

## Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)

### Order Form

**Buyer guidance:** This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

If an electronic purchasing system is used instead of signing as a hard-copy, text below must be copied into the electronic order form starting from 'APPLICABLE FRAMEWORK CONTRACT' and up to, but not including the Signature block.

It is important that if you, as the Buyer, add to or amend any aspect of any Call-Off Schedule, then **you must send the updated Schedule** with the Order Form to the Supplier.

Call-Off Reference: ecm\_62975

Call-Off Title: Supporting Environment Agency's Data Outcome Plan (2020 – 25)

Call-Off Contract Description: Data and technology underpins everything the Environment Agency (EA) does, from issuing flood warnings, recommending £bns worth of investment in the environment and flood risk management, to achieving our net zero 2030 target. The Data Outcome Plan will enable EA to evolve the way data and technology deliver our objectives.

The Buyer: Environment Agency (open to use by other Defra Group bodies)

Buyer Address: Horizon House, Deanery Road, Bristol BS1 1AH

The Supplier: Envitia Ltd

Supplier Address: North Heath Lane Industrial, Estate, North Heath Lane, Horsham, West Sussex, RH12 5UX

Registration Number: 02348404

DUNS Number: 503235988

SID4GOV ID: Unknown

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### **Applicable Framework Contract**

This Order Form is for the provision of the Call-Off Deliverables and dated 24<sup>th</sup> November 2021.

It's issued under the Framework Contract with the reference number RM1043.7 for the provision of Digital Outcomes and Specialists 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, Statement of Work 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**

Lot 1: Digital Outcomes

### **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) RM1043.7
- 3 Framework Special Terms
- 4 The following Schedules in equal order of precedence:
  - Joint Schedules for RM1043.7
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 6 (Key Subcontractors)
  - Joint Schedule 11 (Processing Data) RM1043.7
  - Call-Off Schedules for RM1043.7
    - Call-Off Schedule 5 (Pricing Details and Expenses Policy)
    - Call-Off Schedule 6 (Intellectual Property Rights and Additional Terms on Digital Deliverables)
    - Call-Off Schedule 7 (Key Supplier Staff)
    - Call-Off Schedule 20 (Call-Off Specification)
    - Call-Off Schedule 26 (Cyber Essentials Scheme)
- 5 CCS Core Terms (version 3.0.9)
- 6 Joint Schedule 5 (Corporate Social Responsibility) RM1043.7
- 7 Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

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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

Call-Off Start Date: 29th November 2021

Call-Off Expiry Date: 28th November 2023

Call-Off Initial Period: Two (2) Years

Call-Off Optional Extension Period: Six (6) Months

Minimum Notice Period for Extensions: One (1) Month

Call-Off Contract Value: £500,000.00

### **Call-Off Deliverables**

Please refer to Appendix 1 – Annex 1.

### **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 referred to in Framework Schedule 1 (Specification). The Buyer requires the Supplier to comply with the following additional Standards for this Call-Off Contract:

None

### **Cyber Essentials Scheme**

The Buyer requires the Supplier, in accordance with Call-Off Schedule 26 (Cyber Essentials Scheme) to provide a Cyber Essentials Certificate prior to commencing the provision of any Deliverables under this Call-Off Contract.

### **Maximum Liability**

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

The Estimated Year 1 Charges used to calculate liability [REDACTED]

### **Call-Off Charges**

- 1 Fixed Price [applicable to original Statements of Works 1 – 3]
- 2 Capped Time and Materials (CTM) [applicable to any subsequent Statements of Works during the contract lifetime]

### **Reimbursable Expenses**

Not applicable.

### **Payment Method**

The payment method for this Call-Off Contract is BACS invoice.

### **Buyer's Invoice Address**

[REDACTED]  
[REDACTED]  
[REDACTED]

**Buyer's Authorised Representative**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Buyer's Environmental Policy**

Available at: [Environment Agency quality policy and commitment to sustainable business - GOV.UK \(www.gov.uk\)](#)

**Buyer's Security Policy**

Available at: [Security policy framework, May 2018 - GOV.UK \(www.gov.uk\)](#)

**Supplier's Authorised Representative**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Supplier's Contract Manager**

As above

**Progress Report Frequency**

On the 10<sup>th</sup> Day of each calendar month

**Progress Meeting Frequency**

Fortnightly or as required

**Key Staff**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

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[REDACTED]

[REDACTED]

**Commercially Sensitive Information**

Fixed prices apply for SOW1, SOW2 & SOW3. Subsequent work will be carried out on a Time & Materials basis, as detailed in the 'T&M rates' tab.

[REDACTED]

**Balanced Scorecard**

Not applicable

**Material KPIs**

Not applicable

**Additional Insurances**

Not applicable

**Guarantee**

Not applicable

**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 social value commitments in Call-Off Schedule 4 (Call-Off Tender).

**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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[REDACTED]	
[REDACTED]	
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	
[REDACTED]	
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

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## **Appendix 1**

The first Statement(s) of Works shall be inserted into this Appendix 1 as part of the executed Order Form. Thereafter, the Buyer and Supplier shall complete and execute Statement of Works (in the form of the template Statement of Work in Annex 1 to the template Order Form in Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)).

## **Annex 1 (Template Statement of Work)**

### **1 Statement of Works (SOW) Details**

Upon execution, this SOW forms part of the Call-Off Contract (reference below).

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.

All SOWs must fall within the Specification and provisions of the Call-Off Contract.

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.

**Date of SOW:** 29<sup>th</sup> November 2021

**SOW Title:** Data Model Governance

**SOW Reference:** SOW1

**Call-Off Contract Reference:** ecm\_62975

**Buyer:** Environment Agency

**Supplier:** Envitia Ltd

**SOW Start Date:** 29<sup>th</sup> November 2021

**SOW End Date:** 31<sup>st</sup> March 2022

**Duration of SOW:** Four (4) months

**Key Personnel (Buyer):** [REDACTED]

**Key Personnel (Supplier):**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]



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**Subcontractors:** N/A

## 2 Call-Off Contract Specification – Deliverables Context

**SOW Deliverables Background:** Designing and building our software and hardware solutions so that our business goals are supported by better data. Supporting this by designing central governance and management of the data models and concepts that they identify, define and describe.

**Delivery phase(s):** Discovery

**Overview of Requirement:** We need to design the governance and management processes for corporate level governance of our data models and entities to ensure that we do not continue to diverge, but develop new applications, systems and data based on consistent core data models.

## 3 Buyer Requirements – SOW Deliverables

### Outcome Description:

Milestone Ref	Milestone Description	Acceptance Criteria	Due Date
MS01	Review Governance	Review the current data model governance in Defra and the wider governance and data governance within the EA, with specific regard to the Custodian Network.	Agreed completion of MS01 – MS07 by 31 <sup>st</sup> March 2022 (individual milestone dates to be determined at project 'kick off' meeting)
MS02	Review Data Models	Review the different types of data models in both the EA and Defra and understand the minimum viable product for a data model.	
MS03	Understand Governance needs	Understand the different governance needs for core data entities versus business-area specific entities and how these fit into the governance model.	
MS04	Propose a solution	Using the outputs from 1-3, propose a governance solution for the EA which identifies the resources and skills needed to deliver it.	
MS05	Understand use cases	Understand the use cases for the development, maintenance and use of data models	
MS06	Design the process	Design the overall process for the development, maintenance and use of data models, linking to the governance model where appropriate.	
MS07	Identify the need	Identify the resources, skills and tools needed to deliver the governance and processes (estimate only, not expecting a costed proposal).	

**Dependencies:** EA staff, including the relevant subject matter experts and senior leaders, will be available as required (with appropriate notice) throughout this project. Area leads will need to be engaged and existing documents will need to be shared with supplier.

**Security Applicable to SOW:**

Not applicable

**Cyber Essentials Scheme:**

The Buyer requires the Supplier to have and maintain a **Cyber Essentials Certificate** for the work undertaken under this SOW, in accordance with Call-Off Schedule 26 (Cyber Essentials Scheme).

**SOW Standards:**

Not applicable

**Performance Management:**

Not Applicable

**Additional Requirements:**

**Key Supplier Staff:**

Key Role	Key Staff	Contract Details	Employment / Engagement Route (incl. inside/outside IR35)
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

**SOW Reporting Requirements:**

Not applicable

**4 Charges**

**Call Off Contract Charges:**

The applicable charging method for this SOW is:

- Fixed Price

The estimated maximum value of this SOW (irrespective of the selected charging method) is

[REDACTED]

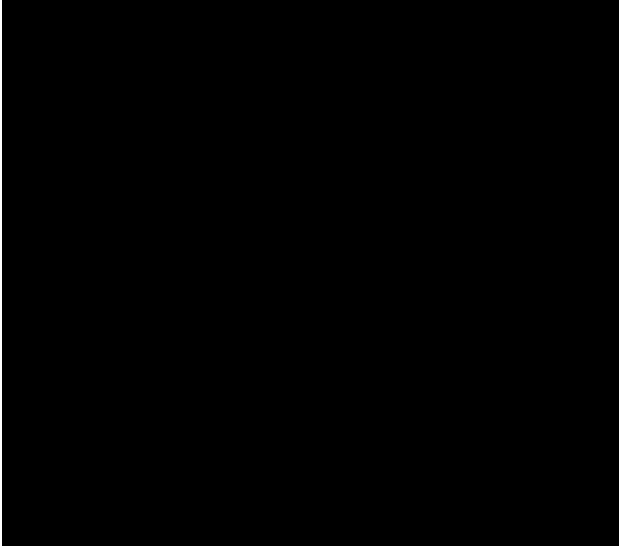
**Reimbursable Expenses:**

None

## **5 Signatures and Approvals**

### **Agreement of this SOW**

BY SIGNING this Statement of Work, the Parties agree that it shall be incorporated into Appendix 1 of the Order Form and incorporated into the Call-Off Contract and be legally binding on the Parties:



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**Annex 1**  
**Data Processing**

Not applicable for SOW1.

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**Date of SOW:** 29<sup>th</sup> November 2021

**SOW Title:** Location Data Standard

**SOW Reference:** SOW2

**Call-Off Contract Reference:** ecm\_62975

**Buyer:** Environment Agency

**Supplier:** Envitia Ltd

**SOW Start Date:** 29<sup>th</sup> November 2021

**SOW End Date:** 31<sup>st</sup> March 2022

**Duration of SOW:** Four (4) months

**Key Personnel (Buyer):** [REDACTED]

**Key Personnel (Supplier):**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Subcontractors:** N/A

## 6 Call-Off Contract Specification – Deliverables Context

**SOW Deliverables Background:** The Environment Agency is a place-based organisation and therefore, where things happen, or where things are, is fundamental to our work. It is critical that Place data is managed well, and this includes ensuring it is consistent across business domains and systems. Data Standards are an essential tool to achieving this consistency. They provide the rules for consistent capture of data which enables us to integrate and trust our data and decision making.

**Delivery phase(s):** Discovery

**Overview of Requirement:** The project will develop a new Data Standard for location (geometries and associated data) and an associated technical guide to implementing the Data Standard.

### Buyer Requirements – SOW Deliverables

#### Outcome Description:

Milestone Ref	Milestone Description	Acceptance Criteria	Due Date
MS01	Review the standard	Review the draft Location Data Standard (currently 13 pages in MS Word) in terms of scope and naming against the Where CDM (1 diagram in Sparx Enterprise Architect and/or in report form in MS Word), and prepare for republishing by consulting with a small number of SMEs (between 4 and 10) and seeking technical agreement.	Agreed completion of MS01 – MS03 by 31st March 2022 (individual milestone dates to be determined at project 'kick off' meeting)
MS02	Develop an implementation guide	Develop (draft, consult, update and confirm alongside SME consultation of 1)) a Location Data Standard implementation guide (MS Word format approx. 10 - 20 pages) to support users in applying the new Location Data Standard.	
MS03	Identify other standards for development	Identify other Location Data Standards for development (e.g. GIS Themes and Classifications, Images, Assessments/Surveys etc), to complement existing Data Standards and align to Where CDM. This is expected to be a small report (MS Word) noting the possible other Location Data Standards required, and a basic justification/explanation for the reasoning, and reference to relevant external standards.	

**Dependencies:** EA staff, including the relevant subject matter experts and senior leaders, will be available as required (with appropriate notice) throughout this project. Draft Location Data Standard and Where Conceptual Data Model (CDM) will be shared.

#### Security Applicable to SOW:

Not applicable

**Cyber Essentials Scheme:**

The Buyer requires the Supplier to have and maintain a **Cyber Essentials Certificate** for the work undertaken under this SOW, in accordance with Call-Off Schedule 26 (Cyber Essentials Scheme).

**SOW Standards:**

Not applicable

**Performance Management:**

Not Applicable

**Key Supplier Staff:**

Key Role	Key Staff	Contract Details	Employment / Engagement Route (incl. inside/outside IR35)
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

**SOW Reporting Requirements:**

Not applicable

**7 Charges**

**Call Off Contract Charges:**

The applicable charging method for this SOW is:

- Fixed Price

The estimated maximum value of this SOW (irrespective of the selected charging method) is

[REDACTED]

**Reimbursable Expenses:**

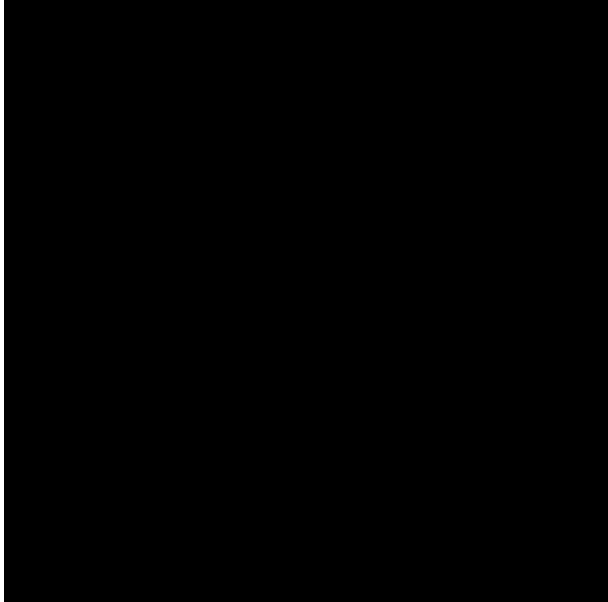
None



## **8 Signatures and Approvals**

### **Agreement of this SOW**

BY SIGNING this Statement of Work, the Parties agree that it shall be incorporated into Appendix 1 of the Order Form and incorporated into the Call-Off Contract and be legally binding on the Parties:



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**Annex 1**  
**Data Processing**

Not applicable for SOW2.

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**Date of SOW:** 29<sup>th</sup> November 2021

**SOW Title:** Dashboard Software Toolbox

**SOW Reference:** SOW3

**Call-Off Contract Reference:** ecm\_62975

**Buyer:** Environment Agency

**Supplier:** Envitia Ltd

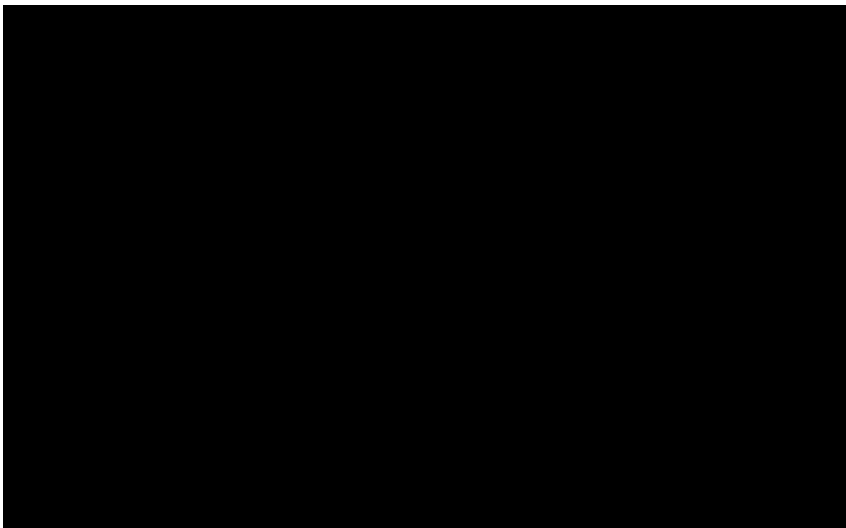
**SOW Start Date:** 29<sup>th</sup> November 2021

**SOW End Date:** 31<sup>st</sup> March 2022

**Duration of SOW:** Four (4) months

**Key Personnel (Buyer):** 

**Key Personnel (Supplier):**



**Subcontractors:** N/A

## 9 Call-Off Contract Specification – Deliverables Context

**SOW Deliverables Background:** Business insights is a well-established practice as part of data science and allows organisations to rapidly turn data into useful information for business decision making. A range of business insights software currently exists which have the capability to produce interactive dashboards that effectively visualise data so that trends, patterns, targets or KPIs can be seen and used to inform business decisions. Within the EA there is a fragmented approach to employing some of these tools and we have no overarching view of the pros and cons of each tool by which to make recommendations and further investment so that we can maximise their benefits.

**Delivery phase(s):** Discovery

**Overview of Requirement:** Turning data into business information is a key objective for the whole of the organisation but there is no clarity on what tools to use and if we are making the most of data and tools available. Dashboards and analysts who produce these are of fundamental importance to us, they produce high level insights at speed and show us where we need to investigate further or where our data need improving or complimenting. They are fundamental to our business intelligence. If we do not identify, support and promote the tools available to provide insight we are unlikely to deliver stated outcomes to an acceptable standard.

### Buyer Requirements – SOW Deliverables

#### Outcome Description:

Milestone Ref	Milestone Description	Acceptance Criteria	Due Date
MS01	Identify Software	A summary of the dashboard software that is used in the Environment Agency.	Agreed completion of MS01 – MS04 by 31st March 2022 (individual milestone dates to be determined at project 'kick off' meeting)
MS02	Assessment of tools	Provide an assessment of tools such as Qlik, PowerBI, Tableau and R packages (Shiny and Flexdashboard) to understand the benefits and disbenefits of each one and an overview of the types of problems where one would choose one tool over the other.	
MS03	Case studies	Use case examples of software and its suitability for the role/task. Did it work well? Would an alternative had been better?	
MS04	Summary	Provide a summary report along with recommendations for what software tools we have in our toolbox.	

**Dependencies:** EA staff, including the relevant subject matter experts and senior leaders, will be available as required (with appropriate notice) throughout this project. Access to / sharing of tools and dashboards in use in the EA will also be required.

#### Security Applicable to SOW:

Not applicable

#### Cyber Essentials Scheme:

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The Buyer requires the Supplier to have and maintain a **Cyber Essentials Certificate** for the work undertaken under this SOW, in accordance with Call-Off Schedule 26 (Cyber Essentials Scheme).

**SOW Standards:**

Not applicable

**Performance Management:**

Not Applicable

**Key Supplier Staff:**

Key Role	Key Staff	Contract Details	Employment / Engagement Route (incl. inside/outside IR35)
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

**SOW Reporting Requirements:**

Not applicable

**10 Charges**

**Call Off Contract Charges:**

The applicable charging method for this SOW is:

- Fixed Price

[REDACTED]

**Reimbursable Expenses:**

None

**11 Signatures and Approvals**

**Agreement of this SOW**

BY SIGNING this Statement of Work, the Parties agree that it shall be incorporated into Appendix 1 of the Order Form and incorporated into the Call-Off Contract and be legally binding on the Parties:

[REDACTED]

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## **Annex 1**

### **Data Processing**

Not applicable for SOW3.