged to be an infringement of a third party's copyright or like right or other intellectual property right (wheresoever).

1.2.2 The warranty and indemnity contained in Clause 1.2.1 above shall survive the termination of this Contract and shall exist for the life of the Copyright.

**2. Ownership of Drawings Specifications and Other Data**

 Any drawings, specifications or other data completed or provided in connection with this Contract shall become or, as the case may be, remain the property of the Customer and be delivered up to the Customer on completion or termination of the Contract.

1. **Departmental Security Standards for Business Services and ICT Contracts**

|  |  |
| --- | --- |
| “BPSS”“Baseline Personnel Security Standard” | a level of security clearance described as pre-employment checks in the National Vetting Policy. |
| “CESG” | is the UK government’s National Technical Authority for Information Assurance. The website is <http://www.cesg.gov.uk/Pages/homepage.aspx>  |
| “CESG IAP” “CESG Information Assurance Policy Portfolio”  | means the CESG Information Assurance policy Portfolio containing HMG policy and guidance on the application of ‘security assurance’ for HMG systems. |
| “CTAS””CESG Tailored Assurance” | is an ‘information assurance scheme’ which provides assurance for a wide range of HMG, MOD, Critical National Infrastructure (CNI) and public sector customers procuring IT systems, products and services, ranging from simple software components to national infrastructure networks. |
| “CPA”“CESG Product Assurance” | is an ‘information assurance scheme’ which evaluates commercial off the shelf (COTS) products and their developers against published security and development standards. These CPA certified products can be used by government, the wider public sector and industry. |
| “CCSC”“CESG Certified Cyber Security Consultancy” | is CESG's approach to assessing the services provided by consultancies and confirming that they meet CESG's standards. This approach builds on the strength of CLAS and certifies the competence of suppliers to deliver a wide and complex range of cyber security consultancy services to both the public and private sectors. |
| “CCP”“CESG Certified Professional” | is a CESG scheme in consultation with government, industry and academia to address the growing need for specialists in the cyber security profession and are building a community of recognised professionals in both the UK public and private sectors. |
| “CC”“Common Criteria” | the Common Criteria scheme provides assurance that a developer’s claims about the security features of their product are valid and have been independently tested against recognised criteria.  |
| “Cyber Essentials”“Cyber Essentials Plus” | Cyber Essentials is the government backed, industry supported scheme to help organisations protect themselves against common cyber-attacks. Cyber Essentials and Cyber Essentials Plus are levels within the scheme. |
| “Data”“Data Controller”“Data Processor”“Personal Data”“Sensitive Personal Data” “Data Subject”, “Process” and “Processing” | shall have the meanings given to those terms by the Data Protection Act 1998 |
| "Department’s Data"“Department’s Information” | is any data or information owned or retained in order to meet departmental business objectives and tasks, including:(a) any data, text, drawings, diagrams, images or sounds (together with any repository or database made up of any of these components) which are embodied in any electronic, magnetic, optical or tangible media, and which are:(i) supplied to the Contractor by or on behalf of the Department; or (ii) which the Contractor is required to generate, process, store or transmit pursuant to this Contract; or(b) any Personal Data for which the Department is the Data Controller; |
| “DfE”“Department” | means the Department for Education |
| “Departmental Security Standards” | means the Department’s security policy or any standards, procedures, process or specification for security that the Contractor is required to deliver. |
| “Digital Marketplace / GCloud” | the Digital Marketplace is the online framework for identifying and procuring cloud technology and people for digital projects. Cloud services (e.g. web hosting or IT health checks) are on the G-Cloud framework. |
| “FIPS 140-2” | this is the Federal Information Processing Standard (FIPS) Publication 140-2, (FIPS PUB 140-2), entitled ‘Security Requirements for Cryptographic Modules’. This document is the de facto security standard used for the accreditation of cryptographic modules. |
| “Good Industry Practice”“Industry Good Practice” | means the exercise of that degree of skill, care, prudence, efficiency, foresight and timeliness as would be expected from a leading company within the relevant industry or business sector. |
| “Good Industry Standard”“Industry Good Standard” | means the implementation of products and solutions, and the exercise of that degree of skill, care, prudence, efficiency, foresight and timeliness as would be expected from a leading company within the relevant industry or business sector. |
| “GSC”“GSCP” | means the Government Security Classification Policy which establishes the rules for classifying HMG information. The policy is available at: https://www.gov.uk/government/publications/government-security-classifications |
| “HMG” | means Her Majesty’s Government |
| “SPF”“HMG Security Policy Framework” | This is the definitive HMG Security Policy which describes the expectations of the Cabinet Secretary and Government’s Official Committee on Security on how HMG organisations and third parties handling HMG information and other assets will apply protective security to ensure HMG can function effectively, efficiently and securely. |
| “ICT” | means Information and communications technology (ICT) is used as an extended synonym for information technology (IT), used to describe the bringing together of enabling technologies used to deliver the end-to-end solution |
| IS5 | this is HMG Information Assurance Standard No. 5 - Secure Sanitisation issued by CESG |
| “ISO/IEC 27001” “ISO 27001” | is the International Standard for Information Security Management Systems Requirements |
| “ISO/IEC 27002” “ISO 27002” | is the International Standard describing the Code of Practice for Information Security Controls. |
| “ISO 22301” | is the International Standard describing for Business Continuity |
| “IT Security Health Check”“Penetration Testing” | means an assessment to identify risks and vulnerabilities in systems, applications and networks which may compromise the confidentiality, integrity or availability of information held on that IT system. |
| “Need-to-Know” | the Need-to-Know principle is employed within HMG to limit the distribution of classified information to those people with a clear ‘need to know’ in order to carry out their duties. |
| “OFFICIAL”“OFFICIAL-SENSITIVE”  | the term ‘OFFICIAL’ is used to describe the baseline level of ‘security classification’ described within the Government Security Classification Policy (GSCP) which details the level of protection to be afforded to information by HMG, for all routine public sector business, operations and services. the ‘OFFICIAL–SENSITIVE’ caveat is used to identify a limited subset of OFFICIAL information that could have more damaging consequences (for individuals, an organisation or government generally) if it were lost, stolen or published in the media, as described in the Government Security Classification Policy. |
| “Security and Information Risk Advisor” “CCP SIRA”“SIRA” | the Security and Information Risk Advisor (SIRA) is a role defined under the CESG CESG Certified Professional Scheme |

12.1 The Supplier shall comply with Departmental Security Standards for Contractors which include but are not constrained to the following clauses.

* 1. Where the Supplier will provide ICT products or Services or otherwise handle information at OFFICIAL on behalf of the Customer, the requirements under Cabinet Office Procurement Policy Note – Use of Cyber Essentials Scheme certification - [Action Note 09/14](https://www.gov.uk/government/publications/procurement-policy-note-0914-cyber-essentials-scheme-certification) 25 September 2014, or any subsequent updated document, are mandated; that “contractors supplying products or services to HMG shall have achieved, and retain certification at the appropriate level, under the HMG Cyber Essentials Scheme”. The certification scope must be relevant to the services supplied to, or on behalf of, the Customer.
* *(Guidance: The Department’s expectation is that the certification scope will be relevant to the services supplied to, or on behalf of, the Department. However, where a contractor or (sub) contractor is able to evidence a valid exception or certification to an equivalent recognised scheme or standard, such as ISO 27001, then certification under the Cyber Essentials scheme could be waived and this clause may be removed. Changes to the Cabinet Office Procurement Policy Note – Use of Cyber Essentials Scheme certification - Action Note 09/14 25 September 2014 will be tracked by the DSU)*
* *(Guidance: The terms OFFICIAL and OFFICIAL-SENSITIVE are taken from the Government Security Classification Policy (GSCP). The Department’s expectations are that all contractors shall handle the Department’s information in a manner compliant with the GSCP – see 12.4 below. Details of the GSCP can be found on the GOV.UK website at:* [*https://www.gov.uk/government/publications/government-security-classifications*](https://www.gov.uk/government/publications/government-security-classifications)*.)*

 *[Use the appropriate Clause 3]*

* 1. [Either]

The Supplier shall be able to demonstrate conformance to, and show evidence of such conformance to the ISO/IEC 27001 (Information Security Management Systems Requirements) standard, including the application of controls from ISO/IEC 27002 (Code of Practice for Information Security Controls).

*(Guidance: The Department’s expectation is that suppliers demonstrating conformance to ISO/IEC 27001 will be able to provide the Department with copies of their Scope of Conformance and Statement of Applicability.)*

[Or, for contracts involving the processing of particularly sensitive data]

12.3 The Supplier shall have achieved, and be able to maintain, independent certification to ISO/IEC 27001 (Information Security Management Systems Requirements). The ISO/IEC 27001 certification must have a scope relevant to the services supplied to, or on behalf of, the Customer. The scope of certification and the statement of applicability must be acceptable, following review, to the Customer, including the application of controls from ISO/IEC 27002 (Code of Practice for Information Security Controls).

* *(Guidance: The Department’s expectation is that suppliers claiming certification to ISO/IEC 27001 shall provide the Department with copies of their Scope of Certification, Statement of Applicability and a valid ISO/IEC 27001 Certificate issued by an authorised certification body. Where the provider is an SME that has a valid Cyber Essentials certification then certification under the ISO/IEC 27001 scheme could be waived and this clause may be removed.)*
	1. The Supplier shall follow the UK Government Security Classification Policy (GSCP) in respect of any Customer Data being handled in the course of providing this service, and will handle this data in accordance with its security classification. (In the event where the Supplier has an existing Protective Marking Scheme then the Supplier may continue to use this but must map the HMG security classifications against it to ensure the correct controls are applied to the Customer Data).
* *(Guidance: The Department’s expectations are that all contractors shall handle the Department’s information in a manner compliant with the GSCP. Details of the GSCP can be found on the GOV.UK website at:* [*https://www.gov.uk/government/publications/government-security-classifications*](https://www.gov.uk/government/publications/government-security-classifications)*.)*
	1. Customer Data being handled in the course of providing the ICT solution or service must be segregated from other data on the Supplier’s or sub-contractor’s own IT equipment to both protect the Customer Data and enable it to be identified and securely deleted when required. In the event that it is not possible to segregate any Customer Data then the Supplier and any sub-contractor shall be required to ensure that it is stored in such a way that it is possible to securely delete the data in line with Clause 12.14.
* *(Guidance: Advice on HMG secure sanitisation policy and approved methods are described in HMG IS5.)*
	1. The Supplier shall have in place and maintain physical security and entry control mechanisms (e.g. door access) to premises and sensitive areas and separate logical access controls (e.g. identification and authentication) to ICT systems to ensure only authorised personnel have access to Customer Data.
* *(Guidance: Where the contractor’s and sub-contractor services are wholly carried out within Departmental premises and all access to buildings or ICT systems is managed directly by the Department as part of the service, the Department shall be responsible for meeting the requirements of this clause and it need not be included.)*
	1. The Supplier shall have in place and shall maintain procedural, personnel, physical and technical safeguards to protect Customer Data, including but not limited to: physical security controls; good industry standard policies and process; anti-virus and firewalls; security updates and up-to-date patching regimes for anti-virus solutions; operating systems, network devices, and application software, user access controls and the creation and retention of audit logs of system use.
* *(Guidance: Where the contractor’s and sub-contractor services are wholly carried out using Departmental ICT resources or locations managed directly by the Department as part of the service, the Department shall be responsible for meeting the requirements of this clause and it need not be included.)*
	1. Any electronic transfer methods across public space or cyberspace, including third party provider networks must be protected via encryption which has been certified to a minimum of FIPS 140-2 standard or a similar method approved by the Customer prior to being used for the transfer of any Customer Data.
* *(Guidance: The terms “public space” and “cyberspace” are used to describe the internet and any commercially provided third party network used to transmit Departmental information. Even where the contractor’s and sub-contractor services are wholly carried out using Departmental ICT resources managed directly by the Department as part of the service, if there is still the possibility of emails being sent to external addresses, this clause should be included.)*
	1. Storage of Customer Data on any portable devices or media shall be limited to the absolute minimum required to deliver the stated business requirement and shall be subject to Clause 12.10 and 12.11 below.
	2. Any portable removable media (including but not constrained to pen drives, flash drives, memory sticks, CDs, DVDs, or other devices) which handle, store or process Customer Data to deliver and support the service, shall be under the control and configuration management of the Supplier or (sub-)contractors providing the service, shall be both necessary to deliver the service and shall be encrypted using a product which has been certified to a minimum of FIPS140-2 standard or use another encryption standard that is acceptable to the Customer.
* *(Guidance: Where the use of removable media as described at Clause 12.9 above is either prohibited or not required in order to deliver the service this clause shall be revised as follows: - ‘The use of removable media in any form is not permitted’.)*
	1. All portable ICT devices, including but not limited to laptops, tablets, smartphones or other devices, such as smart watches, which handle, store or process Customer Data to deliver and support the service, shall be under the control and configuration management of the Supplier or sub-contractors providing the service, and shall be necessary to deliver the service. These devices shall be full-disk encrypted using a product which has been certified to a minimum of FIPS140-2 standard or use another encryption standard that is acceptable to the Customer.
* *(Guidance: Where there is no suitable FIPS140-2 encryption product available to provide the necessary full-disk encryption, the Department shall agree a suitable alternative product that meets ‘industry good practice’ in this area with the contractor or sub-contractor. Where the contractor’s and sub-contractor services are wholly carried out using Departmental ICT resources managed directly by the Department as part of the service, the Department shall be responsible for meeting the requirements of this clause and it need not be included.)*
	1. Whilst in the Suppliers care all removable media and hardcopy paper documents containing Customer Data must be handled securely and secured under lock and key when not in use and shall be securely destroyed when no longer required, using either a cross-cut shredder or a professional secure waste paper organisation.
* *(Guidance: The term ‘lock and key’ is defined as: “securing information in a lockable desk drawer, cupboard or filing cabinet which is under the user’s sole control and to which they hold the keys”.)*
	1. When necessary to hand carry removable media and/or hardcopy paper documents containing Customer Data, the media or documents being carried shall be kept under cover and transported in such a way as to ensure that no unauthorised person has access to the material being carried. This clause shall apply equally regardless of whether the material is being carried inside or outside of company premises.
* *(Guidance: The term ‘under cover’ means that the information is carried within an opaque folder or envelope within official premises and buildings and within a closed briefcase or other similar bag or container when travelling outside of official premises or buildings).*
	1. At the end of the contract or in the event of equipment failure or obsolescence, all Customer information and data, in either hardcopy or electronic format, that is physically held or logically stored on the Suppliers ICT infrastructure must be securely sanitised or destroyed in accordance with the current HMG policy (HMG IS5) using a CESG approved product or method. Where sanitisation or destruction is not possible for legal, regulatory or technical reasons, such as a Storage Area Network (SAN) or shared backup tapes, then the Supplier or sub-contractor shall protect the Customer’s information and data until the time, which may be long after the end of the contract, when it can be securely cleansed or destroyed.
* *(Guidance: Where no departmental information or data shall be held by the Contractor or sub-contractor, in either physical or logical form this clause may be removed.)*
* *(Guidance: Where there is no acceptable secure sanitisation method available for a piece of equipment, or it is not possible to sanitise the equipment due to an irrecoverable technical defect, the storage media involved shall be destroyed using an approved method described in HMG IS5.)*
	1. Access by Supplier or sub-contractor staff to Customer Data shall be confined to those individuals who have a “need-to-know” and the appropriate level of security clearance, as required by the Customer for those individuals whose access is essential for the purpose of their duties. All employees with direct or indirect access to Customer Data must be subject to pre-employment checks equivalent to or higher than the Baseline Personnel Security Standard (BPSS)
* *(Guidance: Further details of the requirements for BPSS clearance are available on the website at:* [*https://www.gov.uk/government/publications/security-policy-framework*](https://www.gov.uk/government/publications/security-policy-framework))
	1. All Suppliers or sub-contractor employees who handle Customer Data must have annual awareness training in protecting information.
	2. The Supplier shall, as a minimum, have in place robust and ISO 22301 conformant Business Continuity arrangements and processes including IT disaster recovery plans and procedures to ensure that the delivery of the contract is not adversely affected in the event of an incident. An incident shall be defined as any situation that might be, or could lead to, a disruption, loss, emergency or crisis. When a certificate is not available it shall be necessary to verify the ongoing effectiveness of the ISO 22301 conformant Business Continuity arrangements and processes including IT disaster recovery plans and procedures, to the extent that the Supplier must have tested/exercised these plans within the last 12 months and produced a written report of the test/exercise, outcome and feedback, including required actions.
* *(Guidance: The creation of robust business continuity and disaster recovery plans are aligned with industry good practice and it is the Department’s expectation that all vendors providing services or infrastructure to the Department will have plans that are aligned to the ISO 22301 standard in place. Further information on the requirements of ISO 22301 may be found in the standard.)*
	1. Any non-compliance with these Departmental Security Standards for Suppliers, or other Security Standards pertaining to the solution, or any suspected or actual breach of the confidentiality, integrity or availability of Customer Data being handled in the course of providing this service, shall be investigated immediately and escalated to the Department by a method agreed by both parties.
* *(Guidance: The Department’s expectation is that non-compliances, or any suspected or actual breach of the confidentiality, integrity or availability of the Department’s Data shall be reported as incidents and investigated by the vendor with outcomes being notified to the Department.)*
	1. The Supplier shall ensure that any IT systems and hosting environments that are used to hold Customer Data being handled, stored or processed in the course of providing this service shall be subject to an independent IT Health Check (ITHC) using a CESG approved ITHC provider before go-live and periodically (at least annually) thereafter. The findings of the ITHC relevant to the service being provided are to be shared with the Customer and all necessary remedial work carried out. In the event of significant security issues being identified, a follow up remediation test may be required.
* *(Guidance: Further information on IT Health Checks and the CESG CHECK Scheme which enables penetration testing by CESG approved companies can be found on the CESG website at:* [*https://www.cesg.gov.uk/scheme/penetration-testing*](https://www.cesg.gov.uk/scheme/penetration-testing)*.)*
	1. The Supplier or sub-contractors providing the service will provide the Customer with full details of any actual storage outside of the UK or any future intention to host Customer Data outside the UK or to perform any form of ICT management or support function from outside the UK. The Supplier or sub-contractor will not go ahead with any such proposal without the prior written agreement from the Customer.
* *(Guidance: The offshoring of HMG information outside of the UK is subject to approval by the Departmental SIRO and, in some cases, also by the Office of the Government Senior Information Risk Owner (OGSIRO). Further information on this process can be found at:* [*https://ogsirooffshoring.zendesk.com/hc/en-us/articles/203107991-HMG-s-Offshoring-Policy*](https://ogsirooffshoring.zendesk.com/hc/en-us/articles/203107991-HMG-s-Offshoring-Policy))
	1. The Customer reserves the right to audit the Supplier or sub-contractors providing the service within a mutually agreed timeframe but always within seven days of notice of a request to audit being given. The audit shall cover the overall scope of the service being supplied and the Supplier’s, and any sub-contractors, compliance with the clauses contained in this Section.
	2. The Supplier shall contractually enforce all these Departmental Security Standards for Contractors onto any third-party suppliers, sub-contractors or partners who could potentially access Customer Data in the course of providing this service.
	3. The Supplier shall deliver ICT solutions and services that are compliant with the HMG Security Policy Framework in conjunction with current CESG Information Assurance Policy Portfolio and Departmental Policy. The Supplier will provide the Customer with evidence of compliance for the solutions and services to be delivered. The Customer’s expectation is that the Supplier shall provide written evidence of:
* Existing security assurance for the services to be delivered, such as: PSN Compliance as a PSN Customer and/or as a PSN Service; CESG Tailored Assurance (CTAS); inclusion in the Common Criteria (CC) or CESG Product Assurance Schemes (CPA); ISO 27001 / 27002 or an equivalent industry level certification. Documented evidence of any existing security assurance or certification shall be required.
* Existing HMG security accreditations that are still valid including: details of the body awarding the accreditation; the scope of the accreditation; any caveats or restrictions to the accreditation; the date awarded, plus a copy of the residual risk statement. Documented evidence of any existing security accreditation shall be required.
* Documented progress in achieving any security assurance or accreditation activities including whether documentation has been produced and submitted. The Contractor shall provide details of who the awarding body or organisation will be and date expected.
	1. If no current security accreditation or assurance is held the Supplier and sub-contractors shall undergo appropriate security assurance activities as determined by the Customer. Supplier and sub-contractors shall support the provision of appropriate evidence of assurance and the production of the necessary security documentation. This will include obtaining any necessary professional security resources required to support the Supplier’s and sub-contractor’s security assurance activities such as: a CESG Certified Cyber Security Consultancy (CCSC) or CESG Certified Professional (CCP) Security and Information Risk Advisor (SIRA)
* *(Guidance: It is Departmental policy that all systems used to store or process Departmental information and data shall achieve an acceptable level of security assurance. Further advice and guidance on the Department’s Security Assurance Model can be supplied on request.)*
* *(Guidance: Further information on the CCSC and CCP roles described above can be found on the CESG Website at:* [*http://www.cesg.gov.uk/awarenesstraining/certified-professionals/Pages/index.aspx*](http://www.cesg.gov.uk/awarenesstraining/certified-professionals/Pages/index.aspx)*)*

*\*End of Additional Clauses\**

**Annex B**

**Request for Quote Template**

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| **Service Provider Request for Quote** |
| *This form is structured in three parts: Part 1 is the Request for Quote, Part 2 is the Service Provider’s Response, Part 3 is the Customers’ Acceptance, together with the guidance that should be followed to raise a Purchase Order Requisition.* |
| **To be completed by IT Group Finance and Contract Team (FaCT)** |
| **Date Request sent to Service Provider**  |  | **RfQ Reference** |  |

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| **Part 1. Request for Quote. To be completed by the work requester** |

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| All requests must be completed in accordance with the IT Group commissioning process/ governance arrangements. By submitting this form you are confirming that all the necessary business case approvals are in place to allow the services to be sourced. **NOTE**: all sections of the request for quote Part 1 must be completed in full. Any partially completed forms will be rejected.  |
| **Request Title / Project Name**  |  |

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| --- | --- |
| **Work Requester****Directorate / Division** |  |
| **Principal Contact and Role** | **Name:** **Role:** **Address:** **Phone:**  |

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| **IR35 Assessment Outcome** |
| Note: it is the responsibility of the work package requester to complete the [HMRC IR35 assessment](https://www.tax.service.gov.uk/check-employment-status-for-tax/setup) and attach the resulting pdf to this Request for Quote. Failure to do so will result in this request for work quote being rejected. |
| **Outcome of IR35 assessment for this Request for Quote** | The intermediaries legislation does not apply to this engagement [ ] Comments:

|  |
| --- |
|  |

[NOTE: if the outcome of the IR35 assessment is either “*the intermediaries legislation does apply to this engagement” or “unable to determine the tax status of this engagement”* please **stop** and seek advice from the Finance and Contract Team] |
| **Working Arrangements** |
| *Please describe how you intend to work with the service provider to ensure that it is compliant with IR35 guidance (link to central guidance added when available).* Here is a helpful reminder on the behaviours of the working arrangement:* Control – the department is responsible for stating what is to be delivered. The service provider is responsible for using its own intitiative in determining how the services are to be delivered and the provision of resources to support the services [which shall include one or more specialists].
* Risk (financial) – the financial risk of delivering the service/deliverables/outcome must lie with the service provider. Outputs and deliverables will be linked to payments. If the work does not meet the acceptance criteria it is the responsibility of the service provider to correct it at their own expense
* Integration (part and parcel of the organisation) - The service provider should not be treated as one of the team or be indispensable. They are expected to provide the services on such hours/days as required to meet any deadlines, as agreed between the service provider and the department.
* Substitution – the department are willing to accept substitute personnel with the relevant skills and expertise from the service provider (eg. to cover holidays, illness etc).
* Provision of own equipment - The service provider must provide their own equipment where security requirements permit. Please describe any exceptions and the reasons for these exceptions, to this (eg. DfE accounts, MS Azure accounts)

***This request for work is for a service******If it looks like a people role then it probably is***

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| **Funding** |
| **Funding Team/Division** |  |
| **Cost Centre** |  |

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| --- |
| **Term** |
| **Target Commencement Date**  |  |
| **Target Delivery Date** |  |

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| **Work Package Objectives*****Provide a summary of the Department's requirements, including the overall objectives and activities for the service to be provided and known skills required. Please indicate if there are any requirements to visit departmental offices.*** |
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| **Work Package Deliverables*****List any specific deliverables that the Service Provider must produce. All deliverables must be defined against measurable acceptance criteria.*** |
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| --- | --- | --- | --- |
| Ref | Deliverable Date | Deliverable Description | Acceptance Criteria (quality expected) |
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| **Risks** |
| *Please identify all known risks that might impact the service provider’s ability to deliver the service requirement which meets the acceptance criteria.* |
|  |
| **Evaluation Criteria** |
| *Where this RfQ is provided to more than one company, please specify the criteria and weightings that will be used to evaluate the quotes. This could include skills, experience, knowledge, substitution capacity, location, price, ability to deliver.* |

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| **Senior Responsible Officer / Deputy Director Sign Off** |
|  ***I confirm that I have engaged fully in*** [***ITG’s governance process***](http://portal/handbook/it/governance/Pages/default.aspx) ***and I have appropriate technical, project and funding approval for this proposal’. I accept the risk and liability in the event of an investigation by HMRC in respect of the IR35 status of this engagement***

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Date Finance Business Partner approval received |  |
| IT governance reference number |  |
| Date  |  |
| SRO / DD Sign Off |  |

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The RfQ must now be sent to the email mailbox ContractManagement.ITGROUP@education.gov.uk.

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| **Part 2. Response to RfQ. To be completed by the Service Provider** |

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| **Service Provider Response*****Provide details on the proposal which sets out an overview of the proposed solution to the Department’s Requirements.*** |
|  |
| **Service Provider Obligations on the Department***Provide details of any obligations on the Department that may be necessary for the activities contained within this Work Package.*  |
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| **Service Provider Costs***Provide the charges for this Work Package. The charges shall be constructed using the rates agreed as part of the call-off contract.*  |
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| Deliverables | Units(No. of days x rate) | Price (excluding VAT) |
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|  |  |  |
|  | Discounts to be applied |  |
|  | Total |  |

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| **Service Provider Payment Terms and Milestones***Provide details on the milestones and payment terms for each milestone.* |
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| **Deliverable** | **Milestone** | **Duration** | **Milestone Date** | **Payment Terms** |
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| **Term** |
| Commencement Date  |  |
| Delivery Date |  |

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| --- |
| **Service Provider Sign Off**  |
| *Additional comments*

|  |  |
| --- | --- |
| Response Prepared by |  |
| Position |  |
| Signature |  |
| Date Submitted to the Department |  |

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The RfQ must now be sent to the email mailbox ContractManagement.ITGROUP@education.gov.uk

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| **Part 3. Evaluation, Customer Acceptance and Authority for the Work to Commence** |

The department will evaluate the quotes against the work package requirement using the evaluation criteria set out in part 1.

For the successful service provider, all relevant information from this form must now be transferred onto the appropriate Request for Goods and Service template and passed to the nominated Requisitioner for loading onto RM so that a Purchase Order can be produced. The Purchase Order is the agreement by which the customer instructs the service provider to provide services as described in the service provider response to the work package / request for quote. The service provider will commence the work within the agreed timeframe upon receipt of this purchase order. Any Purchase Order queries should be directed to the Work Requester.

For the unsuccessful service providers, the department will notify them in a timely manner.