

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



Crown
Commercial
Service

Digital Outcomes and Specialists 5 (RM1043.7) Framework Schedule 6 (Order Form)

Version	2.4
Changes	<ul style="list-style-type: none">• <u>20th Sept 22 - Updated deliverables</u> [REDACTED]• 22nd Sept 22 - Added requested deliverables from BRE to align with their standard practice, but a holding TBC date which will be updated• <u>once the contract is ready to sign</u> - [REDACTED]• <u>28th Sept 22 - Add specifics on service hosting</u> - [REDACTED]

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

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

Order Form

Call-Off Reference: **[Better Regulation Executive, Open Regulation Platform Beta, 17526]** prj_587

Call-Off Title: **[Open Regulation Platform Project – Beta]**

Call-Off Contract Description: **[We are seeking a partner supplier for the Beta phase of this project to create a step change in how Government publishes information on UK regulation, to help improve understanding of the regulatory environment and to enable a new era of RegTech tools and services to develop across the whole economy.]**

The Buyer: Department for Business, Energy and Industrial Strategy

Buyer Address: **1 Victoria Street, London, SW1H 0ET**

The Supplier: PUBLIC Group International Limited

Supplier Address: PUBLIC Hall, 1 Horseguards Avenue,

Registration Number: 10608507

DUNS Number: 222746838

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

Applicable Framework Contract

This Order Form is for the provision of the Call-Off Deliverables and dated 30 September 2022.

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 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 includes 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 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data) RM1043.7

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

- Call-Off Schedules for RM1043.7

- Call-Off Schedule 1 (Transparency Reports)
- Call-Off Schedule 2 (Staff Transfer)
- 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 Deliverables)
- Call-Off Schedule 7 (Key Supplier Staff)
- Call-Off Schedule 9 (Security)
- Call-Off Schedule 10 (Exit Management)
- Call-Off Schedule 13 (Implementation Plan and Testing)
- Call-Off Schedule 15 (Call-Off Contract Management)
- Call-Off Schedule 25 (Ethical Walls Agreement)
- 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.

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:

Special Term 1: BEIS explicitly owns the intellectual property (IP) of this project

Special Term 2: Requirement for Supplier to share all and relevant knowledge and information with any parallel development that may be undertaken relating to the ORP tool, such as a policy-maker tool, and if the Digital Regulation Navigator refresh goes ahead

Special Term 3: Snapshot/requirement reporting at very short notice outside of usual parameters/cycles/ceremonies

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

Call-Off Start Date: **30 September 2022**

Call-Off Expiry Date: **28 April 2022**

Call-Off Initial Period: **7 months**

Call-Off Optional Extension Period: **2 months**

Minimum Notice Period for Extensions: **3 months**

Call-Off Contract Value: **£870,297.50 (ex. VAT)**

Call-Off Deliverables

Name of Deliverable	Details / Target Delivery deadline	Service KPI	KPI goal
Technical delivery management artefacts	<ul style="list-style-type: none"> End of phase report / Q2 23 Product backlog (including tech debt) / Q2 23 RAID Log / Q2 23 Support team in completion of Service Transition Documentation / Q2 23 	N/A	N/A
Technical architecture artefacts	<ul style="list-style-type: none"> High Level Designs / Sept 22 Low level Designs / Sept 22 Service playbooks / Q2 23 Defined service outage risk and support needs (SLA) / Nov 22 Architecture decision records / Q2 23 Performance and resilience requirements / Nov 22 High-level threat assessment/model / Dec 22 Penetration Test report/ Q2 23 	N/A	N/A
Accessibility assurance	<ul style="list-style-type: none"> Defined accessibility needs / Dec 22 22 Accessibility Audit 	<ul style="list-style-type: none"> WCAG AA standard 	<ul style="list-style-type: none"> The service is AA compliant
Software engineering tooling	<ul style="list-style-type: none"> CI/CD pipeline / Q2 23 Git managed code repository (Github) / Q2 23 Service monitoring & alerting / Q2 23 23 Disaster recovery plan / Q2 23 	<ul style="list-style-type: none"> Mean Time to restore Change fail rate percentage 	<ul style="list-style-type: none"> Mean Time to restore is under 5 hours Change fail rate percentage is 0 - 15%
Regulatory		<ul style="list-style-type: none"> % of 	

material ingestion and enrichment	<ul style="list-style-type: none"> • Data schema / Q2 23 • Data models/ Q2 23 	documents enriched by enrichment	<ul style="list-style-type: none"> • 75% of documents from the targeted regulatory organisations for
-----------------------------------	---	----------------------------------	---

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

	<ul style="list-style-type: none"> • Data ingestion and enrichment pipeline / Q2 23 • ORPML / Q2 23 • Taxonomy & Ontology / Q2 23 • Knowledge Graph / Q2 23 	<ul style="list-style-type: none"> • goal, % of regulatory documents included in the database 	the private beta
Web application (Developer and Regulatory user portal)	<ul style="list-style-type: none"> • Search (UI + API) / Q2 23 • Document upload (UI + API) / Q2 23 • API documentation (Swagger & User) / Q2 23 • Knowledge Graph UI / Q2 23 • Self-serve api credentials service / Q2 23 	N/A	N/A
Users and Stakeholders engagement	<ul style="list-style-type: none"> • Stakeholder Engagement Plan / Q2 23 • User needs assessment (regulators; end users) / Q2 23 • Multi-channel regulator and user engagement ceremonies / Q2 23 	<ul style="list-style-type: none"> • Number of users and data providers participating in the ORP Beta Phase • Attendance at ceremonies 	<ul style="list-style-type: none"> • 3-5 regulators agreed and participating in the ORP development • ~5 engaged users have used the ORP, providing positive feedback

Note: Deliverables will continually be iterated on. Final delivery date will be when the engagement ends.

Hosting

The supplier intends to host the ORP service on BIES digital infrastructure and will work with BIES digital platform, security and technical architecture functions in order to ensure the correct standards, governance and assurances are adhered to.

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:

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.

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

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £870,297.50. in the first 12 months of the Contract.

Call-Off Charges

1 Fixed Price

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

Payment will be made in equal monthly instalments following satisfactory delivery of deliverables as defined in the Call-Off Contract Specification.

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

None

Payment Method

BACS within 30 days of valid invoice

Buyer's Invoice Address

[REDACTED]

[REDACTED]

1 Victoria Street, London, SW1H 0ET

Buyer's Authorised Representative

[REDACTED]

[REDACTED]

1 Victoria Street, London, SW1H 0ET

Buyer's Environmental Policy

Available upon request

Buyer's Security Policy

Available upon request

Supplier's Authorised Representative

[REDACTED]

Director of People & Operations

Phone: [REDACTED]

[REDACTED]

1 Horseguards Avenue, SW1A 2HU

Supplier's Contract Manager

[REDACTED]

Director of People & Operations

Phone: [REDACTED]

[REDACTED]

1 Horseguards Avenue, SW1A 2HU

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

Progress Report Frequency

Fortnightly

Progress Meetings Frequency

The ORP beta delivery team proposes a “show and tell” meeting at the end of each sprint to playback the work completed in the sprint. These sessions will be recorded for stakeholders to watch in their own time if they can not attend.

Show and tell meetings

- Time: synced to the sprints (every two weeks)
- Key Staff: ORP team as required
- Stakeholders: BRE and BEIS to define

Key point of contact organising the meetings

[REDACTED]

Lead Delivery Manager

[REDACTED]

1 Horseguards Avenue, SW1A 2HU

[REDACTED]

Delivery Manager

[REDACTED]

1 Horseguards Avenue, SW1A 2HU

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)]

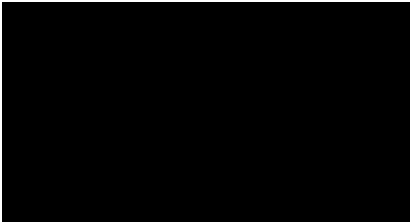
Statement of Works

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 related

Signature Area

Signature:



Organisation Name: -----
Department for Business, Energy & Industrial
Strategy

Role/Title:



Name:



Organisation Name:
PUBLIC GROUP INTERNATIONAL
LIMITED

Role/Title:



Name:



Signature:



Appendix 1

[Insert 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)].

[Insert Each executed Statement of Work shall be inserted into this Appendix 1 in chronology.]

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

Annex 1

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: 12/09/2022

SOW Title: Open Regulation Platform

SOW Reference: Open Regulation Platform – Private Beta

Call-Off Contract Reference: 17526/ prj_587

Buyer: Department for Business, Energy and Industrial Strategy

Supplier: PUBLIC

SOW Start Date: 29/09/2022

SOW End Date: 28/04/2023

Duration of SOW: 7 months

Key Personnel (Buyer): [REDACTED]

Key Personnel (Supplier): [REDACTED]

Subcontractors: [REDACTED]

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

2 Call-Off Contract Specification – Deliverables Context

SOW Deliverables Background: The Open Regulation Platform (ORP) aims to improve the regulatory environment by curating publicly available data about the UK regulatory landscape. By making relevant standardised data on regulation available, for example by making it machine-readable, we expect the ORP to enable a new market of regulation technologies to develop at a lower cost. This in turn should improve the products and services businesses have access to, which support cheaper and more effective compliance processes.

Delivery phase(s): Beta

Overview of Requirement: Delivery

3 Buyer Requirements – SOW Deliverables

Outcome Description: PUBLIC, [REDACTED] will deliver The Open Regulation Platform (ORP) to private beta to the stated specifications in the Call-Off deliverables section outlined in Schedule 6.

Milestone Ref	Milestone Description	Due Date
MS01	Develop architectural artefacts	Sep 22
MS02	Data Schema Creation	Oct 22
MS03	Strategy for ontology taxonomy agreed	Oct 22
MS04	Basic web app	Nov 22
MS05	Data ingestion	Nov 22
MS06	Test ingestion of primary legislation	Dec 22
MS07	Test ingestion of secondary legislation	Dec 22
MS08	Document upload feature MVP (UI + API)	Q1 23
MS09	Search feature MVP (UI + API)	Q1 23
MS10	Codified ontology and taxonomy	Q1 23
MS11	Knowledge Graph MVP (UI)	Q1 23

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

MS12	Knowledge graph in private BETA	Q1 23n/a
MS13	Search API in Private BETA	Q2 23
MS14	Web Application in Private BETA	Q2 23
MS15	Ingestion API in Private BETA	Q2 23

Delivery Plan: Received
23/09/2022

Dependencies:

Supplier Resource Plan: Received
23/09/2022

Security Applicable to SOW:

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).

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:

None

Performance Management:

[

Material KPIs	Target
WCAG AA standard	The service is AA compliant
Service Mean Time to restore	'Mean Time to restore' is under 5 hours
The service 'change fail rate percentage'	'Change fail rate percentage' is 0 - 15%
% of documents enriched by enrichment goal	75% of documents from the targeted regulatory organisations for the private beta

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

% of regulatory documents included in the database	75% of documents from the targeted regulatory organisations for the private beta
Number of users and regulators participating in the ORP Beta Phase	3-5 regulators agreed and participating in the ORP development
Attendance at ceremonies	~5 engaged users have used the ORP, providing positive feedback

Additional Requirements:

Annex 1 – Where Annex 1 of Joint Schedule 11 (Processing Data) in the Call-Off Contract does not accurately reflect the data Processor / Controller arrangements applicable to this Statement of Work, the Parties shall comply with the revised Annex 1 attached to this Statement of Work.

Key Supplier Staff:

Key Role	Key Staff	Employment / Engagement Route (incl. inside/outside IR35)
Service Owner	██████████	██████████
Junior Delivery Manager	██████████	██████████
Lead Delivery Manager	██████████	████████████████████
Junior Product Manager	██████████	██████████
Product Manager	██████████	██████████
Technical Architect	██████████	██████████
Service Design	██████████	██████████
Business Analysis	██████████	██████████
UI/UX Designer	██████████	██████████
Senior Developer	██████████	████████████████
DevOps	██████████	████████████████

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

Data Lead		
Data Scientist		
Data Scientist		
Data Engineer	TBC	
Senior Developer	TBC	

[Indicate: whether there is any requirement to issue a Status Determination Statement] **SOW Reporting Requirements: Off-Payroll Working Applies (Outside of IR35)**

Further to the Supplier providing the management information detailed in Paragraph 6 of Call-Off Schedule 15 (Call Off Contract Management), the Supplier shall also provide the following additional management information under and applicable to this SOW only:

Ref.	Type of Information	Which Services does this requirement apply to?	Required regularity of Submission
	Standups	ORP	Daily
	Sprint planning	ORP	Every two weeks
	Show and tells	ORP	Every two weeks
	Project reviews	ORP	Every four weeks

4 Charges

Call Off Contract Charges:

The applicable charging method(s) for this SOW is:

☐ Fixed Price

The estimated maximum value of this SOW (irrespective of the selected charging method) is £870,297.50 (ex. VAT)

Payment will be made in equal monthly instalments following satisfactory delivery of deliverables as defined in the Call-Off Contract Specification.

Rate Cards Applicable:

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

Not Applicable- Fixed Price

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:

For and on behalf of the Supplier

Name:

[Redacted]

[Redacted]

Title:

Director of People & Operations

Date: 16th September 2022

Signature:

[Redacted]

For and on behalf of the Buyer

Name:

[Redacted]

Title: S

[Redacted]

Date: 29/09/2022

Signature:

[Redacted]

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

Annex 1

Data Processing

Prior to the execution of this Statement of Work, the Parties shall review Annex 1 of Joint Schedule 11 (Processing Data) and if the contents of Annex 1 does not adequately cover the Processor / Controller arrangements covered by this Statement of Work, Annex 1 shall be amended as set out below and the following table shall apply to the Processing activities undertaken under this Statement of Work only:

Description	Details
Identity of Controller for each Category of Personal Data	<p>The Relevant Authority is Controller and the Supplier is Processor</p> <p>The Parties acknowledge that in accordance with paragraph 2 to paragraph 15 and for the purposes of the Data Protection Legislation, the Relevant Authority is the Controller and the Supplier is the Processor of the following Personal Data:</p> <ul style="list-style-type: none"> • PII of the project team, and any 3rd parties reached out to or engaged with during the project. • PII of external users stored in the ORP system in the private beta, e.g. the username/email of system users
Duration of the Processing	Duration of the contract
Nature and purposes of the Processing	<p>The nature of the Processing:</p> <p>Collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination, erasure, destruction.</p> <p>The purpose might include:</p> <p>employment processing, statutory obligation, recruitment assessment, data services, web services, platform services</p>
Type of Personal Data	Name, address, date of birth, NI number, telephone number, pay
Categories of Data Subject	Staff (including and contract workers), users of a particular ORP website

<p>Plan for return and destruction of the data once the Processing is complete</p> <p>UNLESS requirement under Union or Member State law to preserve</p>	<p>We retain project-level data for 5 years (by default)</p>
--	--

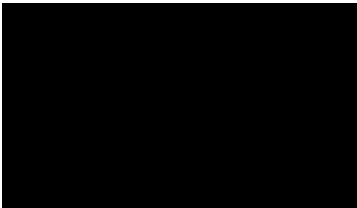
Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)

that type of data

|

Signature Area

Signature:




Organisation Name: -----
Department for Business, Energy & Industrial
Strategy

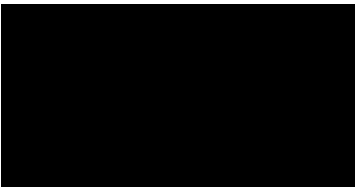
Role/Title:



Organisation Name:
PUBLIC GROUP INTERNATIONAL
LIMITED

Role/Title:


Name:  -----

Signature:  -----