

AdaptConsultingCompany

Consult CoCreate Deliver

Letter

Date

SUBJECT TITLE:

SITUATION

NEED

We can review and monitor in weekly catch-up meetings.

PROPOSALS

Please find attached a Statement of Works (SoW), for work under the terms of the Master Services Agreement. Happy for you to sign and return, send a purchase order or simply confirm by email with a proposed date to commence.

Best wishes, Tim

Tim HJ Rogers

Senior Consultant / Project Manager

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Adapt Consulting Company - Consult, CoCreate, Deliver

Business Analysis – Projects – Processes – Programmes

Website <http://www.adaptconsultingcompany.com>

Linked-In <https://www.linkedin.com/in/timhjrogers/>

STATEMENT OF WORK

Adapt will supply the Services described below in accordance with the terms and conditions set out in the Master Services Agreement (the Agreement). Terms defined in the Agreement shall have the same meaning in this form.

Client	
Date	
Client Ref PO	
Title	Project Management / Consultancy Support
Statement of Work	To the provision Project Management / Consultancy as agreed in email and subsequent meetings or agreements.
Work Timetable	<p>From xxxxxxxxxxxx Until xxxxxxxxxxxx Notice 4 weeks' notice in writing by either party</p> <p>We have agreed weekly meeting Friday mornings to the purposes of co-ordination and updates, plus any add, amend or delete for the above tasks.</p>
Client Manager(s)	
Consultant	Tim Rogers
Budget Holder and/or Sponsor	
Fees	<p>£750/day or £100/hour as required</p> <p>Timesheets and invoices (plus expenses and receipts) will be provided monthly in arrears with payment due within 14 days.</p>
Additional contractual requirements	<p>To be provided by Client</p> <ul style="list-style-type: none"> • Access to WiFi, Desk, Telephone, PC etc • Access to meeting rooms • Access to parking • Indemnity against professional loss, damage, costs and expenses which Consultant may incur as a consequence of any act, omission, negligence or default in performance of the Services agreed with the Budget Holder and/or Sponsor

	<p>Required of Consultant</p> <ul style="list-style-type: none"> to sign Non-Disclosure Agreement or Confidentiality Agreement, as determined by the Client Manager to complete any relevant induction process, as determined by the Client Manager to comply with policies (including H&S, Security etc.) It is the Client Manager responsibility to make Contractor aware of relevant policies.
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<p>Signed by (Print Name)</p> <p>for and on behalf of the Client Authorised Signatory</p>	<p>Signed by (Print Name)</p> <p>Tim Rogers Adapt Consulting Company</p>
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To access our disclaimer and T&Cs please visit <http://www.adaptconsultingcompany.com/terms/>

We always welcome feedback. Good feedback helps us promote our product, constructive criticism helps us improve our product. Unless explicitly requested otherwise, by becoming a customer you consent to us mentioning you as a customer on the website and in promotional material.

Data Protection

During the period of the engagement the Client will be the “controller” and the Consultant will be the “processor” for any data that falls into the scope of the project. As such it will fall to the Client to define their requirements, in the absence of which the Consultant will act with appropriate due diligence with regard to commercial confidentiality and data-protection.

In the absence of a Processor Agreement the following should apply

PROCESSOR	Adapt Consulting Company
PROCESSOR CONTACT	Tim Rogers (Director)
CONTRACT SCOPE	<i>During the period of the engagement the Client will be the “controller” and the Consultant will be the “processor” for any data that falls into the scope of the project. As such it will fall to the Client to define their requirements, in the absence of which the Consultant will act with appropriate due diligence with regard to commercial confidentiality and data-protection.</i>
The Service	Consultancy /Project Services, as agreed in Statement of Works and/or Purchase Order and/or Correspondence.
The Data	Data as necessary for the execution of the contract for services (for example contact names of project participants)

The Purpose	For the execution of the contract for services
The Period	For the period of the Contract, plus an agreed period in relation to document retention policy of the client (or other statutory, contractual or legal requirement)
KEY TERMS	<ol style="list-style-type: none"> 1. The processor must only act on the written instructions of the controller (unless required by law to act without such instructions); 2. The processor must ensure that people processing the data are subject to a duty of confidence; 3. The processor must take appropriate measures to ensure the security of processing; 4. The processor must only engage a sub-processor with the prior consent of the data controller and a written contract; 5. The processor must assist the data controller in providing subject access and allowing data subjects to exercise their rights under the gdpr; 6. The processor must assist the data controller in meeting its gdpr obligations in relation to the security of processing, the notification of personal data breaches and data protection impact assessments; 7. The processor must delete or return all personal data to the controller as requested at the end of the contract; and 8. The processor must submit to audits and inspections, provide the controller with whatever information it needs to ensure that they are both meeting their obligations, and tell the controller immediately if it is asked to do something infringing the gdpr or other data protection law of the eu or a member state.
OTHER TERMS	<p><i>For the purposes of this engagement the Client may choose to provide the Consultant with a laptop, phone, secure-folder, cloud-drive or other combination of tools to ensure that Client data stays under the control of the Client with access controlled by the relevant people, policy, procedures and technology.</i></p> <p><i>This is recommended as a robust approach to commercial confidentiality and data-protection.</i></p> <p>Other terms agreed by both parties in writing</p>
SECURITY MEASURES	As agreed by both parties in writing
SUB -PROCESSORS	As agreed by both parties in writing
LIABILITIES	Controller to indemnify against professional loss, damage, costs and expenses which Consultant may incur as a consequence of any act, omission, negligence or default in performance of the Services agreed with the Budget Holder and/or Sponsor
WARRANTIES	As agreed by both parties in writing