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

PART B: Direct Award Order Form Template

CALL-OFF REFERENCE: K280022083

THE BUYER: Driver and Vehicle Standards Agency

BUYER ADDRESS The Ellipse

Padley Road

Swansea

SA18AN

SUPPLIER REFERENCE [Insert Supplier’s reference number]

THE SUPPLIER: British Telecommunications PLC

SUPPLIER ADDRESS: [Insert registered address (if registered)]

REGISTRATION NUMBER: [Insert registration number (if registered)]

DUNS NUMBER: [Insert if known]

SID4GOV ID: [Insert if known]

If an electronic purchasing system is used instead of signing as a hard-copy, text below must be copied into the electronic order form starting from ‘APPLICABLE FRAMEWORK CONTRACT’ and up to, but not including, the Signature block

It is essential that if you, as the Buyer, add to or amend any aspect of any Call-Off Schedule, then you must send the updated Schedule with the Order Form to the Supplier]

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 6th July 2023.

It’s issued under the Framework Contract with the reference number RM6261 for the provision of Mobile Voice and Data Services.

CALL-OFF LOT(S):

Lot1

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 and Interpretation) RM6261
3. Framework Special Terms
4. The following Schedules in equal order of precedence:

* Joint Schedules for RM6261
  + 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 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
* Call-Off Schedules for RM6261
  + Call-Off Schedule 1 (Transparency Reports)
  + Call-Off Schedule 3 (Continuous Improvement)
  + Call-Off Schedule 4 (Call off tender)
  + Call-Off schedule 5 (Pricing details)
  + Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
  + Call-Off Schedule 9 (Security)
  + [Call-Off Schedule 10 (Exit Management)
  + [Call-Off Schedule 14 (Service Levels)
  + [Call-Off Schedule 15 (Call-Off Contract Management)
  + [Call-Off Schedule 16 (Benchmarking)
  + [Call-Off Schedule 20 (Call-Off Specification)

1. CCS Core Terms (version 3.0.11)
2. Joint Schedule 5 (Corporate Social Responsibility) RM6261
3. 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:

]

[None]

CALL-OFF START DATE: 1 Dec 2023

CALL-OFF EXPIRY DATE: 30th Nov 2025

CALL-OFF INITIAL PERIOD: [2 Years, 0 Months]

CALL-OFF OPTIONAL EXTENSION PERIOD 2 periods of up to 12 months each.

MINIMUM PERIOD OF NOTICE FOR WITHOUT REASON TERMINATION

60 days

CALL-OFF DELIVERABLES

* Scale-able 25 TB Monthly data bundle with Penalty free data bundle changes (increase/decrease)
* UK and international airtime including roaming, calls, short message services (SMS) and data
* High level Management Information reporting including audit and health check services and audits of current spend and usage levels.
* 5g enabled connections
* Voice/SMS only tariff
* Data only tariff
* Voice and Data Tariff
* Admin Self Service Portal
* Itemised Usage Billing
* 30 Day rolling Connection period

DVSA would like (Optional)

* Esim capabilities
* Provision of free of charge ‘blank unconnected’ sim cards during contract duration
* Comprehensive Management Information reporting including audit and health check services including audits of current spend and usage levels, analysis of existing requirements and physical audit and contact services.

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £291,648.00.

The maximum value of the contract is £1,166,592.00 including the extensions.

CALL-OFF CHARGES

|  |  |  |  |
| --- | --- | --- | --- |
| **Service description** |  | **Quatity** |  |
| BT-L1-0362 Shared Data 20TB |  | 1 |  |
| BT-L1-0349 Shared Data 5TB |  | 1 |  |
| BT-L1-0003 Unlimited Minutes & Texts |  | 7216 |  |
| Data Only Connections |  | 284 |  |
| Performance Tracker Plus Report |  | 1 |  |
|  | **Total monthly cost** | |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Note** |  |  |  |  |  |  |  |  |  |
| 1. In order to provide the required 25TB monthly data allowance the pricing is based on combining the Shared Data 20TB and Shared Data 5TB together. | | | | | | | | | |
|
| 2. The number of connections requiring voice is based on the DVSA estate as of the 22nd June 2023 | | | | | | | | | |
| 3. The number of data only connections is based on the specified tender required for a total of 7500 connections (7216 voice + 284 Data) | | | | | | | | | |
|
| 4. All pricing quoted excludes VAT | | | | | | | | | |

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in Framework Schedule 3 (Framework Prices)]

The Charges will not be impacted by any change to the Framework Prices.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

BACs via PO

BUYER’S INVOICE ADDRESS:

BUYER’S AUTHORISED REPRESENTATIVE

BUYER’S ENVIRONMENTAL POLICY

N/A

SECURITY REQUIREMENTS

Acceptable use policy

Access Control Policy

Clear desk and screen policy v3.0

DfT DPO Governance policy v3.0

DVSA Meetings recordings policy

DVSA COPE SyOps

DVSA Data Protection Policy

DVSA Security clearance for 3rd parties policy v0.3

DVSA IAP001 – Tier 0 ISMS Policy v1.0

DVSA IAP004 – SoA for DVSA

DVSA IAP102 – Tier 1 Information Assurance Policy

DVSA IAP202 – Tier 2 IA Policy for ICT Services

DVSA IA - Information Management Policy

DVSA IAP204 – Tier 2 Information Management Policy

DVSA IAP205 - Information Security Policy

DVSA IAP304 – Tier 3 Backup policy

DVSA IAP308 – Tier 3 Counter Terrorist Policy

DVSA IAP309 – Tier 3 Decommissioning Policy

DVSA IAP310 – Tier 3 Encryption data at rest and data in transit policy

DVSA IAP311 – Tier 3 Forensic readiness policy

DVSA IAP312 – Tier 3 IA Org policy

DVSA IAP314 – Tier 3 information transfer policy

DVSA IAP316 – Tier 3 Legal and contractual compliance policy

DVSA IAP317 – Tier 3 content malware and perimeter protection policy

DVSA IAP318 – Tier 3 Network security policy

DVSA IAP319 – Tier 3 patch management policy

DVSA IAP321 – Tier 3 personal security policy

DVSA IAP322 - Tier 3 physical security policy

DVSA IAP324 – Tier 3 removable media policy

DVSA IAP327 – Tier 3 operations security policy

DVSA IAP328 – Tier 3 security systems acquisition and development policy

DVSA IAP329 – Tier 3 security review policy

DVSA IAP330 – Tier 3 supplier security policy

DVSA IAP331 – Tier 3 vulnerability assessment and management policy

DVSA IAP332 – Tier 3 administrator conduct policy

DVSA IAP334 – Tier 3 Test data policy

DVSA IAP335 – Tier 3 wifi policy

IMS Audit policy

Incident management policy

Information assurance support statements

Information risk policy

Password and PIN policy

Protective monitoring policy

SUPPLIER’S AUTHORISED REPRESENTATIVE

[Insert name]

[Insert role]

[Insert email address]

[Insert address]

SUPPLIER’S CONTRACT MANAGER

[Insert name]

[Insert role]

[Insert email address]

[Insert address]

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month]

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter]

KEY STAFF

N/A

KEY SUBCONTRACTOR(S)

N/A

COMMERCIALLY SENSITIVE INFORMATION

[Insert Not applicable or insert Supplier’s Commercially Sensitive Information]

SERVICE CREDITS

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels) (Service Levels for Lot 1).

The Service Credit Cap is in accordance with Call-Off Schedule 14 (Service Levels).

The Service Period is: one Month

A Critical Service Level Failure is: the unavailability of the mobile network

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)]

|  |  |  |  |
| --- | --- | --- | --- |
| For and on behalf of the Supplier: | | For and on behalf of the Buyer: | |
| Signature: |  | Signature: |  |
| Name: |  | Name: |  |
| Role: |  | Role: |  |
| Date: |  | Date: |  |

[Buyer guidance: execution by seal / deed where required by the Buyer].