

**RM6100 Technology Services 3
Framework Schedule 4 Annex 1
Lot 1 Order Form**

Order Form

This Order Form is issued in accordance with the provisions of the Technology Services 3 Framework Agreement RM6100 dated 03/11/2022 between the Supplier (as defined below) and the Minister for the Cabinet Office (the "**Framework Agreement**") and should be used by Buyers after making a direct award or conducting a further competition under the Framework Agreement.

The Contract, referred to throughout this Order Form, means the contract between the Supplier and the Buyer (as defined below) (entered into pursuant to the terms of the Framework Agreement) consisting of this Order Form and the Call-Off Terms. The Call-Off Terms are substantially the terms set out in Annex 2 to Schedule 4 to the Framework Agreement and copies of which are available from the Crown Commercial Service website. The agreed Call-Off Terms for the Contract being set out as the Annex 1 to this Order Form.

The Supplier shall provide the Services and Deliverables specified in this Order Form (including any attachments to this Order Form) to the Buyer on and subject to the terms of the Contract for the duration of the Contract Period.

In this Order Form, capitalised expressions shall have the meanings set out in Schedule (Definitions) of the Call-Off Terms.

This Order Form shall comprise:

1. This document headed "Order Form";
2. Attachment 1 – Services Specification;
3. Attachment 2 – Schedule of Processing, Personal Data and Data Subjects;
4. Attachment 3 – Transparency Reports; and
5. Annex 1 – Call-Off Terms.

The Order of Precedence shall be as set out in Clause 2.2 of the Call-Off Terms being:

- a) the Framework, except Framework Schedule 18 (Tender);
- b) the Order Form and its Attachments;
- c) the Call-Off Terms; and
- d) Framework Schedule 18 (Tender).



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Section A General information

Contract Details

Contract Reference: C25498

Contract Title: CTO – Advisory

Contract Description: The Chief Technology Officer (CTO) for the Architecture, Data, Information and Innovation (ADII) group within DDTS, has the remit to transform ADII to improve its alignment with DDTS and Defra Strategy and objectives.

Commencement Date: this should be the date of the last signature on Section D of this Order Form 22nd July 2024

Buyer details

Buyer organisation name

Department for Environment, Food and Rural Affairs

Billing address

Your organisation's billing address – please ensure you include a postcode

2 Marsham Street

London

SW1P 4DF

Buyer representative name

The name of your point of contact for this Order

[REDACTED]

Buyer representative contact details

Email and telephone contact details for the Buyer's representative. This must include an email for the purpose of Clause 34.2 of the Contract.

[REDACTED]

Buyer Project Reference

Please provide the customer project reference number.

DEFCOOD301084

Supplier details

Supplier name

The supplier organisation name, as it appears in the Framework Agreement

Marlborough Consulting LLP



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Supplier address

Supplier's registered address

3 Parkshot
Richmond,
Surrey,
TW9 2RD

Supplier representative name

The name of the Supplier point of contact for this Order

[REDACTED]

Supplier representative contact details

Email and telephone contact details of the supplier's representative

[REDACTED]

Order reference number or the Supplier's Catalogue Service Offer Reference Number

A unique number provided by the supplier at the time of the Further Competition Procedure. Please provide the order reference number, this will be used in management information provided by suppliers to assist CCS with framework management. If a Direct Award, please refer to the Supplier's Catalogue Service Offer Reference Number.

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Section B

Part 1 – The Services Requirement

Commencement Date

See above in Section A

Contract Period

Guidance Note – this should be a period in months from the Commencement Date, up to the maximum permitted Contract Period of 24 months (2 years)

6 Months

Services

The Supplier shall provide the Services to the Buyer as set out in Attachment 1, Services Specification.

Deliverables

Deliverables supplied by the Supplier will be in a format agreed with the Buyer and determined at monthly review meetings.

Sites for the provision of the Services

Guidance Note – Insert details of the sites at which the Supplier will provide the Services and/or Deliverables, which shall include details of the Buyer Premises, Supplier premises and any third party premises.

The Supplier shall provide the Services and/or Deliverables from the following Sites:

Buyer Premises:

Not Applicable

Supplier Premises:

3 Parkshot
Richmond,
Surrey
TW9 2RD

Third Party Premises:

Not Applicable



Additional Standards

Guidance Note: see Clause 7 (Standards) and the definition of Standards in Schedule 1 of the Call-Off Terms. Specify any particular standards that should apply to this Contract over and above the Standards.

Not Applicable

Key Supplier Personnel

Guidance Note: see Clauses 6.4 – 6.8 of the Call-Off Terms. Include any Key Supplier Personnel (and their Key Roles).

Key Supplier Personnel	Key Role(s)	Duration
		Contract Period

Buyer Property

Guidance Note: see definition of Buyer Property in Schedule (Definitions) of the Call-Off Terms. Include details of any property other than real property or IPR below.

Not Applicable

Buyer Security Policy

Guidance Note: where the Supplier is required to comply with the Buyer's Security Policy then append to this Order Form below.



PLIS002 Defra Group
Security Policy (1).pdf

Buyer Enhanced Security Requirements

Guidance Note: if the Supplier has access to the Buyer System then the Buyer should consider including additional enhanced security requirements here to govern the Supplier's use of such system – this might include incorporating an ICT policy. These requirements are in addition to those set out in the Security Policy (if any) above.

Not Applicable

Insurance

Guidance Note: if the Call Off Contract requires a higher level of insurance cover than the £1m default in Framework Agreement or the Buyer requires any additional insurances please specify the details below.

Third Party Public Liability Insurance (£) - Not Applicable

Professional Indemnity Insurance (£) - Not Applicable

Key Sub-Contractors

Guidance Note: see Framework Schedule 7 (Key Sub-Contractors) for detail and include here details of any Key Sub-Contractors which are applicable to this Contract.

Not Applicable



Part 2 – Charges, Payment and Invoicing

Contract Charges (excluding VAT)

Guidance Note - insert the applicable Charges having regard to Framework Schedule 3 (Framework Prices and Charging Structure) and include details of time and materials and any fixed price. Also include details of any agreed expenses and terms relating to such expenses.

██████████ £18,000. Payment will be dependent on the satisfactory completion of the deliverables stated in Attachment 1 – Service Specifications.

Where required to attend Buyer or Third-Party Premises at the request of the Buyer, the Supplier will be able to recharge reasonable Travel and Subsistence costs in accordance with the Buyers Travel and Subsistence Policy:



LIT 55530 - Defra
Staff Travel and Subsi

All Charges shall be payable by the Buyer in accordance with the Payment Profile set out below.

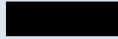
Payment Profile

Guidance Note – insert details of payment profile which may be monthly or quarterly in arrears or the parties may agree to include payments associated with the achievement of milestones, in which case details of milestones payments should be included here.

The payment profile for this Contract is monthly in arrears.

Milestone Date	Outputs to be Delivered	Price
30th August 2024	Month 1 Progress Report and Value Plan Version 0.1	██████████
30th September 2024	Month 2 Progress Report and Value Plan Version 0.2	██████████
31st October 2024	Month 3 Progress Report and Value Plan Version 0.3	██████████
29th November 2024	Month 4 Progress Report and Value Plan Version 0.4	██████████
31st December 2024	Month 5 Progress Report and Value Plan Version 0.5	██████████

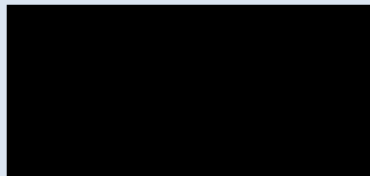


31st January 2025	Month 6 Progress Report and Value Plan Final Version	
Total		£18,000

Invoice Details

The Supplier will issue Electronic Invoices in accordance with the agreed Payment Profile.

All invoices must be sent to:



All invoices must include:

- Purchase Order reference
- Contract reference
- Effort (resource days by role x rate against specified deliverables)
- Any applicable Travel & Subsistence charges

Method of Payment

Guidance Note – insert method of payment e.g. BACS.

The payment method for this Contract is BACS

Contract Anticipated Potential Value:

Guidance Note: for procurement purposes the Buyer will need to include details of the overall anticipated potential value of this Contract over the Contract Period

Up to £18,000

Part 3 – Additional and Alternative Buyer Terms

Additional Schedules and Alternative Clauses *(see Annex 3 of Framework Schedule 4)*

This Annex can be found on the RM6100 CCS webpage. The document is titled RM6100 Additional and Alternative Terms and Conditions Lot 1.

Additional Schedules

Guidance Note: Tick any applicable boxes below

Additional Schedules	Tick as applicable
S1: Business Continuity and Disaster Recovery	<input type="checkbox"/>
S2: Continuous Improvement	<input type="checkbox"/>



S3: Supply Chain Visibility

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Where selected above the Additional Schedules set out in document RM6100 Additional Terms and Conditions Lot 1 shall be incorporated into this Contract.

Alternative Clauses

Guidance Note: Tick any applicable boxes below

The following Alternative Clauses will apply:

Alternative Clauses	Tick as applicable
Scots Law	<input type="checkbox"/>
Northern Ireland Law	<input type="checkbox"/>

Where selected above the Alternative Clauses set out in document RM6100 Additional and Alternative Terms and Conditions Lot 1 shall be incorporated into this Contract.

Liability

*Guidance Note: to the extent that the Buyer would like to **increase** the limits of liability contained in Clause 12.1 of the Call-Off Terms, then specify the alternative limit below. Neither party is permitted to lower the limits set out in Clause 12.1 of the Call-Off Terms.*

Not Applicable

Termination for Convenience

Guidance Note: insert details of the notice period for termination for convenience where such period needs to be shorter or longer than the standard position under the Call-Off Terms.

Not Applicable

Section C

Supplier response

Commercially Sensitive information

Any confidential information that the Supplier considers sensitive for the duration of an awarded Contract should be included here. Please refer to definition of Commercially Sensitive Information in the Contract – use specific references to sections rather than copying the relevant information here.

Not Applicable

Section D

Contract award

This Contract is awarded in accordance with the provisions of the Technology Services 3 Framework Agreement RM6100.



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SIGNATURES

For and on behalf of the Supplier

Name	
Job role/title	
Signature	
Date	22 nd July 2024

For and on behalf of the Buyer

Name	
Job role/title	
Signature	
Date	22 nd July 2024



Attachment 1 – Services Specification

The Supplier shall provide the following services to the Buyer:

Ref	Deliverables
01	Develop tailored advisory and coaching value plan to support the CIO/ CTO/ CDO through strategic technology transformation and capability development a. Confirm major drivers for change, business value and key stakeholder expectations. b. Take inputs from key artifacts which may include strategies, roadmaps, personal objectives and personal development plans. c. Develop value plan including the identification of key topics and action areas aligned to your top priorities
02	Value plan delivery in support of strategy development and execution and leadership priorities a. Experience based constructive challenge and ideation to improve strategic technology performance and risk mitigation b. Sounding board and ideation to strengthen capabilities and enhance business value c. Injection of tried and tested tools and techniques, including in support of senior stakeholder engagement d. Leadership effectiveness problem solving and opportunity identification
03	Early value provided to ADII in support of IS deliverables & priorities, including tools and techniques to help accelerate, and raise maturity of important services and capabilities in support of the DDTS Vision. (Value includes saved time and costs, accelerated delivery, enhanced maturity of targeted capabilities, reduced rework, early value/ benefits, risk mitigation, and greater stakeholder buy-in, setting up important work for success and support for delivery to time, cost & quality)
04	Initial Strategic Advisory Priority areas/ services for Strategic Advisory support based on steer and direction from ADII in support of value to DDTS & DEFRA, as captured in the Value Plan. (Candidate topics include transformation, change management, ways of working, performance management and critical deliverables focused on what is most important and urgent for ADII in support of delivering greater value to DDTS & DEFRA)

The deliverables will be in a format agreed with the Buyer.

Attachment 2 – Schedule of Processing, Personal Data and Data Subjects

Not Applicable as the Supplier shall not be authorised to process and Personal Data under this Contract.



Attachment 3 – Transparency Reports

The Supplier shall provide the following reporting & engagement to the Buyer:

- Weekly progress update on status of current deliverables, by email
- Fortnightly progress checkpoint meeting, via MS Teams
- Monthly service report, by email comprising:
 - Deliverables completed in the period
 - Financial summary (charges for services in period, including recharge information where the services have been delivered to a rechargeable project, cumulative charges from commencement to date)
 - Risks and issues
 - Other relevant information
- Monthly service & prioritisation meeting, via MS Teams or face to face



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Annex 1 – Call-Off Terms and Additional Schedules and Alternative Clauses

Not Applicable.