



**RM6100 Technology Services 3 Agreement  
Framework Schedule 4 - Annex 1  
Lots 2, 3 and 5 Order Form**

## **Order Form**

This Order Form is issued in accordance with the provisions of the Technology Services 3 Framework Agreement RM6100 dated 25/08/2022 between the Supplier (as defined below) and the Minister for the Cabinet Office (the "**Framework Agreement**") and should be used by Buyers after making a direct award or conducting a further competition under the Framework Agreement.

The Contract, referred to throughout this Order Form, means the contract between the Supplier and the Buyer (as defined below) (entered into pursuant to the terms of the Framework Agreement) consisting of this Order Form and the Call Off Terms. The Call-Off Terms are substantially the terms set out in Annex 2 to Schedule 4 to the Framework Agreement and copies of which are available from the Crown Commercial Service website <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm1234>. The agreed Call-Off Terms for the Contract being set out as the Annex 1 to this Order Form.

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

In this Order Form, capitalised expressions shall have the meanings set out in Schedule 1 (Definitions) of the Call-Off Terms

This Order Form shall comprise:

1. This document headed "Order Form"; Section A, Section B, Section C and Section D.
2. Attachment 1 – Key Supplier Personnel and Key Sub-Contractors; Attachment 2 – Software.

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

- .1.1 the Framework, except Framework Schedule 18 (Tender);
- .1.2 the Order Form;
- .1.3 the Call Off Terms; and
- .1.4 Framework Schedule 18 (Tender).



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## Section A General information

### Contract Details

|                                                                                                            |                                                       |
|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <b>Contract Reference:</b>                                                                                 | <a href="#">Click here to enter text.</a>             |
| <b>Contract Title:</b>                                                                                     | Support and Maintenance for Rocket Perpetual Licences |
| <b>Contract Description:</b>                                                                               | As above                                              |
| <b>Contract Anticipated Potential Value:</b> this should set out the total potential value of the Contract | £252,200.34                                           |
| <b>Estimated Year 1 Charges:</b>                                                                           | £252,200.34                                           |
| <b>Commencement Date:</b> this should be the date of the last signature on Section E of this Order Form    | 01/09/2022                                            |

### Buyer details

#### Buyer organisation name

DWP

#### Billing address

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

DWP



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2 St Peters Square  
Manchester  
M2 3AA

**Buyer representative name**

The name of your point of contact for this Order

**Redacted: FOI Section 40 Personal Information**

**Buyer representative contact details**

Email and telephone contact details for the Buyer's representative. This must include an email for the purpose of Clause 50.6 of the Contract.

**Redacted: FOI Section 40 Personal Information**

**Buyer Project Reference**

Please provide the customer project reference number.

[Click here to enter text.](#)

**Supplier details**

**Supplier name**

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

Insight Direct (UK) Ltd

**Supplier address**

Supplier's registered address

Insight Direct (UK) Ltd

4th floor The Charter Building



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Charter Place  
Uxbridge  
UB8 1JG

**Supplier representative name**

The name of the Supplier point of contact for this Order

**Redacted: FOI Section 40 Personal Information**

**Supplier representative contact details**

Email and telephone contact details of the supplier's representative. This must include an email for the purpose of Clause 50.6 of the Contract.

**Redacted: FOI Section 40 Personal Information**

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

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

[Click here to enter text.](#)

## Section B

### Part A – Framework Lot

**Framework Lot under which this Order is being placed**

*Tick one box below as applicable (unless a cross-Lot Further Competition or Direct Award, which case, tick Lot 1 also where the buyer is procuring technology strategy & Services Design in addition to Lots 2, 3 and/or 5. Where Lot 1 is also selected then this Order Form and corresponding Call-Off Terms shall apply and the Buyer is not required to complete the Lot 1 Order Form.*



- |                                          |                                     |
|------------------------------------------|-------------------------------------|
| 1. TECHNOLOGY STRATEGY & SERVICES DESIGN | <input type="checkbox"/>            |
| 2. TRANSITION & TRANSFORMATION           | <input type="checkbox"/>            |
| 3. OPERATIONAL SERVICES                  |                                     |
| a: End User Services                     | <input type="checkbox"/>            |
| b: Operational Management                | <input type="checkbox"/>            |
| c: Technical Management                  | <input type="checkbox"/>            |
| d: Application and Data Management       | <input checked="" type="checkbox"/> |
| 5. SERVICE INTEGRATION AND MANAGEMENT    | <input type="checkbox"/>            |

## Part B – The Services Requirement

### Commencement Date

See above in Section A

### Contract Period

*Guidance Note – this should be a period which does not exceed the maximum durations specified per Lot below:*

| Lot | Maximum Term (including Initial Term and Extension Period) – Months (Years) |
|-----|-----------------------------------------------------------------------------|
| 2   | 36 (3)                                                                      |
| 3   | 60 (5)                                                                      |
| 5   | 60 (5)                                                                      |



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**Initial Term** Months

12

**Extension Period (Optional)** Months

**Minimum Notice Period for exercise of Termination Without Cause** 90

(Calendar days) *Insert right (see Clause 35.1.9 of the Call-Off Terms)*

### Additional Standards

*Guidance Note: see Clause 13 (Standards) and the definition of Standards in Schedule 1 of the Contract. Schedule 1 (Definitions). Specify any particular standards that should apply to the Contract over and above the Standards.*

Not applicable

### Goods

*Guidance Note: list any Goods and their prices.*

**Redacted: FOI Section 40 Personal  
Information**

## Section C Supplier Response



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### Commercially Sensitive information

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

Redacted: FO1 section 43 commercial interest

## Section D Contract Award

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

### SIGNATURES

#### For and on behalf of the Supplier

|                |                                               |
|----------------|-----------------------------------------------|
| Name           | Redacted: FOI Section 40 Personal Information |
| Job role/title | Redacted: FOI Section 40 Personal Information |



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|           |                                               |
|-----------|-----------------------------------------------|
| Signature | Redacted: FOI Section 40 Personal Information |
| Date      | Redacted: FOI Section 40 Personal Information |

**For and on behalf of the Buyer**

|                |                                               |
|----------------|-----------------------------------------------|
| Name           | Redacted: FOI Section 40 Personal Information |
| Job role/title | Redacted: FOI Section 40 Personal Information |
| Signature      | Redacted: FOI Section 40 Personal Information |
| Date           | Redacted: FOI Section 40 Personal Information |



## Attachment 1 – Key Supplier Personnel and Key Sub-Contractors

- .1.5 The Parties agree that they will update this Attachment 5 periodically to record any changes to Key Supplier Personnel and/or any Key Sub-Contractors appointed by the Supplier after the Commencement Date for the purposes of the delivery of the Services.

### Part A – Key Supplier Personnel

*[Guidance Note: Insert details of Key Supplier Personnel, their Key Role(s) and Duration in the below table or delete the table in its entirety and insert Not Applicable if there is no Key Supplier Personnel]*

| Key Supplier Personnel | Key Role(s) | Duration                                                 |
|------------------------|-------------|----------------------------------------------------------|
|                        |             | <i>[Contract Period or insert alternative timescale]</i> |
|                        |             | <i>[Contract Period or insert alternative timescale]</i> |
|                        |             | <i>[Contract Period or insert alternative timescale]</i> |

### Part B – Key Sub-Contractors

*[Guidance Note: Insert details of Key Sub-Contractors and any additional information required in the below table or delete the table in its entirety and insert Not Applicable if there are no Key Sub-Contractors. This table should be based on the Key Sub-Contractors set out in Schedule 7 of the Framework]*

| Key Sub-contractor name and address (if not the same as the registered office) | Registered office and company number | Related product/Service description | Key Sub-contract price expressed as a percentage of total projected Charges over the Contract Period | Key role in delivery of the Services |
|--------------------------------------------------------------------------------|--------------------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------|--------------------------------------|
|                                                                                |                                      |                                     |                                                                                                      |                                      |
|                                                                                |                                      |                                     |                                                                                                      |                                      |
|                                                                                |                                      |                                     |                                                                                                      |                                      |
|                                                                                |                                      |                                     |                                                                                                      |                                      |
|                                                                                |                                      |                                     |                                                                                                      |                                      |
|                                                                                |                                      |                                     |                                                                                                      |                                      |

## Attachment 2 – Software

- .1.1 The Software below is licensed to the Buyer in accordance with Clauses 20 (*Intellectual Property Rights*) and 21 (*Licences Granted by the Supplier*).
- .1.2 The Parties agree that they will update this Attachment 6 periodically to record any Supplier Software or Third Party Software subsequently licensed by the Supplier or third parties for the purposes of the delivery of the Services.

### Part A – Supplier Software

The Supplier Software includes the following items:

| Software | Supplier (if an Affiliate of the Supplier) | Purpose | Number of Licences | Restrictions | Number of Copies | Type (COTS or Non-COTS) | Term/ Expiry |
|----------|--------------------------------------------|---------|--------------------|--------------|------------------|-------------------------|--------------|
|          |                                            |         |                    |              |                  |                         |              |
|          |                                            |         |                    |              |                  |                         |              |
|          |                                            |         |                    |              |                  |                         |              |
|          |                                            |         |                    |              |                  |                         |              |

### Part B – Third Party Software

The Third Party Software shall include the following items:

| Third Party Software | Supplier | Purpose | Number of Licences | Restrictions | Number of Copies | Type (COTS or Non-COTS) | Term/ Expiry |
|----------------------|----------|---------|--------------------|--------------|------------------|-------------------------|--------------|
|                      |          |         |                    |              |                  |                         |              |

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