

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

### Order Form

CALL-OFF REFERENCE: Ecm\_11954

CALL-OFF TITLE: Digital Health & Disability Services -  
Strengthening the Chain

CALL-OFF CONTRACT DESCRIPTION: To review the performance of JWHD's existing health and disability-focused workplace products and services.

THE BUYER: Department for Work and Pensions

BUYER ADDRESS: Peel Park, Blackpool, FY4 5ES

THE SUPPLIER: Cognizant Worldwide Limited

SUPPLIER ADDRESS: 280 Bishopsgate London EC2M 4AG

REGISTRATION NUMBER: 07195160

DUNS NUMBER: 216654505

SID4GOV ID:

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 17<sup>th</sup> May 2024.

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It's issued under the Framework Contract with the reference number RM6263 for the provision of Digital Specialists and Programmes Deliverables.

The Parties intend that this Call-Off Contract will not, except for the first Statement of Work which shall be executed at the same time that the Call-Off Contract is executed, oblige the Buyer to buy or the Supplier to supply Deliverables.

The Parties agree that when a Buyer seeks further Deliverables from the Supplier under the Call-Off Contract, the Buyer and Supplier will agree and execute a further Statement of Work in the form of the template set out in Annex 1 to this Framework Schedule 6 (Order Form Template, SOW Template and Call-Off Schedules).

Upon the execution of each Statement of Work it shall become incorporated into the Buyer and Supplier's Call-Off Contract.

### **CALL-OFF LOT(S):**

Lot 2: Digital Specialists

### **CALL-OFF INCORPORATED TERMS**

The following documents are incorporated into this Call-Off Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1 (Definitions) RM6263
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6263
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 5 (Corporate Social Responsibility)

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- Joint Schedule 10 (Rectification Plan)
  - Joint Schedule 11 (Processing Data)
  - Joint Schedule 13 (Cyber Essentials)
  - Call-Off Schedules for RM6263
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 3 (Continuous Improvement)
    - Call-Off Schedule 5 (Pricing Details and Expenses Policy)
    - Call-Off Schedule 6 (Intellectual Property Rights and Additional Terms on Digital Deliveries)
    - Call-Off Schedule 7 (Key Supplier Staff)
    - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
    - Call-Off Schedule 9 (Security)
    - Call-Off Schedule 10 (Exit Management)
    - Call-Off Schedule 18 (Background Checks)
    - Call-Off Schedule 20 (Call-Off Specification)
5. CCS Core Terms (version 3.0.11)

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

### **CALL-OFF SPECIAL TERMS**

The following Special Terms are incorporated into this Call-Off Contract: None

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CALL-OFF START DATE:	20 <sup>th</sup> May 2024
CALL-OFF EXPIRY DATE:	6 <sup>th</sup> September 2024
CALL-OFF INITIAL PERIOD:	16 weeks
CALL-OFF OPTIONAL EXTENSION PERIOD:	4 weeks
MINIMUM NOTICE PERIOD FOR EXTENSION(S):	10 working days
CALL-OFF CONTRACT VALUE:	£182,000 excluding VAT
MAXIMUM OPTIONAL EXTENSION VALUE:	Up to a maximum ceiling value of £227,500 ex VAT
KEY SUB-CONTRACT PRICE:	N/A

**CALL-OFF DELIVERABLES**

See Appendix 1, Statement of Work.

**BUYER'S STANDARDS**

From the Start Date of this Call-Off Contract, the Supplier shall comply with the relevant (and current as of the Call-Off Start Date) Standards set out in FrameworkSchedule 1 (Specification). The Buyer requires the Supplier to comply with the following additional Standards for this Call-Off Contract:

Acceptable Use Policy.

Information Security Policy.

Physical Security Policy.

Information Management Policy.

Email Policy.

Remote Working Policy.

Social Media Policy.

Security Classification Policy.

HMG Personnel Security Controls – May 2018.

[dwp-procurement-security-policies-and-standards](#)

**CYBER ESSENTIALS SCHEME**

The Buyer requires the Supplier, in accordance with Joint Schedule 13 (Cyber Essentials Scheme) to provide a Cyber Essentials Plus Certificate prior to commencing the provision of any Deliverables under this Call-Off Contract.

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### MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the CoreTerms, as amended by the Framework Award Form Special Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £182,000 excluding VAT.

### CALL-OFF CHARGES

(1) Time and Materials (T&M);

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Specific Change in Law

Where non-UK Supplier Staff (including Subcontractors) are used to provide any element of the Deliverables under this Call-Off Contract, the applicable rate card(s) shall be incorporated into Call-Off Schedule 5 (Pricing Details and Expenses Policy) and the Supplier shall, under each SOW, charge the Buyer a rate no greater than those set out in the applicable rate card for the Supplier Staff undertaking that element of work on the Deliverables.

### REIMBURSABLE EXPENSES

Expenses for travel to / from the agreed base location are included in the Supplier's day rates specified in Call-Off Schedule 5 (Pricing Details and Expenses Policy).

Expenses incurred for travel to other locations will be made in accordance with the latest DWP Expense and Travel Policy (embedded below) which may change from time to time.

The Supplier will invoice DWP for actual expenses incurred during the performance of this engagement in accordance with the DWP policy. Expenses will include only necessary travel and lodging.

Copies of receipts are to be presented with the relevant invoice.

Subsistence or meal and drink allowance claims are not permitted as DWP deems day rates sufficient to cover such costs.

DWP operates a hybrid working policy with a requirement to work a minimum of 40% of the time in the designated DWP office. However, at this time, we are expecting the Supplier to operate remotely except where required to attend a Hub at the request of the Buyer. The Supplier must align their workers to one of the following hubs for expenses purposes -

- Benton Park View Newcastle
- Quarry House Leeds
- Peel Park Blackpool
- St Peter's Square, Manchester
- Kings Court, Sheffield
- Caxton House, London or
- Arena Central, Birmingham



DWP Supplier Travel  
Policy - Jan 23.pdf

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### **PAYMENT METHOD**

The payment method for this Call-Off Contract is BACS made monthly in arrears.

A PO number will be provided to the Supplier when the record is set up in the Contracting Authority's Single Operating Platform (SOP).

For any supply of Resource, the Supplier shall be required to provide time sheets to the Contracting Authority named individual to allow Contracting Authority sign-off and support reconciliation to the invoice charges.

The Buyer will make payment of the invoice within 30 days of receipt of a valid invoice.

### **BUYER'S INVOICE ADDRESS:**

Invoices should be submitted monthly in arrears to:

\*REDACTED\*

A copy of the invoice and monthly MI reports should also be emailed to –

\*REDACTED\*

Paper invoices should be sent to:

SSCL

PO BOX 406

Phoenix House

Celtic Springs

Newport

NP10 8FZ

## **BUYER'S AUTHORISED REPRESENTATIVE**

\*REDACTED\*

Commercial Practitioner

\*REDACTED\*

## **BUYER'S ENVIRONMENTAL POLICY**

The Buyer is committed to a 100% reduction of greenhouse gas emissions and requires the Supplier to demonstrate an organisational commitment to the 'Net Zero' target throughout the life of this contract.

## **BUYER'S SECURITY POLICY**

The Supplier confirms that all Supplier Staff working on Buyer Sites and on Buyer Systems and Deliverables, have completed Supplier Staff Vetting in accordance with Paragraph 6 (Security of Supplier Staff) of Part B – Annex 1 (Baseline Security Requirements) of Call-Off Schedule 9 (Security).

The Supplier and any of its Sub-contractors, shall not access, process, host or transfer Authority Data outside the United Kingdom without the prior written consent of the Buyer, and where the Buyer gives consent, the Supplier shall comply with any reasonable instructions notified to it by the Buyer in relation to the Buyer Data in question. The provisions set out in this paragraph shall apply to onshore, UK based resources.

Where the Buyer has given its prior written consent to the Supplier to access, process, host or transfer Buyer Data from premises outside the United Kingdom: -

- a) the Supplier must notify the Buyer (in so far as they are not prohibited by Law) where any Regulatory Bodies seek to gain or has gained access to such Buyer Data;
- b) the Supplier shall take all necessary steps in order to prevent any access to, or disclosure of, any Buyer Data to any Regulatory Bodies outside the United Kingdom unless required by Law without any applicable exception or exemption.

The Supplier agrees to the additional Buyer standard clauses in respect of Security Requirements listed below.

### **1. Risk Management:**

- a. The Supplier shall and shall procure that any Sub-contractor (as applicable) shall, co-operate with the Buyer in relation to the Buyer's own risk management processes regarding the Services.
- b. For the avoidance of doubt, the Supplier shall pay all costs in relation to undertaking any action required to meet the security requirements stipulated in this Statement of Work. Any failure by the Supplier to comply with any security requirements of this Statement of Work, shall constitute a material Default entitling the Buyer to exercise its rights under clause 10.4.1 of the Core Terms.

### **2. Security Audit and Assurance:**

- a. The Supplier shall, and shall procure that any Sub-contractor (as applicable) shall, complete the information security questionnaire in the format stipulated by the Buyer (the "Information Security Questionnaire") at least annually or at the request by the Buyer. The Supplier shall provide the completed Information Security Questionnaire to the Buyer within one calendar month from the date of request.
- b. The Buyer shall schedule regular security governance review meetings which the Supplier shall and shall procure that any Sub-contractor (as applicable) shall, attend.

### **3. Security Policies and Standards**

- a. The Supplier shall, and shall procure that any Sub-contractor (as applicable) shall, comply with the security policies and standards set out in paragraph 4 below.
- b. Notwithstanding the foregoing, the Buyer's security requirements applicable to the SOW Deliverables may be subject to change following certain events including, but not limited to, any

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relevant change in the delivery of the SOW Deliverables. Where any such change constitutes a Variation, any necessary Variation shall be agreed by the Parties in accordance with clause 24 of the Core Terms.

- c. The Supplier shall and shall procure that any Sub-contractor (as applicable) shall, maintain appropriate records and is otherwise able to demonstrate compliance with the Security Policies and Standards.

### 4. Security Policies and Standards – See BUYER’S STANDARDS

The Buyer’s security policies are published on:

[dwp-procurement-security-policies-and-standards](#)

### SUPPLIER’S AUTHORISED REPRESENTATIVE

\*REDACTED\*

Account Executive

\*REDACTED\*

### SUPPLIER’S CONTRACT MANAGER

\*REDACTED\*

Commercial Manager

\*REDACTED\*

### PROGRESS REPORT FREQUENCY

On a weekly basis.

### PROGRESS MEETING FREQUENCY

To be determined by the Buyer as and when required

### BUYER KEY STAFF

\*REDACTED\*

Lead Agile Delivery Manager

\*REDACTED\*

### SUPPLIER KEY STAFF

N/A

### KEY SUBCONTRACTOR(S)

N/A

**COMMERCIALLY SENSITIVE INFORMATION**

See Joint Schedule 4 (Commercially Sensitive Information).

**BALANCED SCORECARD**

N/A

**MATERIAL KPIs**

N/A

**ADDITIONAL INSURANCES**

N/A

**GUARANTEE**

N/A

**SOCIAL VALUE COMMITMENT**

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the Corporate Social Responsibility as set out in Joint Schedule 5 (Corporate Social Responsibility).

**STATEMENT OF WORKS**

During the Call-Off Contract Period, the Buyer and Supplier may agree and execute completed Statement of Works. Upon execution of a Statement of Work the provisions detailed therein shall be incorporated into the Call-Off Contract to which this Order Form relates.

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	*REDACTED*	Signature:	*REDACTED*
Name:	*REDACTED*	Name:	*REDACTED*
Role:	Authorized Person	Role:	DWP Commercial Lead
Date:	17-May-2024   9:04:18 AM PDT	Date:	19-May-2024   11:50:08 PM PDT

## Appendix 1

### Annex 1 (SOW01)

1. STATEMENT OF WORK ("SOW") DETAILS	
<p>Upon execution, this SOW forms part of the Call-Off Contract (reference below).</p> <p>The Parties will execute a SOW for each set of Buyer Deliverables required. Any ad-hoc Deliverables requirements are to be treated as individual requirements in their own right and the Parties should execute a separate SOW in respect of each, or alternatively agree a Variation to an existing SOW.</p> <p>All SOWs must fall within the Specification and provisions of the Call-Off Contract.</p> <p>The details set out within this SOW apply only in relation to the Deliverables detailed herein and will not apply to any other SOWs executed or to be executed under this Call-Off Contract, unless otherwise agreed by the Parties in writing.</p>	
<b>SOW Title:</b>	Strengthening the Chain
<b>SOW Reference:</b>	SOW01

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<b>Call-Off Contract Reference:</b>	Ecm_11954
<b>Buyer:</b>	The Department for Work and Pensions
<b>Supplier:</b>	Cognizant Worldwide Limited
<b>SOW Start Date:</b>	20 <sup>th</sup> May 2024
<b>SOW End Date:</b>	6 <sup>th</sup> September 2024
<b>Duration of SOW:</b>	16 weeks
<b>Key Personnel (Buyer)</b>	*REDACTED*- Lead Agile Delivery Manager *REDACTED*- Commercial Practitioner
<b>Key Personnel (Supplier)</b>	None
<b>Subcontractors</b>	None

### 2. CALL-OFF CONTRACT SPECIFICATION - PROGRAMME CONTEXT

<b>SOW Deliverables Background</b>	<p>Small team of resources required to support Digital Health &amp; Disability to review the purpose and performance of JWHD’s existing Health and Disability-focused workplace products and services. The outcome of the review will produce insights into the opportunities available for the products/services in scope to better meet user and business needs, cohere to support user journeys in a way which provides an acceptable user experience, and improve the motivation and capability of workplace actors, so that disability and long-term health conditions are better supported at work.</p> <p><b>Deliverables</b></p> <ul style="list-style-type: none"> <li>• Map of -             <ul style="list-style-type: none"> <li>• a) existing JWHD products/services against high level workplace health and disability user journeys (see Canary/Puffin’s earlier work), and</li> <li>• b) wider services, to assess how well user journeys are supported by products/services, identifying issues and gaps.</li> </ul> </li> <li>• Collation and validation of user needs identified in previous research and the assumptions made regarding the problems employers and employees experience.</li> <li>• Collation and validation of business needs.</li> <li>• Understanding of the problems employers and employees face within the workplace.</li> <li>• Identification of gaps and opportunities, including in respect of a) good practice advice, b) enhancements to the overall coherence and presentation of government’s ‘offer’.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Test assumption that standards are required to support employers and employees regarding OH in the workplace.</li> <li>• Recommendations for problems we take forward as separate packets of work to solve user and business problems.</li> </ul>
<b>Delivery phase(s)</b>	Discovery
<b>Overview of Requirement</b>	<p>The work will utilise previous user research and discovery outputs and link in with existing teams who are working in the problem space to:</p> <ul style="list-style-type: none"> <li>• Determine how well each existing product or service is meeting their intended purpose</li> <li>• Evidence how the products and service map against existing high level user journeys, specifically <ul style="list-style-type: none"> <li>○ onset of condition/absence/return to work or other resolution, and</li> <li>○ entering and remaining in work with a long-term condition or disability, and identifying any gaps or overlaps this exposes</li> </ul> </li> <li>• Enable us to understand how well the existing offer is understood by users, identifying any gaps</li> <li>• Understand the ease of navigation between products and services, and how well they combine to deliver the outcomes required</li> </ul>
<b>Accountability Models</b>	<p>Please tick the Accountability Model(s) that shall be used under this Statement of Work:</p> <p>Sole Responsibility: <input type="checkbox"/></p> <p>Self Directed Team: <input type="checkbox"/></p> <p>Rainbow Team: <input checked="" type="checkbox"/></p>

### 3. BUYER REQUIREMENTS – SOW DELIVERABLES

<b>Outcome Description</b>	<p>The Supplier shall provide Supplier Staff to work in a Rainbow Team, on a Time and Materials basis, under the direction of the Buyer, for the period of time specified in this Statement of Work. The table below shows the Supplier's resources profile as at the Effective Date of this Statement of Work.</p> <p>*REDACTED*</p>
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	DDaT Role	SFIA Level	Quantity of Specialists	Security Level	Location	Start Date	End Date
Milestone Ref	Milestone Description			Acceptance Criteria			Due date

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<b>MS01</b>	N/A		
<b>MS02</b>	N/A		
<b>Delivery Plan</b>	To be confirmed between the Buyer and Supplier.		
<b>Dependencies</b>	<p>The Buyer will provide, at no cost to the Supplier:</p> <ul style="list-style-type: none"> <li>• laptops and necessary devices for Supplier staff to perform the Services</li> <li>• necessary network access, tooling and software and Buyer Assets for Supplier staff to deliver required services</li> <li>• the necessary office space, computers and facilities reasonably required for Supplier Personnel to perform the Services on site at Buyer Premises if required</li> <li>• Access to the business/user needs already captured/identified in previous research and the assumptions made regarding the problems employers and employees experience.</li> </ul>		
<b>Supplier Resource Plan</b>	The provision of resources is in accordance with Section 3 (Buyer Requirements) of this SOW subject to selection and agreement based on Skill and Security requirements.		
<b>Security Applicable to SOW:</b>	<p>The Supplier confirms that all Supplier Staff working on Buyer Sites and on Buyer Systems and Deliverables, have completed Supplier Staff Vetting in accordance with Paragraph 6 (Security of Supplier Staff) of Part B – Annex 1 (Baseline Security Requirements) of Call-Off Schedule 9 (Security).</p> <p>The Supplier and any of its Sub-contractors, shall not access, process, host or transfer Buyer Data outside the United Kingdom without the prior written consent of the Buyer, and where the Buyer gives consent, the Supplier shall comply with any reasonable instructions notified to it by the Buyer in relation to the Buyer Data in question. The provisions set out in this paragraph shall apply to onshore, UK based resources.</p> <p>Where the Buyer has given its prior written consent to the Supplier to access, process, host or transfer Buyer Data from premises outside the United Kingdom: -</p> <ul style="list-style-type: none"> <li>c) the Supplier must notify the Buyer (in so far as they are not prohibited by Law) where any Regulatory Bodies seek to gain or has gained access to such Buyer Data;</li> <li>d) the Supplier shall take all necessary steps in order to prevent any access to, or disclosure of, any Buyer Data to any Regulatory Bodies outside the United Kingdom unless required by Law without any applicable exception or exemption.</li> </ul> <p>The Supplier agrees to the additional Buyer standard clauses in respect of Security Requirements listed below.</p> <p><b>1. Risk Management:</b></p> <ul style="list-style-type: none"> <li>a. The Supplier shall and shall procure that any Sub-contractor (as applicable) shall, co-operate with the Buyer in relation to the Buyer’s own risk management processes regarding the Services.</li> </ul>		

	<p>b. For the avoidance of doubt, the Supplier shall pay all costs in relation to undertaking any action required to meet the security requirements stipulated in this Statement of Work. Any failure by the Supplier to comply with any security requirements of this Statement of Work, shall constitute a material Default entitling the Buyer to exercise its rights under clause 10.4.1 of the Core Terms.</p> <p><b>2. Security Audit and Assurance:</b></p> <p>a. The Supplier shall, and shall procure that any Sub-contractor (as applicable) shall, complete the information security questionnaire in the format stipulated by the Buyer (the “Information Security Questionnaire”) at least annually or at the request by the Buyer. The Supplier shall provide the completed Information Security Questionnaire to the Buyer within one calendar month from the date of request.</p> <p>b. The Buyer shall schedule regular security governance review meetings which the Supplier shall and shall procure that any Sub-contractor (as applicable) shall, attend.</p> <p><b>3. Security Policies and Standards</b></p> <p>a. The Supplier shall, and shall procure that any Sub-contractor (as applicable) shall, comply with the security policies and standards set out in paragraph 4 below.</p> <p>b. Notwithstanding the foregoing, the Buyer’s security requirements applicable to the SOW Deliverables may be subject to change following certain events including, but not limited to, any relevant change in the delivery of the SOW Deliverables. Where any such change constitutes a Variation, any necessary Variation shall be agreed by the Parties in accordance with clause 24 of the Core Terms.</p> <p>c. The Supplier shall and shall procure that any Sub-contractor (as applicable) shall, maintain appropriate records and is otherwise able to demonstrate compliance with the Security Policies and Standards.</p> <p><b>4. Security Policies and Standards</b></p> <p>The Buyer’s security policies are published on:  <a href="#">dwp-procurement-security-policies-and-standards</a></p> <p>The Supplier will be required to comply with:</p> <ul style="list-style-type: none"> <li>• Acceptable Use Policy</li> <li>• Information Security Policy</li> <li>• Physical Security Policy</li> <li>• Information Management Policy</li> <li>• Email Policy</li> <li>• Remote Working Policy</li> <li>• Social Media Policy</li> <li>• Security Classification Policy</li> <li>• HMG Personnel Security Controls – May 2018  <a href="#">government/publications/hmg-personnel-security-controls</a></li> </ul>
<p><b>Cyber Essentials Scheme</b></p>	<p>The Buyer requires the Supplier to have and maintain a Cyber Essentials Plus Certificate for the work undertaken under this SOW, in accordance with Joint Schedule 13 (Cyber Essentials Scheme).</p>

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<b>SOW Standards</b>	As per the Order Form and needs to adhere to Government Digital Service (“GDS”) Standards.
<b>Performance Management</b>	The Supplier’s team will provide regular playback sessions to ensure they are working towards the deliverables. Outline plan and visibility of progress to be documented on JIRA.
<b>Additional Requirements</b>	None
<b>Key Supplier Staff</b>	N/A

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<p><b>Worker Engagement Status</b></p>	<p>All Supplier resources will be inside IR35. The Supplier confirms that all resources deployed to deliver the Services under this SOW are PAYE and Tax and NI deductible at source.</p> <p> Worker Engagement Status</p> <p>Prior to the Supplier substituting any Supplier Staff, the Supplier shall:</p> <ul style="list-style-type: none"> <li>confirm to the Buyer that it can continue to deliver the outcomes using personnel who are on its payroll and/or through subcontracts and/or umbrella company with full PAYE and NI deducted for such personnel at source.</li> </ul> <p>In addition to the provisions of Call-Off Schedule 7 [Key Supplier Staff], the Supplier shall provide the information set out below to the Buyer and shall comply with the obligations set out below, so that the Buyer can comply with its obligations with regards to the off-payroll working regime.”</p> <p>For the purposes of this SOW, the following definition of Supplier Staff shall apply, “Supplier Staff means an individual who is personally providing their services in relation to the Call-Off Contract.”</p> <p>1.1 Supplier Staff Name(s)</p> <p>1.2 Start and End date of the Engagement</p> <p>1.3 The contracted Day Rate of the Supplier Staff</p> <p>1.4 Is (Are) the Supplier Staff on a payroll and are deductions of PAYE and National Insurance made at source? Yes/No</p> <p>1.5 If “yes”, please provide fee payer details for each of the Supplier Staff (eg, Supplier PAYE, Agent PAYE, Umbrella Company)</p> <p>1.6 If “no”, the Buyer will complete an IR35 Check Employment Status for Tax (CEST) Role Assessment and confirm to the SUPPLIER whether the off payroll rules apply or do not apply.</p> <p>1.7 Where a CEST Role Assessment is undertaken in accordance with para 1.6, the Buyer will issue Status Determination Statement(s) applicable to the Supplier Staff and the Supplier will notify the outcome to the Supplier Staff. The Supplier will accept the outcome of the Status Determination Statement.</p> <p>1.8 The Supplier must notify the Buyer If the employment status of the Supplier Staff for tax purposes changes so that a fresh determination may be made as set out at 1.2 to 1.7 above</p> <p>1.9 The provisions at 1.2 to 1.7 above must be reviewed in the event of any proposed changes to this SOW.</p>
<p><b>SOW Reporting Requirements:</b></p>	<p>N/A</p>

<b>4. CHARGES</b>	
<b>Call Off Contract Charges</b>	<p>The applicable charging method(s) for this SOW is:</p> <ul style="list-style-type: none"> <li>• Time and Materials</li> </ul> <p>The estimated maximum value of this SOW (irrespective of the selected charging method) is £182,000 excluding VAT.</p> <p>The Charges detailed in the financial model shall be invoiced in accordance with Clause 4 of the Call-Off Contract.</p>
<b>Rate Cards Applicable</b>	*REDACTED*
<b>Financial Model</b>	N/A
<b>Reimbursable Expenses</b>	Please refer to DWP Expense Policy as embedded in the Order Form.

<b>5. SIGNATURES AND APPROVALS</b>
<p><b>Agreement of this SOW</b></p> <p>BY SIGNING this Statement of Work, the Parties agree that it shall be incorporated into Appendix 1 of the</p>

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Order Form and incorporated into the Call-Off Contract and be legally binding on the Parties:		
<b>For and on behalf of the Supplier</b>	Name and title	*REDACTED* Authorized Person
	Date	7-May-2024   9:04:18 AM PDT
	Signature	*REDACTED*
<b>For and on behalf of the Buyer</b>	Name and title	*REDACTED* DWP Commercial Lead
	Date	19-May-2024   11:50:08 PM PDT
	Signature	*REDACTED*

## **ANNEX 1**

### **Data Processing - NOT USED**