

# Direct award Order Form Template

**CALL-OFF REFERENCE:** *Optional to the buyer*

**THE BUYER:** The Department for Environment, Food & Rural Affairs

**BUYER ADDRESS:** 2 Marsham Street, London, SW1P 4DF

**SUPPLIER REFERENCE** [REDACTED]

**THE SUPPLIER:** BT Group PLC

**SUPPLIER ADDRESS:** One Braham, Braham Street, LONDON, E1 8EE

**REGISTRATION NUMBER:** 01800000

**DUNS NUMBER:** **22 701 5716**

**SID4GOV ID:** **NA**

## APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 10/01/2021 It's issued under the Framework Contract with the reference number RM3808 for the provision of Network Services.

**CALL-OFF LOT(S):**  
Lot 1 – Data Access Services

## 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) RM3808
3. The following Schedules in equal order of precedence:

Joint Schedules for framework reference number RM3808

- 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 **RM3808-L1-BT0210\_Service Offer**
  - Call-Off Schedule 1 (Transparency Reports)
  - Call-Off Schedule 2 (Staff Transfer)
  - Call-Off Schedule 6 (ICT Services)
  - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
  - Call-Off Schedule 9 (Security)
  - Call-Off Schedule 11 (Installation Works)
  - Call-Off Schedule 12 (Clustering)
  - Call-Off Schedule 14 (Service Levels)
- 4. CCS Core Terms (version 3.0.5)
- 5. Joint Schedule 5 (Corporate Social Responsibility)

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**

Not applicable when the Call-Off Contract is awarded through a direct award procedure.

#### **CALL-OFF START DATE**

Is the date on which the final Party has signed the Contract

#### **CALL-OFF EXPIRY DATE**

Is the date on which the Initial Period of the Contract ends.

#### **CALL-OFF INITIAL PERIOD**

3 Months

#### **CALL-OFF OPTIONAL EXTENSION PERIOD**

3 Months

#### **MINIMUM PERIOD OF NOTICE FOR WITHOUT REASON TERMINATION**

Any applicable Minimum Period of Notice will be shown in the RM3808-L1-BT0210-A\_Price Card.

**CATALOGUE SERVICE OFFER REFERENCE:** RM3808-L1-BT0210-A\_Service Offer and RM3808-L1-BT0201-A\_Price Card

#### **CALL-OFF DELIVERABLES**

Direct Award Call-Off Order Form  
V1.0 12082019

The Buyer requires to understand what their current PSTN estate looks like; this includes concluding on the use case of each of their c. 5852 PSTN lines across c. 500 sites UK-wide. Also, there is a requirement to determine what lines are no longer in use and/or no longer needed. The latter selection on lines will then be ceased, releasing immediate savings.

To meet the above requirement, the Supplier will mobilise field engineers who will assess each individual line endpoint. 'Work Package 6' from the Supplier's Service Offer will be utilised.

The full list of sites can be found at Appendix 1.

The breakdown of estimated Supplier resource is as below:

Project Manager Days (est)	Project Manager Day Rate	Field Engineer Days (est)	Field Engineer Day Rate	Total Cost
1		1		

Any additional services required can be charged at rates outlined in the rate card under 'Call-off Charges'.

The Supplier shall fulfil their obligations regarding the Buyer's Environmental Policies as listed in 'Buyer's Environmental Policy' and, where possible, use local engineers to carry out Audit Services as required by this Call-off Contract.

A full description of the Supplier's obligations under the call-off contract can be found in the draft Statement of Works at Appendix 2. The SoW shall be finalised between both parties prior to service commencement.

## **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 £247,426.72

## **CALL-OFF CHARGES**

The day rates applicable to this call-off contract are set out below:

BT Service Order Reference Number	Resource name	Day Rate
BT-IPT-M1W6-FE1	IPT Senior Field Engineer	
BT-IPT-M1W6-PMPM10	IPT Senior Project Manager	
BT-IPT-M1W6-PMPM12	IPT Project Manager	
BT-IPT-M1W6-JC	IPT Job Controller	

As per the table under 'Call-off Deliverables', it is anticipated that the Buyer will require [REDACTED] x 'IPT Project Manager' & [REDACTED] days 'Senior Field Engineer'. These resource days are indicative and are therefore subject to fluctuation up and down. Should it be required, the Buyer can spend an additional 15% ([REDACTED]) under this call-off contract.

**Total call-off contract charges:** £247,426.72

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4 and 5 in Framework Schedule 3 (Framework Prices).

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

#### **REIMBURSABLE EXPENSES**

Not recoverable

#### **PAYMENT METHOD**

BACS

The supplier shall invoice monthly in arrears.

#### **BUYER'S INVOICE ADDRESS:**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

#### **BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

## **BUYER'S ENVIRONMENTAL POLICY**

[Defra group sustainable information technology \(IT\) strategy - GOV.UK](#)

([www.gov.uk](http://www.gov.uk)) and Environmental policy (sustainable ICT Policy) in Appendix 3.

## **ADDITIONAL INSURANCES**

Not applicable when the Call-Off Contract is awarded through a direct award procedure.

## **GUARANTEE**

Not applicable when the Call-Off Contract is awarded through a direct award procedure.

## **SOCIAL VALUE COMMITMENT**

The Supplier and its Subcontractors shall ensure that the provision of the Services does not detract from and, where possible contributes to the Buyer's efforts to achieve and comply with [Defra group sustainable information technology \(IT\) strategy - GOV.UK \(\[www.gov.uk\]\(http://www.gov.uk\)\)](#) and the Buyer's Environment Policy (sustainable ICT Policy) in Appendix 3 which the supplier shall report on.

## **STAFF TRANSFER**

Not Applicable.

## **QUALITY PLAN**

Not applicable when the Call-Off Contract is awarded through a direct award procedure.

## **MAINTENANCE OF ICT ENVIRONMENT**

Not applicable when the Call-Off Contract is awarded through a direct award procedure.

## **BUSINESS CONTINUITY AND DISASTER RECOVERY**

See BT Business Continuity & Disaster Recovery Plan attached.



BCM Information for  
BT Customers V11.pd

## **SECURITY REQUIREMENTS**

See BT Security Management Plan attached



RM3808 Security  
Management Plan v2.

## **BUYER'S SECURITY POLICY**

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See BT Security Management Plan

## **INFORMATION SECURITY MANAGEMENT SYSTEM (ISMS)**

See BT Security Management Plan

## **CLUSTERING**

Not Applicable

## **SERVICE LEVELS AND SERVICE CREDITS**

Where applicable, this will be shown in the BT Service Offer, section 4 of: RM3808-L1-BT0210-A\_Service offer.

## **SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## **SUPPLIER'S CONTRACT MANAGER**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## **PROGRESS REPORT FREQUENCY**

The Supplier shall report on progress monthly – the report shall detail the number of sites audited and project days used. The supplier shall invoice monthly in arrears based on the report.

## **PROGRESS MEETING FREQUENCY**

Both Parties shall meet weekly to discuss Project progress.

## **OPERATIONAL BOARD**

Not applicable when the Call-Off Contract is awarded through a direct award procedure.

## **KEY STAFF**

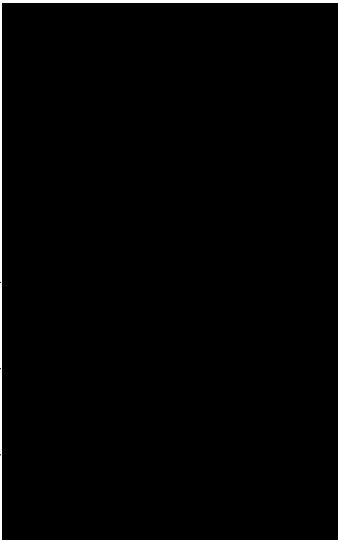
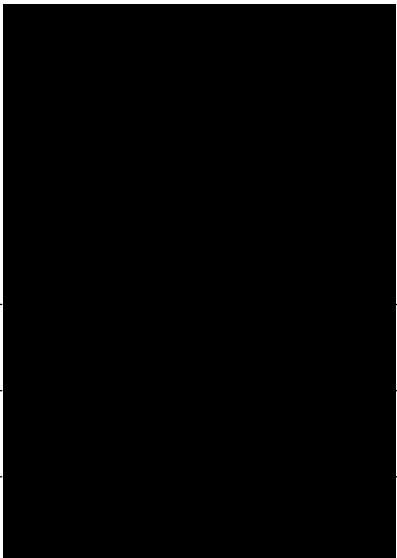
Not Applicable

**KEY SUBCONTRACTOR(S)**

Not Applicable

**COMMERCIALLY SENSITIVE INFORMATION**

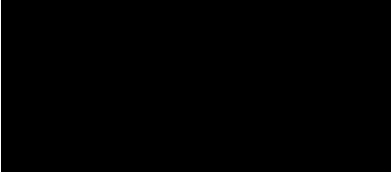
Not Applicable.

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

## Appendix 1 – Sites



## Appendix 2 – SoW



### Appendix 3 – Sustainable ICT Policy



Sustainability policy  
ICT revised.docx