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Framework Schedule 6 (Order Form Template andCall-Off Schedules)

Order Form

CALL-OFF REFERENCE: C22459

CALL-OFF TITLE: **GIO Capability Services – Software Development & Architecture**

CALL-OFF CONTRACT
DESCRIPTION: Software Development, Testing, Architecture and Service Readiness capabilities and roles which are critical to continued provision of client-side services to ongoing GIO Delivery Portfolio programmes

THE BUYER: Department for Environment, Food and Rural Affairs

BUYER ADDRESS Nobel House

17 Smith Square

London

SW1P 3JR

THE SUPPLIER: Coforge UK Ltd
SUPPLIER ADDRESS: 5th Floor, 8 Fenchurch Place

London

EC3M 4AJ
REGISTRATION NUMBER: 02648481
DUNS NUMBER: 769940305
SID4GOV ID: N/A

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 22nd December 2023.

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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 6 (Key Subcontractors)
       - Joint Schedule 7 (Financial Difficulties)
       - Joint Schedule 8 (Guarantee)
       - Joint Schedule 10 (Rectification Plan)
       - Joint Schedule 11 (Processing Data)
       - Joint Schedule 12 (Supply Chain Visibility)
       - Joint Schedule 13 (Cyber Essentials)
   - Call-Off Schedules for RM6263
       - 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)

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- o Call-Off Schedule 6 (Intellectual Property Rights and Additional Terms on Digital Deliveries)
- o Call-Off Schedule 7 (Key Supplier Staff)
- o Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
- o Call-Off Schedule 9 (Security)
- o Call-Off Schedule 10 (Exit Management)
- o Call-Off Schedule 13 (Implementation Plan and Testing)
- o Call-Off Schedule 14B (Service Levels and Balanced Scorecard)
- o Call-Off Schedule 15 (Call-Off Contract Management)
- o Call-Off Schedule 16 (Benchmarking)
- o Call-Off Schedule 18 (Background Checks)
- o Call-Off Schedule 20 (Call-Off Specification)
- o Call-Off Schedule 25 (Ethical Walls Agreement)

5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) RM6263
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:

Without prejudice to the Authority's other rights under the Contract, if the Supplier: (i) fails to pay an undisputed invoice of a Sub-contractor in accordance with Clause 4.8; or (ii) suffers a Financial Distress Event which the Authority reasonably believes could cause the Supplier to fail to pay a Sub-contractor in accordance with Clause 4.8, the Authority shall be entitled to make any payments properly due to a Sub-contractor directly to the Sub-contractor. The Authority shall provide 5 Working Days' notice to the Supplier that it intends to make such payment and the Supplier shall co-operate with the Authority in providing all information reasonably required by the Authority to validate the Sub-contractor's entitlement to payment. The Authority shall be entitled to recover this amount from the Supplier and may deduct the sums paid from the next invoice from the Supplier in accordance with Clause 4.7.

The Supplier shall provide the Deliverables within the timelines specified in the Call-Off Contract and Statements of Works unless otherwise agreed in writing between the Parties.

The Authority shall not exercise the right to terminate the Contract without reason provided in Clause 10.2.2 of the Core Terms within the first three (3) months of its duration.

Charges will be payable from the effective date of the specific SOW irrespective of the hours booked under the specific SOW. For the avoidance of doubt the engagement of the supplier personnel will start from the effective date and supplier will charge for the duration wherein the Buyer will

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complete the onboarding process which will be including but not limited to issuance of laptops, confirmation of appropriate security checks etc.

CALL-OFF START DATE:	1st January 2024
CALL-OFF EXPIRY DATE:	30th September 2024
CALL-OFF INITIAL PERIOD:	9 Months
CALL-OFF OPTIONAL EXTENSION PERIOD:	1 Month
MINIMUM NOTICE PERIOD FOR EXTENSION(S):	1 Months
CALL-OFF CONTRACT VALUE:	£ £19,974,600.00 (excluding VAT)
KEY SUB-CONTRACT PRICE:	To be confirmed

CALL-OFF DELIVERABLES
See details in Call-Off Schedule 20 (Call-Off Specification)

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 Framework Schedule 1 (Specification). The Buyer requires the Supplier to comply with the following additional Standards for this Call-Off Contract:
• Access Management Policy
• Availability Management Policy
• Change and Evaluation Management Policy
• Configuration Management Policy
• Defra Group Security Policy
• Knowledge Management Policy
• Operational Risk Management Policy
• Release and Deployment Management Policy
• Service Validation and Testing Policy
• Software Asset Management Policy
• Records Management
• Retention Schedule
• Defra KS-P02-InfoRevDisPol Archiving and Disposal of Data
• Supplier Management Policy
• Service Delivery Lifecycle
• Hosting and Application Support Supplier's Software Readiness Policies, Processes and Procedures
• DDTS Software Development and Testing Standards

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CYBER ESSENTIALS SCHEME

The Buyer requires the Supplier, in accordance with Joint Schedule 13 (CyberEssentials Scheme) to provide a Cyber Essentials Plus Certificate or any other equivalent security accreditation, as agreed with the authority, such as ISO27001, 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 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 £ £19,974,600.00.

CALL-OFF CHARGES

The Charges will not be impacted by 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

See details in Call-Off Schedule 5 (Pricing Details and Expenses Policy) for further details.

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

See Expenses Policy in Annex 1 to Call-Off Schedule 5 (Pricing Details and Expenses Policy)

PAYMENT METHOD

The payment profile for this Contract is monthly in arrears.
The Supplier will issue Electronic Invoices in accordance with the agreed Payment Profile.

BUYER'S INVOICE ADDRESS:

Invoices must be sent to:
APinvoices-DEF-U@gov.sscl.com or
Shared Services Connected Limited
Phoenix House,
Celtic Springs Business Park,
Newport,
NP10 8FZ

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BUYER'S ENVIRONMENTAL POLICY
To follow

BUYER'S SECURITY POLICY
DEFRA Group Security Policy PLIS 002 v8.0, April 2022

Defra Group
Security Policy v8.0.p

BUYER'S AUTHORISED REPRESENTATIVE
███████████

Category Manager
████████████████

Department for Environment, Food and Rural Affairs
Nobel House
17 Smith Square
London
SW1P 3JR

SUPPLIER'S AUTHORISED REPRESENTATIVE
██████████

Vice President- Head of Public Sector
███████████

Coforge UK Ltd
5th Floor, 8 Fenchurch Place
London
EC3M 4AJ

SUPPLIER'S CONTRACT MANAGER
██████████

Vice President
███████████ 3
██████████████

Coforge UK Ltd
5th Floor, 8 Fenchurch Place
London
EC3M 4AJ

PROGRESS REPORT FREQUENCY
Monthly —This is to be specified on a SOW basis.

Framework Ref: RM6263
Project Version: v1.0
Model Version: v3.7

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PROGRESS MEETING FREQUENCY

Monthly –This is to be specified on a SOW basis.

KEY STAFF

████████████████████████

Delivery Head

████████████████

Coforge UK Ltd

5th Floor, 8 Fenchurch Place

London

EC3M 4AJ

████████████

KEY SUBCONTRACTOR(S)
To be confirmed

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COMMERCIALLY SENSITIVE INFORMATION
• The fees charged by the Supplier and/or proposed to the Buyer and associated rate cards.
• Any personal data regarding employees of the Supplier.

BALANCED SCORECARD
See Call-Off Schedule 14B (Service Levels and Balanced Scorecard)

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 Joint Schedule 5 (Corporate Social Responsibility), Call-Off Schedule 4 (Call-Off Tender) and Call-Off Schedule 14b (Service Levels and Balanced Scorecard)

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 provisionsdetailed therein shall be incorporated into the Call-Off Contract to which this Order Form relates.

Department for Environment Food & Rural Affairs

For and on behalf of the Supplier:	For and on behalf of the Buyer:
DocuSigned by:	DocuSigned by:
███████████████	███████████████
Full Name: ████████	Full Name: ████████
Job Title/Role: EVP	Job Title/Role: DD Technology Commercial
Date Signed: 28/12/2023	Date Signed: 28/12/2023

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Appendix 1

Annex 1 (Template Statement of Work)

Statement of Work for 'Supplier & Call-Off Contract Title'

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 Contact.

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.

Statement of Work Unique & Specific Title[1]						
Supplier Name[2]						
Call-Off Contract Title[3] Call-Off Contract Reference[4]						
Supplier Management Contract Ref[5]						
Cost Centre Name & Number[6]	**Choose an item.**					
Confirm Project Tier[7]	Choose an item.					
Spend Split [8]	**Project Name / Code Description**	**Project Code**	**Analysis Code**	**Task Code**	**R DEL £**	**C-DEL £**
PAB Reference & Value[9]						

---

[1] Supplier Manager to Complete

[2] Supplier Manager to Complete

[3] Supplier Manager to Complete

[4] Supplier Manager to complete – Contract number to be input

[5] Supplier Manager to Complete

[6] Defra Requestor to Complete

[7] Defra Requestor to Complete

[8] Defra Requestor to Complete

[9] Defra Requestor to Complete - Information about PAB requirements from dtsassurance@defra.gov.uk

Supplier Management SOW Template v5.0

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Statement of Work Unique & Specific Title[1]	
SOW Reference[10]	**SOW_Supplier Shorthand Ref_0001 to be taken from Cost Model**
Supplier Reference[11]	
SOW Grand Total Value[12]	**£xxx,xxx**
SOW Start[13]	**Click or tap to enter a date.**
SOW End[14]	**Click or tap to enter a date.**
Delivery Method[15]	**Click or tap to enter methodology**
Charging Basis[16]	**Click or tap to enter charging basis**
Scope Approver[17]	**Enter name & SOP ID of project budget approver**
Budget Approver[18]	**Enter name & SOP ID of project budget approver**
Buyer	**Secretary of State for Environment, Food & Rural Affairs**

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[10] New SOW: SOW_Supplier Shorthand Ref_0001 e g. SOW_Bif_001 with numbering increasing sequentially for that Supplier
SOW Extension: eSOW_Supplier Shorthand Ref_Original Number Sequential Letter e g. eSOW_Bif_0001A
SOW Change: cSOW _Supplier Shorthand Ref_Original Number Sequential Letter e.g. cSOW_Bif_0001A

[11] Supplier to Complete

[12] Supplier to Complete

[13] Supplier to complete based on Defra requirements

[14] Supplier to complete based on Defra requirements

[15] Defra Requestor to Complete

[16] Supplier Manager to Complete

[17] Defra Requestor to Complete

[18] Defra Requestor to Complete

Supplier Management SOW Template v5.0

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Contents

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Version Control

Version No.	SOW Ref	Changes Made	Made By	SMT Owner	Date
001	e.g.SOW_BIF_001	New SOW			
002	e.g., eSOW_BIF_001A	e.g., Deliverables & Milestone Dates – dates extended to align to updated project plan. Supplier Cost Forecast – updated to reflect new outcomes.			
003	e.g. cSOW_BIF_001A	e.g., Deliverables & Milestone Dates – new outcomes added, and dates extended. Supplier Cost Forecast – updated to reflect new outcomes.			

Project Overview

Enter a short summary of the services/project this SOW is supporting & any pertinent project/programme background or key information related to the specific workstream. Existing team size, key dates, existing team profile, any known constraints or risks or issues?

Activity Overview

Enter a high-level summary in a paragraph or couple of bullet points of the outcomes to be delivered e.g., this is to run a successful feasibility study / create suitable software to do… / security testing of … What is the problem that needs to be solved? What deliverable needs creating / reviewing? What gateway(s) need to be passed? Any additional / project specific material available?

Defra Digital, Data & Technology Service (DDTS) Standards

- Software Development ☐
- Quality Assurance Testing[19] ☐
- Service Standards[20] ☐
- Technology Code of Practice ☐
- DDTS Tools Authority Common Technology Choices ☐
- OWASP Security Standards ☐
- CCTS Assurance Guardrails ☐
- MRS Code of Conduct ☐
- MRS Binding guidelines ☐

Phase(s) Included by this SOW

Feasibility: ☐	Discovery: ☐	Knowledge Transfer: ☐
Alpha: ☐	Beta: ☐	Transition: ☐
App Dev: ☐	QAT: ☐	Cross Cutting Activity: ☐

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[19] This link also gives practical examples of expected outcomes & requirement documentation from QAT.

[20] Review here for examples of success criteria in Service Standards

Security Vetting Checks Required

BPSS is the minimum mandatory level for all roles and Supplier is responsible for ensuring this requirement is met.

SC is required ☐

List roles here which will require further levels of clearance, from the Suppliers team profile.

Laptops & Connectivity Changes

No change, existing kit in use ☐

Defra laptops will be arranged via MyIT ☐

[It is the responsibility of the CS Business Owner to raise individual requests via MyIt- NOT Supplier Management]

Supplier business-owner laptops needed ☐ [NB Suppliers must NOT use personal laptops at any time]

Non-standard software / environment access required: ☐ Provide details here & for which roles

Non-standard licences required: ☐ Provide details here & for which roles

Confirm who is purchasing / providing the licence(s): Defra ☐ Supplier ☐

Locations

Is there a contractual, political or security justification to limit to UK-based team only ☐ Click or tap here to enter text.

NB: If Supplier wants to propose an optional team profile of near- and / or off-shore resources for consideration, this must be presented as a separate table with the benefits clearly defined.

Deliverables, Acceptance Criteria & Milestones[21]

The rights, obligations and details agreed by the Parties and set out in this SOW apply only in relation to the Services that are to be delivered under this SOW and will not apply to any other SOWs executed.

Outcome Reference	Phase of Work	Outcome Based Requirement	Supplier Deliverable	Acceptance / Success Criteria	Milestone Date / Deliverable Due Date
001		**Example** Up-to-date costing data[22]	**Example** a) Updated 3-month rolling cost forecast for the SOW. b) Updated full year cost forecast vs actuals.	**Example** On time delivery. Data accuracy.	**Example** Before end of 3rd week every month.

Milestone / Deliverable Completion Criteria

The Supplier shall notify the Buyer following the achievement of each Milestone/Deliverable and at the same time provide sufficient evidence to enable the Buyer to verify the achievement of the Milestone / Deliverable.

Charging Method for this SOW (delete those not applicable for this SOW)

Time and Materials

Invoiced monthly in arrears based on agreed Deliverables, (draft) invoice to be presented to DEFRA by working day of the month agreed in the contract along with agreed Management Information to allow project cost reconciliation e.g., roles, rates, project, cost centre, days worked in the month per workstream, value. Updated min. 3-month rolling forward (current month + 2 months) spend forecast to be provided by no later than -3 working days before last working day of each month.

Fixed Price

Invoiced monthly in arrears based on agreed Deliverables, invoice to be presented to DEFRA by the working day of the month agreed in the contract & with an updated min. 6-month forward spend forecast against remaining budget.

Milestone Payments

Invoiced based on agreed Deliverables which are deemed contractually satisfactorily delivered, (draft) invoice to be presented to DEFRA by working day of the month agreed in the contract along with proof of delivery acceptance & updated forward spend forecast against any remaining milestones.

Travel Expectations & Expenses

All expenses must be pre-approved by Buyer. All expenses **must** be claimed in accordance with the prevailing expenses policy operated by the Buyer. Invoices including claims for expenses which do not comply with this policy will be rejected in their entirety.

Overtime & On-Call

There will be no overtime paid in relation to this statement of work. Any additional work shall be agreed between the Buyer and Supplier in writing, prior to commencing work. For any additional work agreed between both parties, the rates will be at the standard rates, which are captured in the Call-Off contract. Any additional work must be captured by up revving this SOW to a cSOW outlining the agreed deliverables for any additional work and capturing the changes within the version control table.

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[21] Please refer to the Supplier Management document "Examples of Outcome Based Deliverables" for assistance

[22] Please overwrite this with outcome specific to the programme need

Department
for Environment
Food & Rural Affairs

Supplier Team Profile

NB: If Supplier wants to propose an optional team profile of near- and / or off-shore resources for consideration, this must be presented as a separate table with the benefits clearly defined.

Outcomes to be delivered	Phase(s) of Work	Service Component (Supplier Role/Title)	Work Location (UK / Near Shore / Offshore)	Day Rate £GBP	SFIA Level (use different row for different SFIA across one service)	Total Units providing service (1 = 1 person)	Number of working days of service billed (NOT same of total avail working days)	Cost of Service	Service Start Date	Service End Date	Supplier Comments
Example 1				X		Y	W	=((X*W)*Y)			
Example 2											
Example 3											
Total Cost of SOW Service excl VAT								£ Q			
(Forecast) Expenses Max Limit								£ G			
Total Cost of SOW excl VAT								Q + G			

IR35 – This service is inside IR35. All workers engaged to deliver the contracted services shall be on payroll employees of the supplier or subcontractors. If any independent contractors or associates are engaged on this SOW the Supplier shall ensure that they operate via a FCSA accredited Umbrella Company or PAYE provider.

On the commencement of the Service under this SOW, the Service shall be provided by the Supplier and paid for by the Buyer. Changes to the Service scope will be managed through a Variation.

Where the Buyer or Supplier requires changes to the levels of resources under this SOW, changes will be subject to agreement through Variation:

· The notice period for any change to the levels of resources shall be 20 Working Days in writing from the Buyer or Supplier.

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Supplier Cost Forecast Time & Materials23

Workstream / Project	Forecast Spend to FY End	Example Month 1 Projection	Example Month 2 Projection	Example Month 3 Projection	Example Month 4 Projection	Example Month 5 Projection	Example Month 6 Projection	R DEL Total	C DEL Total
Project 1 / Workstream 1	£	£	£	£	£	£	£	£	£
Project 2 / Workstream 2	£	£	£	£	£	£	£	£	£
Expenses	£	£	£	£	£	£	£		
Running Totals	£	£	£	£	£	£	£	£	£

_____

23 Delete table if project is fixed cost / Milestones

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Service Ref	No of chargeable units (half / full days)	Work Location (UK / Near Shore / Offshore)	Month 1 Charge	Month 2 Charge	Month 3 Charge	Total Service Charge	Service Start Date	Service End Date
Project 001 / Workstream 001			£0000	£0000	£0000	£0000		
Project 002 / Workstream 002			£0000	£0000	£0000	£0000		
Project 003 / Workstream 003			£0000	£0000	£0000	£0000		
Monthly Totals Across Project/Workstream			£0000	£0000	£0000	£0000		
Monthly Totals Across Project/Workstream in R-DEL			£0000	£0000	£0000	£0000		
Monthly Totals Across Project/Workstream in C-DEL			£0000	£0000	£0000	£0000		
Total SOW Charges excl. VAT						£0000		
Total Apportioned to R-DEL						£0000		
Total Apportioned to C-DEL						£0000		

Supplier Cost Forecast Fixed Cost24

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24 Delete table if project is T&M / Milestones

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Supplier Cost Forecast Milestone Payments25

Service Ref	Milestone / Deliverable Name	Milestone / Deliverable Description	Milestone / Deliverable Due Date	Total Cost
Example 1				£0000
Example 2				£0000
Example 3				£0000
Total SOW Charges excl. VAT				£0000
Total Apportioned to R-DEL				£0000
Total Apportioned to C-DEL				£0000

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25 Delete table if project is T&M / Fixed Cost

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Assumptions & Dependencies

e.g.

- Info needed by Supplier from Buyer by DDMMYYY to hit outcomes, otherwise...

Key Supplier Contacts

Name	Role	Contact Info

Key Buyer Contacts

Name	Role	Contact Info

Call-Off Contract Charges

For each individual Statement of Work (SOW), the applicable Call-Off Contract Charges will be as per the charging method in the signed contract and will be calculated using the agreed rates in that same contract. The Supplier will provide a detailed breakdown across SOWs with sufficient detail to enable the Buyer to verify the accuracy of Call-Off Contract Charges incurred.

The detailed breakdown for the provision of Services during the term of the SOW will include (but will not be limited to):

- Defra SOW reference;
- Supplier SOW reference (if applicable);
- the agreed relevant rate per day;
- any expenses charged per day, which are in line with the Buyer's expenses policy (if applicable) and the pre-approval from the project;
- The number of days, or pro rata for every part day, they will be actively providing the Services during the term of the SOW; and
- The total cost per role / facility.

The Supplier will also provide a monthly summary which is to include:

- Total value of this SOW;
- Overall Call-Off Contract value;
- Remainder of the value under overall Call-Off Contract Charge
- Forecast of spend for each SOW to at least financial year end or next 6 months, whichever is longer.

If a capped or fixed price has been agreed for a SOW:

- The Supplier will continue at its own cost and expense to provide the Services even where the agreed price has been exceeded; and
- The Buyer will have no obligation or liability to pay for the cost of any Services delivered relating to this order after the agreed price has been exceeded. [OBJ]

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Invoices are required to show the following details required for accurate billing as detailed on the PO to include, but not limited to:

- Defra PO Number
- Defra PO Line Number (if multiple lines on PO)
- Defra Cost Centre
- Defra SOW reference(s)
- Defra Workstream / project code
- Defra Analysis Code / Evaluation Code
- Defra Task Code
- Supplier Name*
- Supplier Invoice Number
- Net & Gross Amount
- Clear detail of when spend was incurred

*The Supplier Name must match the name on Defra SOP confirmed by Supplier at account set up otherwise the invoice will be automatically rejected.

Multiple SOWs can operate concurrently. Risks or contingencies shall be included in the charges.

Reporting & Communications

The Buyer and Supplier shall meet as per the table below to discuss the operational performance of the contract & progress towards the outcomes set out in the SOW. The meeting shall be attended by the of the Supplier and the Buyer. Any Commercial discussions shall include the DEFRA Commercial Lead.

Governance / Meeting / Report Type	Frequency	Buyer Attendees / Responsible (Roles)	Supplier Attendees / Responsible(Roles)
Example Firm-forecast (3 weeks known/1 week forecast spend for current month)	**Example** No later than 4 working days before last working day of month	**Example** • n/a	**Example** • n/a
Example Fortnightly check points	**Example** Weekly until SOW is completed	**Example** • Programme Delivery Manager • Procurement Team • Sr Service Manager • Supplier Manager	**Example** • Delivery Partner • Transition Manager • Test Lead • Client Partner
Example SOW Sign-off Review	**Example** Final Meeting for SOW sign-off	**Example** Same as above	**Example** Same as above

The content of the meeting will include, but not be limited to the below:

- Progress against each objective, highlighting any missed deliverables.
- Any performance issues which need to be addressed.
- Review of the exit plan & handover arrangements to ensure they remain fit for purpose.

Prior to the meeting, the Supplier shall provide a report detailing an update on the aforementioned areas. The Buyer shall outline any significant changes which may affect the achievement of deliverables.

Variations

As stated in the call-off contract, the client has the right to amend the rate of development or delivery of service contained within SOW when required. Should this occur; the Supplier and Client will mutually agree a variation within five calendar days.

General

The rights, obligations and details agreed by the Parties and set out in this SOW apply only in relation to the Services/Outcomes that are to be delivered under this SOW and will not apply to any other SOWs executed or to be executed under this Contract unless otherwise agreed by the Parties.
For the purposes of security and planning :

1. Any plan to replace or demobilise the service requires notice of at least 15 working days from the Supplier and to be agreed with Buyer in advance.
2. In addition, two or more changes within the service in the window of 4 (four) weeks requires a minimum notice period of 15 working days from the Supplier to the Buyer.

Supplier personnel providing the services: (i) may be substituted by the Supplier with staff of equivalent skills and expertise providing reasonable notice of minimum 15 working days to the Buyer where practicable; and (ii) remain under the management and control of the Supplier at all times.

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The Parties recognise that the requirements may be varied or subject to further elaboration as part of the agile process and the indicative resource profile may flex where necessary to accommodate changes to the Buyers requirements.

The Supplier shall work in collaboration with the Buyer and other third parties associated with the programme.

Subcontractors

Supplier to list here any Subcontractors, per Contract definition, intended to be utilised in the provision of delivery of this SOW.

Framework Schedule 6 (Order Form Template and Call-Off Schedules)
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Agreement of Statement of Works

Enter SOW Ref Here	Buyer Scope Approval	Buyer Budget Approval	Supplier Management Approval
Full Name			
Job Title			
Signature			
Approval Date			

By Signing this SOW, the Parties agree to be bound by the terms and conditions set out herein.

Signed on behalf of Supplier:

Supplier Signature

Signed on behalf of Buyer:

Buyer Signature

Appendix A – SOW Roles & Responsibilities

Framework Schedule 6 (Order Form Template and Call-Off Schedules)
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SOW Section	Responsible Group to Complete
Front Page	Defra Requestor
Version Control	Supplier Management
Project Overview	Defra Requestor
Activity Overview	Defra Requestor
Standards	Defra Requestor
Phase(s) Included by this SOW	Defra Requestor
Project / Workstream Coverage	Defra Requestor
Security Vetting Checks Required	Defra Requestor
Laptops & Connectivity Changes	Defra Requestor
Locations	Defra Requestor
Deliverables, Acceptance Criteria & Milestones	Defra Requestor
Supplier Team Profile	Supplier
Supplier Cost Forecast T&M / Fixed Cost / Milestone	Supplier
Assumptions & Dependencies	Supplier
Key Supplier Contacts	Supplier
Key Buyer Contacts	Defra Requestor
Reporting & Communications	Defra Requestor
Subcontractors	Supplier

All data / sections shall be critically reviewed by Supplier Management, in collaboration with the Defra requestor(s) and/or Supplier, as necessary.

Framework Schedule 6 (Order Form Template and Call-Off Schedules)
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Supplier Management SOW Template v5.0

Framework Schedule 6 (Order Form Template and Call-Off Schedules)
Crown Copyright 2021

MS01			
MS02			
Delivery Plan			
Dependencies			
Supplier Resource Plan			
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). [If different security requirements than those set out in Call-Off Schedule 9 (Security) apply under this SOW, these shall be detailed below and apply only to this SOW: *[insert if necessary]*]		
Cyber Essentials Scheme	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).		
SOW Standards	[Insert any specific Standards applicable to this SOW (check Annex 3 of Framework Schedule 6 (Order Form Template, SOW Template and Call-Off Schedules)]		
Performance Management	[Insert details of Material KPIs that have a material impact on Contract performance]		

Material KPIs	**Target**	**Measured by**

	[Insert Service Levels and/or KPIs – See Call-Off Schedule 14 (Service Levels and Balanced Scorecard)]
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 Annex1 attached to this Statement of Work.
Key Supplier Staff	

Key Role	**Key Staff**	**Contract Details**

[Indicate: whether there is any requirement to issue a Status Determination Statement]

Supplier Management SOW Template v5.0

Framework Schedule 6 (Order Form Template and Call-Off Schedules)
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Worker Engagement Status	[Yes / No] [Insert details]
[SOW Reporting Requirements:]	[Further to the Supplier providing the management information detailed in 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
1.	[insert]		
1.1	[insert]	[insert]	[insert]

]

4. CHARGES

Call Off Contract Charges	The applicable charging method(s) for this SOW is: • [Capped Time and Materials] • [Incremental Fixed Price] • [Time and Materials] • [Fixed Price] • [2 or more of the above charging methods] *[Buyer to select as appropriate for this SOW]* The estimated maximum value of this SOW (irrespective of the selected chargingmethod) is £[Insert detail]. The Charges detailed in the financial model shall be invoiced in accordance with Clause4 of the Call-Off Contract.
Rate Cards Applicable	*[Insert SOW applicable Supplier and Subcontractor rate cards from Call-Off Schedule 5(Pricing Details and Expenses Policy), including details of any discounts that will be applied to the work undertaken under this SOW.]*
Financial Model	*[Supplier to insert its financial model applicable to this SOW]*
Reimbursable Expenses	[See Expenses Policy in Annex 1 to Call-Off Schedule 5 (Pricing Details and ExpensesPolicy)] [Reimbursable Expenses are capped at [£[Insert] [OR [Insert] percent ([X]%) of theCharges payable under this Statement of Work.] [None] *[Buyer to delete as appropriate for this SOW]*

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

Framework Schedule 6 (Order Form Template and Call-Off Schedules)
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Order Form and incorporated into the Call-Off Contract and be legally binding on the Parties:		
For and on behalf of the Supplier	Name and title	
	Date Signature	
For and on behalf of the Buyer	Name and title	
	Date	
	Signature	

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:

[TEMPLATE ANNEX 1 OF JOINT SCHEDULE 11 (PROCESSING DATA BELOW]

Description	Details

Framework Schedule 6 (Order Form Template and Call-Off Schedules)
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Identity of Controller for each Category of Personal Data	**The Relevant Authority is Controller and the Supplier is Processor**
	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:
	• *[Insert the scope of Personal Data for which the purposes and means of the Processing by the Supplier is determined by the Relevant Authority]*
	The Supplier is Controller and the Relevant Authority is Processor
	The Parties acknowledge that for the purposes of the Data Protection Legislation, the Supplier is the Controller and the Relevant Authority is the Processor in accordance with paragraph 2 to paragraph 15 of the following Personal Data:
	• *[Insert the scope of Personal Data which the purposes and means of the Processing by the Relevant Authority is determined by the Supplier]*
	The Parties are Joint Controllers
	The Parties acknowledge that they are Joint Controllers for the purposes of the Data Protection Legislation in respect of:
	• *[Insert the scope of Personal Data which the purposes and means of the Processing is determined by the both Parties together]*
	The Parties are Independent Controllers of Personal Data
	The Parties acknowledge that they are Independent Controllers for the purposes of the Data Protection Legislation in respect of:
	• *Business contact details of Supplier Personnel for which the Supplier is the Controller,*
	• *Business contact details of any directors, officers, employees, agents, consultants and contractors of Relevant Authority (excluding the Supplier Personnel) engaged in the performance of the Relevant Authority's duties under the Contract) for which the Relevant Authority is the Controller,*
	• *[Insert the scope of other Personal Data provided by one Party who is Controller to the other Party who will separately determine the nature and purposes of its Processing the Personal Data on receipt e.g. where (1)*

	the Supplier has professional or regulatory obligations in respect of Personal Data received, (2) a standardised service is such that the Relevant Authority cannot dictate the way in which Personal Data is processed by the Supplier, or (3) where the Supplier comes to the transaction with Personal Data for which it is already Controller for useby the Relevant Authority] [**Guidance** where multiple relationships have been identified above, please address the below rows in the table for in respect of each relationship identified]
Duration of the Processing	[Clearly set out the duration of the Processing including dates]
Nature and purposesof the Processing	[Please be as specific as possible, but make sure that you cover all intendedpurposes. The nature of the Processing means any operation such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation,use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (whether or not by automated means) etc. The purpose might include: employment processing, statutory obligation, recruitment assessment etc.]
Type of Personal Data	[Examples here include: name, address, date of birth, NI number, telephone number, pay, images, biometric data etc.]
Categories of Data Subject	[Examples include: Staff (including volunteers, agents, and temporary workers), customers/ clients, suppliers, patients, students / pupils, members of the public,users of a particular website etc.]
Plan for return and destruction of the data once the Processing is complete UNLESS requirement under Union or Member State law to preserve that type of data	[Describe how long the data will be retained for, how it be returned or destroyed]

Joint Schedules and Call-Off Schedules

The CCS Core Terms (version 3.0.11) and the following Joint Schedules and Call-Off Schedules are those that can be downloaded on Digital Specialists and Programmes - CCS (crowncommercial.gov.uk):

- Joint Schedules for RM6263
    - Joint Schedule 1 (Definitions) RM6263
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 5 (Corporate Social Responsibility)
    - Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 7 (Financial Difficulties)
    - Joint Schedule 8 (Guarantee)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
    - Joint Schedule 12 (Supply Chain Visibility)
    - Joint Schedule 13 (Cyber Essentials)
- Call-Off Schedules for RM6263
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 2 (Staff Transfer)
    - Call-Off Schedule 3 (Continuous Improvement)
    - Call-Off Schedule 6 (Intellectual Property Rights and AdditionalTerms 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 13 (Implementation Plan and Testing)
    - Call-Off Schedule 14B (Service Levels and Balanced Scorecard)
    - Call-Off Schedule 15 (Call-Off Contract Management)
    - Call-Off Schedule 16 (Benchmarking)
    - Call-Off Schedule 18 (Background Checks)
    - Call-Off Schedule 25 (Ethical Walls Agreement)

Call-Off Schedule 4 (Call Off Tender)

Attachment 1_GIO Capability Services – Software Development and Architecture v0.1 Coforge

Attachment 1_GIO
Capability Services – S

Call-Off Schedule 5 (Pricing Details and Expenses Policy)

1. Call-Off Contract Charges

1.1 The Supplier shall ensure:

    1.1.1   as part of Direct Award Procedure, its pricing for the Deliverables are in accordance with the Buyer's Statement of Requirements which shall be no greater than those based on the Framework Prices set out in Framework Schedule 3 (Framework Prices).

    1.1.2   that all applicable Charges shall be calculated in accordance with the Pricing Mechanism detailed in the Order Form (and, if applicable, each SOW) using the following:

        (a)   the agreed Day Rates or other rates specified in this Schedule for Supplier Staff providing the Deliverables (which are exclusive of any applicable expenses and VAT);

        (b)   the number of Work Days, or pro rata portion of a Work Day, that Supplier Staff work solely to provide the Deliverables and meet the tasks sets out in the Order Form and, if applicable, each SOW (between the applicable SOW Start Date and SOW End Date).

1.2 Further to Paragraph 1.2 of Framework Schedule 3 (Framework Pricing), the Supplier will provide a detailed breakdown of its Charges for the Deliverables in sufficient detail to enable the Buyer to verify the accuracy of any invoice submitted.

This detailed breakdown will be incorporated into each SOW and include (but will not be limited to):

- a role description of each member of the Supplier Staff;

- a facilities description (if applicable);

- the agreed Day Rate for each Supplier Staff;

- any expenses charged for in relation to each Work Day for each Supplier Staff, which must be in accordance with the Buyer's Expenses Policy (if applicable);

- the number of Work Days, or pro rata for every part day, they will be actively be engaged in providing the Deliverables between the SOW Start Date and SOW End Date; and

- the total SOW cost for all Supplier Staff role and facilities in providing the Deliverables.

1.3 If a Capped Time and Materials or Fixed Price has been agreed for a particular SOW:

- the Supplier shall continue to work on the Deliverables until they are satisfactorily complete and accepted by the Buyer at its own cost and expense where the Capped or Fixed Price is exceeded; and

- the Buyer will have no obligation or liability to pay any additional Charges or cost of any part of the Deliverables yet to be completed and/or Delivered after the Capped or Fixed Price is exceeded by the Supplier.

1.4 All risks or contingencies will be included in the Charges. The Parties agree that the following assumptions, representations, risks and contingencies will apply in relation to the Charges:

SOFTWARE, DEVELOPMENT and TEST

Category	Role	4	5	6	Total
	Quality Assurance Testing Analyst	9			9
	Test Engineer		8		8
	Test Manager		8		8
	Development Operations Engineer	2	1		3
	Software Developer	3	12		15

ARCHITECTURE

Category	Role	4	5	6	Total
Architecture	Data Architect	1	4	14	19
Architecture	Enterprise Architect	2	4	1	7
Architecture	Security Architect		2		2
Architecture	Service Architect		4		4
Architecture	Technical Architect		4		4
Architecture	Solution Architect		69	12	81

Service Readiness

Category	Role	4	5	6	Total
	Service Readiness Manager		7		7
	Service Asset & Config Manager	3			3

Annex 2 (Expenses Policy)

LIT 55530 - Defra Staff Travel and Subsistence Policy

LIT 55530 - Defra
Staff Travel and Subsi

Call-Off Schedule 20 (Call-Off Specification)

This Schedule sets out the characteristics of the Deliverables that the Supplier will be required to make to the Buyers under this Call-Off Contract.

Software Development and Test

Role	Generic Outcomes (include reference to any niche skill sets, high demand capability)	List of Programmes and Projects Covered

Quality Assurance Testing Analyst	**All work to be completed in accordance with DDTS and Government Standards policy**	DDTS Northern Ireland Directorate
	https://defra.sharepoint.com/sites/def-contentcloud/_layouts/15/DocIdRedir.aspx?ID=CONTENTCLOUD-190616497-13925	DDTS Northern Ireland Directorate
		Digital Workplace Implementation – FMO2
	<u>**OUTCOMES: SD-02 Project Execution, SD-05 End to End Testing, SD-07 Functional Regression Testing, SD-08 Support**</u>	FCRM Flood Digital 2 DDTS
	Refinement of Business Requirements with Business Analysts & UX designers	Cost and Carbon Tool (CCT) DDTS
	Assist with refinement of the backlog and elaboration of epics and user stories	DDTS FFC Data Function
	Execution of Development Sprints in line with Authority technology tools and standards (Agile)	Digital Workplace Implementation – FMO2
	Undertake agile ceremonies including Stand-ups, Retros, Show & Tells (Agile)	Digital Workplace Implementation – FMO2
	Preparation and support of releases to PRE & PROD environments	APHA Apps
	Production of test plans and test data in accordance with Authority standards	
	Defect logging	
	Undertake Exploratory, Manual, Regression, Accessibility, Browser, Functional Testing	
	Support Business with UAT activities	
	Provide support and oversight of End-to-End testing activities outlined in the project test strategy.	
	Carry out End to End testing in line with the Test strategy and/or project requirements	
	Creation of test scripts using framework for end-to-end functional regression covering an agreed level of positive and negative test cases, and compatibility tests	
	Analysis and creation of tests across the business functions to ensure optimal coverage from the test teams across the estate	
	Creation of Test Data where required	
	Support of UAT, Pen Testing, OAT and Go-Live activities by co-ordinating and supply of test data and activities relating to defect co-ordination and testing.	
	<u>**DELIVERABLES :**</u> Creation or support of Quality, Test and Defect Report, Test Scripts, Test Data	
	<u>**SKILLS:**</u> Test professional, preferably with ISTQB certification	

Test Engineer	**All work to be completed in accordance with DDTS and Government Standards policy**	Regulated Services Programme
	https://defra.sharepoint.com/sites/def-contentcloud/_layouts/15/DocIdRedir.aspx?ID=CONTENTCLOUD-190616497-13925	Farming and Countryside Programme
		Flood Digital
		Sustainable Development Digital Service
	OUTCOMES: SD-01 Initiation, SD-02 Project Execution, SD-03 Service Transition into BAU, SD04-API Testing, SD-05 End to End Testing, SD-06 NFR Testing, SD07- Functional Regression Testing, SD-08 Support	Improvement Project
		Biodiversity Net Gain Digital Services
	Create agile test approach for specific digital service in line with DDTS QA and Test Strategy and with guidance from the Agile Test Strategy Supplement	
	Work within a Digital delivery team to proactivly reduce defects whilst managing defects triage and reporting	
	Use automation skills to balance the need for anti-regression solutions with exploratory testing to identify new defects.	
	Creation and communication of quality and risk metrics throughout the delivery using products such as Test Completion Reports	
	Defect management and triage	
	Planning and organising	
	API Testing across one or more projects. Delivering standard API Testing services in line with each projects phase / requirements / timeline.	
	End to End Testing across one or more projects. Delivering standard End to End Testing services in line with each projects phase / requirements / timeline.	
	NFR Testing across one or more projects. Delivering standard NFR Testing services in line with each projects phase / requirements / timeline.	
	Functional Regression Testing across one or more projects. Delivering standard Functional Regression Testing services in line with each projects phase / requirements / timeline.	
	Coordinate activities & data across one or more projects relating to defect coordination & testing including UAT, Pen Testing, OAT & Go-Live Support	
	DELIVERABLES: Test Approach, Technical Documentation (e.g. automation scripts, test approach), Creation or Support of CI/CD pipeline, Quality, test and defect reporting	
	SKILLS : Test engineer with hands-on experience of working with automation tools including WebDriverIO, JMeter and Postman, Experience of confirmance testing of public facing services, ideally against the Service Standard. Agile ways of working,	

Test Manager	All work to be completed in accordance with DDTS and Government Standards policy	AIMS PD Phase 2 DDTS
	https://defra.sharepoint.com/sites/def-contentcloud/_layouts/15/DocIdRedir.aspx?ID=CONTENTCLOUD-190616497-13925	P6487 – Zscaler Solution Enhancement Data Services Platform - _strategic options for DSP3_
	OUTCOMES: SD-01 Project Initiation, SD-02 Project Execution, SD-05 End to End Testing, SD-07 Functional Regression Testing, SD-08 Support	DDTS FFC Data Function
	Definition of Defect Priorities & Severities	P6439-Enterprise Broadband Re-procurement
	Create Definition of Done	M&F Merman
	For waterfall deliveries, create a Requirements Traceability Matrix	
	Planning of test environments	
	Creation, communication and execution of a dedicated test approach inline with the DDTS Test Strategy	
	Refinement of Business Requirements with Business Analysts & UX designers	
	Assist with refinement of the backlog and elaboration of epics and user stories	
	Execution of Development Sprints in line with Authority technology tools and standards (Agile)	
	Undertake agile ceremonies including Stand-ups, Retros, Show & Tells (Agile)	
	Preparation and support of releases to PRE & PROD environments	
	Manage defect triage monitoring defect aging and other quality metrics	
	Co-ordinate UAT activities	
	Provide support and oversight of End-to-End testing activities outlined in the project test strategy.	
	Carry out End to End testing in line with the Test strategy and/or project requirements	
	Creation of test scripts using framework for end-to-end functional regression covering an agreed level of positive and negative test cases, and compatibility tests	
	Analysis and creation of tests across the business functions to ensure optimal coverage from the test teams across the estate	
	Creation of Test Data where required	
	Support of UAT, Pen Testing, OAT and Go-Live activities by co-ordinating and supply of test data and activities relating to defect co-ordination and testing.	
	DELIVERABLES : D08 Quality, Test and Defect Report, Test Approach, Test Completion Reports	
	SKILLS: Test professional, preferably with ISTQB Advanced Level certification	

Development Operations Engineer		
Frontend Developer		
Software Developer	**Defra Digital, Data & Technology Service (DDTS) Standards.** Software Development. https://github.com/DEFRA/software-development-standards Service Standards. https://www.gov.uk/service-manual/service-standard Technology Code of Practice. https://www.gov.uk/guidance/the-technology-code-of-practice DDTS Tools Authority Common Technology Choices. https://lookerstudio.google.com/reporting/cc32b1d5-0a7d-47d8-9fde-49d7989dd1f0/page/WqCFC?utm_source=google-datastudio&utm_medium=email&utm_campaign=scheduled-report OWASP Security Standards. https://github.com/DEFRA/software-development-standards/blob/master/standards/security_standards.md **OUTCOMES:** **Project Initiation:** Setup of Source Code Repository, Definition of development processes including Peer Review processes, Definition of Software Engineering and Testing principles and strategies,Creation of CI/CD pipelines (DevOps/DecSecOps), Setup of Requirements tracking system (example Azure DevOps or Jira), Definition of Defect Priorities & Severities, Definition of code Quality gates. **Project Execution:** Refinement of Business Requirements with Business Analysts & UX designers, Assist with refinement of the backlog and elaboration of epics and user stories, Planning of Development Sprints through Sprint Planning,Execution of Development Sprints in line with Authority technology tools and standards, Undertake agile ceremonies including Stand-ups, Retros, Show & Tells, Management of scope,Proofs of Concept delivery,Preparation and support of releases to PRE & PROD environments,Maintenance and enhancement of CI/CD Pipelines (DevOps/DevSecOps), Production of required technical documentation in accordance with Authority standards, Provide input into Training and Development Needs, Analysis and Training collateral. **Service Transition into BAU:** Early life support as specified within project requirements, Production of System of Record, KT Sessions, Shadow and reverse shadow training sessions. **TECHNOLOGY:** node.js, C# .NET, Microsoft Power Apps.	Regulated Services Programme Farming and Countryside Programme Flood Digital Sustainable Development Digital Service Improvement Project Biodiversity Net Gain Digital Services

Architecture

Role	Generic Outcomes (include reference to any niche skill sets, high demand capability)	List of Programmes and Projects Covered
Data Architect	design data models and metadata systems help chief data architects to interpret an organisation's needs provide oversight and advice to other data architects who are designing and producing data artefacts design and support the management of data dictionaries make sure that your teams are working to the standards set for the organisation by the chief data architects work with technical architects to make sure that an organisation's systems are designed in accordance with the appropriate data architecture	DASH, DSP, Magic, Library, QFAIR and Geo Spatial Extended Producer Responsibility, AIMS AMP, AIMS PD, Air Quality and Industrial Emissions, APHA Reporting & Analytics Remediation, Biodiversity Nature Gain (BNG), Biosecurity, CDAP / DASH, Charge and Payment Platform (CaPP), DADI (Project ID / Digital Twin / Data Factory), Data Architect Trade Data Platform, Disease Tracking - Centralised APHA GIS Service, ENVData Development Standards, Environmental Monitoring and Planning Programme, Estates Data Management and Digitisation Project, Extended Producer Responsibility, FFCP Grants, Fit For Future, HR Data Repository, HR Data Repository, LTIS 2025, LTSP (Library Management), MapEdit Transformation, NaFRA2, Natural England Architecture Transformation (NEAT), Nature Recovery Management System, Nature Recovery Management System, NCEA Programme, ReMoS, Reporting Services, RRFI, RSP - Enforcements, Strategic Workforce Planning, Sustainable Development Digital Services (SDDS), Waste Tracking
Enterprise Architect	Business Architects - Business Architecture service following Defra methodology that aligns to BizBoK and TOGAF Enterprise Architecture service aligning with the Enterprise Architecture Framework (based on TOGAF)	Enterprise Architecture Framework Enterprise Architecture SR support for ALBs Business Architecture service - supporting NE NEAT Programme, APHA Pathfinder, RPA Strategic Roadmap, Delivery Architecture Roadmaps

Security Architect		DSP, Magic, Library, QFAIR and Geo Spatial
Service Architect	See Word document attached	
Technical Architect		Common Platform, Cloud Platform, DC Exit and resilience of APHA IT systems (Server estate)
Solution Architecture	Portfolio/Enterprise architecture • Alignment with business strategies and points of view • Operating Model consultancy (IT and business) • Elaboration of business, technology and solution options • Business, technology and product blueprints, roadmaps and work package definition • Technology market scans • Product selection process definition and execution • Automation technology consultancy • Business Analysis (current and future business and technology state analysis) • Benefit and outcome analysis • Cost modelling, investment planning and business case development • Process, method and tool assessments	DASH, DSP, Magic, Library, QFAIR and Geo Spatial

	APHA
Security Architecture	• APHA Replacement Customer Reporting Tools
• Cybersecurity & Information Maturity Assessment/ Health Checks	• Data Orchestration - Veterinary Surveillance
• Cybersecurity Awareness & Change management	• Sam Enhancements
• Data classification/protection/privacy	• TB Vaccination and Diva Testing
• Define security policies and procedures (org and tech)	• Animal Housing
• Advise on ISO27001 compliance & assurance	• People Planner Assurance (Workforce Management)
• Assurance of solutions/services against NCSC guidance, and guidance on residual risks	• Resilience of APHA IT Systems
• Recommendations on cost effective mitigations for identified vulnerabilities	• Forest Risk Commodities
	• Egg Marketing Replacement
	• APHA GIS Service (disease tracking)
	• Resource - APHA Portfolio Tech Arch
	• Resource - APHA Portfolio Information/Data Arch
	• P&BH Information & Campaigns
	• Pegasus CITES Replacement
	• APHA Scientific Website & PT LIMS (2 of 2)
	• APHA Ivory Ban – Front and Backend remediation
Security Assessments	Core Defra
• Test/ Evaluate Security Products	• UK Biosecurity Imports
• System penetration testing definition	• NCEA
• Forensics, Security audit (organisation, configuration & architecture), regulatory compliance	• Library Management, Content Management and Publication Services
	• CDAP (Main ticket)
	• COVID Inquiry Disclosure System
	• One Health

Solution / Application Architecture & Engineering • Service and solution design, blueprints, patterns • Solution options and recommendations • Managing solutions • Engaging with external Contractors/vendors • Documenting solutions • Support delivery teams	Corporate Service • ERP Replacement DDC • LAP Phase 2 Lead Sol Arch. • EA Business Continuity Management / Business Continuity Planning Improvement • Corporate Services SOP Data • Primavera Migration • Project Online Cloud to Cloud • RPA MSDAX FR1 to SOP
Service and solution design, blueprints, patterns • Solution options and recommendations • Managing solutions • Engaging with external Contractors/vendors • Documenting solutions • Support delivery teams	Environment, Rural & Marine • Nature Recovery Management System • Stabilisation of NE Webmap2 • Nexus (CMS Replacement/ Enforcement/ Iandl) • RSP • RSP - Customer Portal • EA WEEE SC Replacement Project • Mobile Apps in regards to IWTF • Water Resources Licensing Service (WRLS) • Carbon Footprint Reporting • Catchment Planning System • Biodiversity Net Gain • EA Learning Zone Replacement • Environment Monitoring & Planning (EMP) Additional Resource 2 • MMO - Mobile Workings • CCTRS (Climate Change Trading Regulatory Services) Helpdesk • Collection & Packaging Reforms 4 of 4 • E&B - GIS Support • EDSIP D35 - Data management & Consolidation • Marine Natural Capital Eco Assessment - CRM (Tactical) • Stakeholder Relationship Management Tool

	Trade & Borders
Application / Integration Architecture • Integration and Interface design based on project design activities.	• STW (Single Trade Window) • FES (Fish Export Service) • Portfolio Security Architect • Pet Travel Scheme digital service
Data Architecture & Engineering • Data Architecture Design and Assurance • Data modelling (produce conceptual > logical > physical data models, data flow diagrams etc) • Data analysis • Database analysis, design & implementation • Data integration analysis, design & implementation • Data engineering	Farming • DP7.8 RPA Workforce Planning Tool Options • DP7.4 RITA / Oregon Rehosting • Consolidated View (Customer Registry) - ICE CRM • DP7.7 Abaco Geo Location Photo App • DP7.2 RLE1 Upload Capability & Strategic CH-Azure Connectivity • DP1.12 Scheme Finance RPA Azure Tenancy to DEFRA Azure Tenancy • SFI 23 - Future Farming • Livestock Information Programme (LIP) • LNR Future Farming - Resource 2 of 2 • Rural Land and Entitlement • LIDS • DP2.9 Reporting Service Private Beta • Livestock Information Programme - Data Storage & Integration • RPA Grant System • DP2.4: FFC Reporting Service Alpha Phase

Technical Management / Network / infrastructure architecture
- Cloud infrastructure design, implementation and assurance
- Devops design, implementation and assurance
- Infrastructure and Environment Management
- Application Management
- Technical Risk Management
- Network design and assurance

Flood
- Smart Incident Reporting Project
- MapEdit Transformation programme
- Flood Forecasting Model Improvement Programme
- Logistics Planning Tool
- Incident & Response Tracking Release 2
- FCRM Shared Storage
- IMFS
- AIMS
- DADI
- Asset Lifecycle Planning (part of AMP)
- Cost & Carbon Tool (CCT) Release 1.5
- Depreciated Replacement Cost (DRC) Strategic solution - Feasibility
- Thames Barrier - Management Tooling
- Flood Property Risk Planning
- TFWS / EDW

Service Architecture & Design
- Service organisation design
- Service management design & consultancy
- Service process definition
- Service reporting design
- Service management tool design & integration
- Service transition design and implementation

Architecture Governance and Assurance
- Comply with Authority architecture principles, standards, patterns and guardrails
- Solution & Technical Design Assurance
- Ensure technical artefacts go through appropriate Authority governance
- Contribute technical and architecture artefacts into Authority repositories in defined formats
- Ensure that knowledge around the delivered architectural services and output is transferred to Authority resources or other Authority Contractors as appropriate

Progress Updates
• Providing progress updates to relevant stakeholders including identification of risks and issues in relation to the provision of this Service.

Architecture Leadership
• Supporting the Authority in implementation & compliance of pan-Authority architectural processes.
• Support the Authority in developing its architectural capabilities through leadership, mentoring, advice, support and knowledge transfer.

Other Services
• Provide project/Programme & Delivery Management capabilities in support of the delivery of Architecture and technology services including technical co-ordination and implementation..
• Provide business analysis capabilities including requirements elicitation, analysis, documentation, planning, management & communication, business process analysis, design and modelling.
• Provide Product Ownership of solutions related to architectural domains covered by this service.

Service Readiness

Role	Generic Outcomes (include reference to any niche skill sets, high demand capability)	List of Programmes and Projects Covered
Service Readiness	Commercial and Financial management / Life-cycle perspective / Governance / Supplier Management / Prototyping / Systems integration / User focus / Understand Requirements and NFR's / Availability and capacity management /Information security / User Focus / Digital Focus / Service Design / Service Transition qualification (ITIL)	Future Farming Countryside Cross Cutting Technical Services Borders, Trade and NI Extended Producer Responsibility NCEA
Service Asset & Configuration Management	Progressing Service Asset and Configuration Management tasks and issues Assisting with verification and audit tasks Managing the Configuration Management Database (CMDB) and regular housekeeping of the CMDB Conducting impact assessment for Requests For Change (RFCs) and Supporting the implemented changes are as authorised Maintaining project status information and status accounting records and reports	Asset Management & Grey IT

| DDAT Profession Description: | https://ddat-capability-framework.service.gov.uk/ |
| SFIA Description: | https://sfia-online.org/en |

Worker Engagement Status (including IR35 status)

This service is inside IR35. All workers engaged to deliver the contracted services shall be on payroll employees of the supplier or subcontractors. If any independent contractors or associates are engaged on this Contract or SoW, the Supplier shall ensure that they operate via a FCSA accredited Umbrella Company or PAYE provider.

On the commencement of the Service under this Contract or SoW, the Service shall be provided by the Supplier and paid for by the Buyer. Changes to the Service scope will be managed through a Variation.

Where the Buyer or Supplier requires changes to the levels of resources under this Contract or SOW, changes will be subject to agreement through Variation:

- The notice period for any change to the levels of resources shall be 20 Working Days in writing from the Buyer or Supplier.