

**Provision of Director of Laboratories Team Lead Support – NHS T&T**

**To**

**Department of Health and Social Care**

**From**

**Lifecycle Management Group Ltd**

**Contract Reference: CCCC21A87**

**Test & Trace Legal Document control**

REDACTED TEXT

**Test & Trace Legal Version Control**

REDACTED TEXT

Crown Commercial Service

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Call Off Order Form for Management Consultancy Services

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12/08/2013

**FRAMEWORK SCHEDULE 4**

PART 1 – CALL OFF ORDER FORM

SECTION A

This Call Off Order Form is issued in accordance with the provisions of the Framework Agreementfor the provision of Complex & Transformation Consultancy Services dated **04 September 2018**.

The Supplier agrees to supply the Services specified below on and subject to the terms of this Call Off Contract.

For the avoidance of doubt this Call Off Contract consists of the terms set out in this Template Call Off Order Form and the Call Off Terms.

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| Order Number | To be confirmed, following Contract Award |
| From | Secretary of State for Health and Social Care acting as part of the Crown through the Department of Health & Social Care of 39 Victoria Street, London, SW1H 0EU  **("CUSTOMER")**  REDACTED TEXT (Customer contact name) |
| To | Lifecycle Management Group Ltd of Unipart House, Garsington Road, Cowley, Oxford, OX4 2PG  **("SUPPLIER")**  REDACTED TEXT (Supplier contact name) |
| Date | 29th April 2021 **("DATE")** |

SECTION B

1. call off contract period

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|  | **Call Off Commencement Date**: This contract was deemed to have commenced on Monday 1st March 2021 |
|  | **Call Off Expiry Date**: Thursday 30th September 2021  End date of Call Off Initial Period: N/A  End date of Call Off Extension Period: N/A  Minimum written notice to Supplier in respect of extension: N/A |

1. Services

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| 2.1. | **Services required**:  The Contracting Authority are seeking a Direct Award of contract to Lifecycle Management Group Ltd for the Provision of Director of Laboratories Team Lead Support. The Laboratories Directorate requires specialist knowledge in the standing-up, daily operation and decommissioning of high-throughput diagnostic laboratories as well as special projects associated with the laboratories (e.g. wastewater testing, VOC testing and closer collaboration with Pillar 1 testing services). There is a need for three individuals and their specialist knowledge enables them to run and support the network of Pillar 2 laboratories.  As may be further set out in Call Off Schedule 2 (Services).  The Services will form part of a large and complex programme to shape and deliver mass population testing across the UK. This will involve multiple workstreams and deliverables. MCF2 Lot 1 has been chosen as it is deemed complex, multi-disciplinary, transformational and large scale with multiple workstreams and interdependencies.  The Supplier shall co-ordinate and report across the breadth of the specified work package and the wider Test and Trace programme of work, ensuring interdependencies are considered at the work package and programme levels. |

1. PROJECT Plan

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| **3.1.** | **Project Plan**:  The Supplier shall provide the Customer with a draft Project Plan for Approval within 10 Working Days from the Call Off Commencement Date  This Call-Off Contract will include the following Project Plan, exit and offboarding plans and milestones:  Direct management of team leads, including leads for new labs, partner labs and special projects but excluding Project Jupiter. Budget holder for New & Partner labs.Stakeholder engagement and reporting with CPMO, Commercial, Finance & Legal departments.Supporting laboratory strategy and planning.Managing supplier relationships during capacity development and/or decommissioning.Supporting with expert laboratory advice on related projects such as Project Jupiter, Waste Water Testing, Genetics, etc.Team lead: Supporting Project Managers in delivering new laboratory projects as part of the T&T capacity right-sizing programme.Projects SME: Taking the technical lead and working closely with operational and commercial colleagues to deliver capacity change projects as well as deployment of new technologies within the LHL network.Procurement SME: Taking the technical lead and working closely with commercial colleagues to finalise service contracts.Lead and coordinate the NTP lab Relationship Managers.Act as the point of contact and coordinator for cross lab issues and initiatives.Support relationship managers in engaging with labs team members and stakeholders across the programme.Provide ad hoc support to the NTP labs lead.Coordinate cross-labs governance and interface with broader NTP governanceSupport the assessment, trial and implementation of lab innovations and process changesSupport monitoring and continual improvement for laboratoriesImplement “Business as usual” processes into the Existing labs teamWork with the MI team to implement reports and metrics to support RMs and laboratories.Exit Strategy:The focus of Lifecycle Management Group team members is on project-based work which includes the current Laboratories Directorate focus on right-sizing the laboratory estate.The right-sizing consists of a number of workstreams; onboarding new laboratory capacity, decommissioning laboratories that will not form part of the LHL network, as well as service change projects relating to asset repurposing, sequencing and reflex testing, wastewater testing and Pillar 1 integration.Lifecycle Management Group are also key to the implementation of ‘business as usual’ (BAU) structure, processes and service agreements. This will include a focus on enhanced reporting, governance and continual improvement for the laboratories.On completion, the need for specialist input will significantly reduce and will be transferred to the relevant operations teams, either within Lighthouse Laboratory or specialist teams such as Genetics and/or Wastewater testing.Future projects can be managed by in-house resources and/or transferred to the Programme PMO function. |

1. contract performance

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| **4.1.** | **Standards**:As defined in the Call Off Terms |
| **4.2** | **Service Levels/Service Credits**:  Not applied |
| **4.3** | **Critical Service Level Failure**:  Not applied |
| **4.4** | **Performance Monitoring:**  The Supplier shall provide weekly timesheet reports in a format to be determined by the Customer showing time spent by each member of Supplier Personnel against agreed budgets |
| **4.5** | **Period for providing Rectification Plan:**  The period of ten (10) Working Days in Clause 39.2.1(a) shall be amended to five (5) Working Days |

1. personnel

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| **5.1** | **Key Personnel**:  REDACTED TEXT  REDACTED TEXT  REDACTED TEXT |
| **5.2** | **Relevant Convictions** (Clause 28.2 of the Call Off Terms):  Applied as per clause 28.2. The Supplier shall ensure that the checks specified in HMG Baseline Personnel Security Standard have been carried out in respect of any of Supplier Personnel assigned to access the Customer Premises, Customer Property, Customer Data or any other property or information belonging to the Customer, and that the results of those checks were satisfactory. The Supplier shall document full and accurate records of HMG Baseline Personnel Security Standard checks. This sub-clause 28.2 shall apply if the Customer has specified Relevant Convictions in the Call Off Order Form.  The Supplier shall ensure that no person who discloses that he has a Relevant Conviction, or who is found to have any Relevant Convictions (whether as a result of a police check or through the procedure of the Disclosure and Barring Service (DBS) or otherwise), is employed or engaged in any part of the provision of the Services without Approval.  Notwithstanding Clause 28.2.2, for each member of Supplier Personnel who, in providing the Services, has, will have or is likely to have access to children, vulnerable persons or other members of the public to whom the Customer owes a special duty of care, the Supplier shall (and shall procure that the relevant Sub-Contractor shall):   * carry out a check with the records held by the Department for Education (DfE); * conduct thorough questioning regarding any Relevant Convictions; and * ensure a police check is completed and such other checks as may be carried out through the Disclosure and Barring Service (DBS), and the Supplier shall not (and shall ensure that any Sub-Contractor shall not) engage or continue to employ in the provision of the Services any person who has a Relevant Conviction or an inappropriate record. |

1. PAYMENT

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| **6.1** | **Call Off Contract Charges** (including any applicable discount(s), but excluding VAT):  Table of grades & rates:   |  |  |  |  | | --- | --- | --- | --- | | Role | Rate | Units required | Discount applied | | **Charged days** | | | | | REDACTED TEXT  REDACTED TEXT  REDACTED TEXT | REDACTED TEXT | REDACTED TEXT | REDACTED TEXT | | REDACTED TEXT  REDACTED TEXT  REDACTED TEXT | REDACTED TEXT | REDACTED TEXT | REDACTED TEXT | | REDACTED TEXT  REDACTED TEXT  REDACTED TEXT | REDACTED TEXT | REDACTED TEXT | REDACTED TEXT | | Travel expenses (outside London)\* | REDACTED TEXT | REDACTED TEXT |  | | **Investment Days** (not charged) | | | | | **Total excl. VAT** |  | **£330,600** |  | |  | | | | |
| **6.2** | **Payment terms/profile** (including method of payment e.g. Government Procurement Card (GPC) or BACS):  Monthly in arrears  In Annex 2 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing  Submitted invoices must be accompanied by supporting information including:   * completed timesheets for amounts set out in the relevant invoice; and * such other information as the Customer (acting reasonably) may require in order to verify the invoiced amounts.   The Supplier shall have processes and systems in place to ensure costs and pricing are managed appropriately during the Call Off Contract. The Supplier shall ensure that an effective mix of grades of the project team are assigned and managed during the Call Off Contract to ensure best value for money for the Customer.  Invoice payments will be approved upon satisfactory delivery of the agreed Key Performance Indicator targets set out in Annex 1 to this Call Off Order Form (and any Call Off Extension Period, where applicable) a completed knowledge transfer in accordance with section 8.4 of this Call Off Order Form. |
| **6.3** | **Reimbursable Expenses**:  Not permitted |
| **6.4** | **Customer billing address** (paragraph 7.6 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)):  REDACTED TEXT  39 Victoria Street  Westminster  London  SW1H 0EU |
| **6.5** | **Call Off Contract Charges fixed for** (paragraph 8.2 of Schedule 3 (Call Off Contract Charges, Payment and Invoicing)):  The duration of the Call Off Contract |
| **6.6** | **Supplier periodic assessment of Call Off Contract Charges** (paragraph 9.2 ofCall Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing))will be carried out on:  1 January and 1 July each year |
| **6.7** | **Supplier request for increase in the Call Off Contract Charges** (paragraph 10 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)):  Not Permitted |

1. LIABILITY and insurance

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| **7.1** | **Estimated Year 1 Call Off Contract Charges**:  The sum of £330,600.00 |
| **7.2** | **Supplier’s limitation of Liability** (Clause 37.2.1 of the Call Off Terms);  As set out in Clause 37.2.1 of the Call Off Terms |
| **7.3** | **Insurance** (Clause 38.3 of the Call Off Terms):  Professional Indemnity – £5m per claim and in the aggregate per annum  Employers’ liability – as required by law  Third Party Public and Products Liability Insurance – £5m per occurrence and in the aggregate per annum |

1. TERMINATION and exit

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| **8.1** | **Termination on material Default** (Clause 42.2 of the Call Off Terms):  In Clause 42.2.1(c) of the Call Off Terms |
| **8.2** | **Termination without cause notice period** (Clause 42.7 of the Call Off Terms):  The period of thirty (30) Working Days in Clause 42.7 shall be amended to five (5) Working Days |
| **8.3** | **Undisputed Sums Limit**:  In Clause 43.1.1 of the Call Off Terms |
| **8.4** | **Exit Management:**  In Call Off Schedule 9 (Exit Management), which shall be amended as follows:  The following new paragraph 13 will be added:  13.1 The Supplier will produce and submit to the Customer a knowledge transfer plan within 20 Working Days of the Call Off Commencement Date (or such other period as may be agreed by the Parties in writing). The draft knowledge transfer plan shall set out as a minimum:   * the Supplier's proposed methodology for achieving the transfer of all relevant knowledge to the Customer and/or Replacement Supplier which might be necessary to ensure a rapid, orderly, non- disruptive transition of the Services from the Supplier to the Customer and/or its Replacement Supplier on the expiry or termination of this Call Off Contract; * a project plan for effective knowledge transfer, including Milestones and Deliverables; * identification of all critical processes and information that will be documented and provided to the Customer and/or Replacement Supplier and the timescales for documentation and provision; * the proposed format of documentation and/ or training that will be provided by the Supplier as part of knowledge transfer and the proposed dates for provision; and * definitions of an agreed acceptable standard and sign-off process (including roles and responsibilities from Supplier and Customer teams)   13.2 The Parties shall use reasonable endeavours to agree the contents of the knowledge transfer plan. If the Parties are unable to agree the contents of the Exit Plan within ten (10) Working Days of its submission, then such Dispute shall be resolved in accordance with the Dispute Resolution Procedure.  13.3 Upon termination or expiry (as the case may be) or at the end of the Termination Assistance Period (or earlier if this does not adversely affect the Supplier's performance of the Services and the Termination Assistance and its compliance with the other provisions of this Call Off Schedule 9), the Supplier shall, at its own cost and expense:  13.3.1 comply with all of its obligations contained in the knowledge transfer plan and shall make the Supplier Personnel and the information available for the purposes of knowledge transfer to the Customer and/or the Replacement Supplier.  13.3.2 provide no less than 40 hours of dedicated resource time from Supplier Personnel who were actively engaged in the provision of the Services to carry out the knowledge transfer activities set out in the knowledge transfer plan. This cost will be absorbed by the Supplier at the time of contract expiry. |

1. supplier information

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| **9.1** | **Supplier's inspection of Sites, Customer Property and Customer Assets:**  Not applicable |
| **9.2** | **Commercially Sensitive Information**:  Not applicable |

1. OTHER CALL OFF REQUIREMENTS

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| **10.1** | **Recitals** (in preamble to the Call Off Terms):  Recital A |
| **10.2** | **Call Off Guarantee (Clause 4 of the Call Off Terms):**  Not required |
| **10.3** | **Security**:  Select short form security requirements |
| **10.4** | **ICT Policy:**  As per Department for Health and Social Care standard policy |
| **10.6** | **Business Continuity & Disaster Recovery**:  In Call Off Schedule 8 (Business Continuity and Disaster Recovery)  **Disaster Period**:  For the purpose of the definition of “Disaster” in Call Off Schedule 1 (Definitions) the “Disaster Period” shall be as defined in the BCDR Plan. |
| **10.7** | **NOT USED** |
| **10.8** | **Protection of Customer Data** (Clause 35.2.3 of the Call Off Terms):  Not Applicable |
| **10.9** | **Notices** (Clause 56.6 of the Call Off Terms):  Customer’s postal address:  **Department of Health and Social Care,**  **39 Victoria Street,**  **Westminster,**  **London,**  **SW1H 0EU**  Supplier’s postal address:  **Lifecycle Management Group Ltd,**  **Unipart House,**  **Garsington Road,**  **Cowley,**  **Oxford,**  **OX4 2PG** |
| **10.10** | **Transparency Reports**  As set out in the table below (and Call Off Schedule 13 (Transparency Reports)):   |  |  |  |  | | --- | --- | --- | --- | | **TITLE** | **CONTENT** | **FORMAT** | **FREQUENCY** | | Project Progress & Deliverables Report | * A summary of resource utilised: activities completed and cost assigned in the week completed; * A rolling two (2) week forecast of resource required * Overview of all open and closed actions * Overview of open and closed risks and issues * Deliverables provided and Milestones completed/achieved in the relevant week * Anticipated delays to delivery of Milestones and Deliverables | Excel or Word | Weekly | | KPI Performance Report | * Outlining the Supplier’s performance against the key performance indicators referred to in section 2.1 above |  | Weekly | |
| **10.11** | **Alternative and/or Additional Clauses from Call Off Schedule 14 and if required, any Customer alternative pricing mechanism:**  Not applicable |
| **10.12** | **Call Off Tender**:  In Schedule 16 (Call Off Tender) |
| **10.13** | **Publicity and Branding (Clause 36.3.2 of the Call Off Terms)**  Not applicable |
| **10.14** | **Staff Transfer**  Annex to Schedule 10, List of Notified Sub-Contractors (Call Off Tender). |
| **10.15** | **Processing Data**  Call Off Schedule 17  Name: REDACTED TEXT  Email: REDACTED TEXT  Name: REDACTED TEXT  Email: REDACTED TEXT |
| |  |  | | --- | --- | | **Contract Reference:** | REDACTED TEXT | | **Date:** | 29th April 2021 | | **Description Of Authorised Processing** | **Details** | | Identity of the Controller and Processor | The Parties acknowledge that for the purposes of the Data Protection Legislation the Customer is the Data Controller and the Supplier is the Data Processor of Personal Data under this Call Off Contract Agreement. | | Use of Personal Data | Managing the obligations under the Call Off Contract Agreement, including delivery of the Services. | | Duration of the processing | For the duration of the Call Off Contract Agreement. | | Nature and purposes of the processing | As necessary for the Supplier to deliver the Services, in particular by using the Personal Data specified below to contact and discuss relevant matters with employees and contractors of the Customer. | | Type of Personal Data | Full name  Workplace address  Workplace Phone Number  Workplace email address   |  | | --- | | Job title or role  Compensation  Tenure Information  Qualifications or Certifications  Nationality  Education & training history  Previous work history  References and referee details  Driving license details  National insurance number  Bank statements  Utility bills  Job title or role  Job application details  Start date  End date & reason for termination  Contract type  Compensation data  Photographic Facial Image  Biometric data  Birth certificates | | | Categories of Data Subject | Employees and contractors of the Customer. | | |
| **10.16** | **MOD DEFCONs and DEFFORM**  Call Off Schedule 15  Not applicable |

**FORMATION OF CALL OFF CONTRACT**

**BY SIGNING AND RETURNING THIS CALL OFF ORDER FORM (which may be done by electronic means) the Supplier agrees to enter a Call Off Contract with the Customer to provide the Services in accordance with the terms Call Off Order Form and the Call Off Terms.**

**The Parties hereby acknowledge and agree that they have read the Call Off Order Form and the Call Off Terms and by signing below agree to be bound by this Call Off Contract.**

**In accordance with paragraph 7 of Framework Schedule 5 (Call Off Procedure), the Parties hereby acknowledge and agree that this Call Off Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of the Call Off Order Form from the Supplier within two (2) Working Days from such receipt.**

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| **For and on behalf of the Supplier:** | |
| Name and Title | REDACTED TEXT |
| Signature | REDACTED TEXT |
| Date | REDACTED TEXT |
| **For and on behalf of the Customer:** | |
| Name and Title | REDACTED TEXT |
| Signature | REDACTED TEXT |
| Date | REDACTED TEXT |

Annex 1 – Details of key performance indicators which are required to be delivered by Supplier as part of the Services listed in Section 2.1 of this Call Off Order Form

**Key performance indicators**

1. From the Commencement Date and during the Call Off Contract Term, the Supplier shall meet or exceed the following key performance indicators:

| **No.** | **Subsidiary Performance Indicator Title** | **Definition** | **Formula** | **A** | **B** |
| --- | --- | --- | --- | --- | --- |
| 1 | On Time Timesheet Submission | 99% of all timesheets detailing all billable work completed in the relevant KPI Measurement Period are completed and issued to the Customer On Time  Where “**On Time**” means within five (5) Working Days of the end of the relevant KPI Measurement Period | (A/B)x100 | Number of completed timesheets submitted On Time in the relevant KPI Measurement Period | Total number of completed timesheets submitted in the relevant KPI Measurement Period |
| 2 | Invoice Accuracy | 99% of all invoices submitted to the Customer for payment tin the relevant KPI Measurement Period are Accurate  Where “**Accurate**” means that the amount specified in an invoice fully aligns to the supporting timesheets provided with such invoice(s). | (A/B)x100 | Number of Accurate invoices submitted in the relevant KPI Measurement Period | Total number of invoices submitted in the relevant KPI Measurement Period |

1. The Supplier shall measure performance against the key performance indicators on a weekly basis (“**KPI Measurement Period**”). Within two Working Days of the end of each month, the Supplier shall provide a report to the Customer which summarises the performance by the Supplier against each of the key performance indicators (“**KPI Performance Report**”).
2. On a weekly basis the Supplier shall, at no additional cost to the Customer, provide a project report to the Customer setting out:
   1. a summary of resources utilised: activities completed and cost assigned in the relevant week;
   2. a rolling forecast of resources required forthcoming 14 day period to enable the Customer to approve the anticipated costs;
   3. all open and closed Actions;
   4. all open and closed Risks and Issues;
   5. Deliverables provided in the relevant week and any Deliverables scheduled to be delivered in that week which have not been delivered and the anticipated date for delivery;
   6. Milestones achieved in the relevant week and any Milestones scheduled to be achieved in that week which have not been achieved and the anticipated date for achievement;
   7. any proposed changes to the Project Plan;

Any errors or omissions in the report submissions identified in a report must be corrected by the Supplier within five (5) Working Days of the error/omission being identified.

1. The Supplier shall have processes and systems in place to ensure costs and pricing are managed appropriately during the Call Off Contract Term and will ensure that an effective mix of the grades are assigned to a project team and managed during the Call Off Contract Term to deliver best value for money for the Customer.