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**Network Services Agreement RM1045
Framework Schedule 4 (Template Order Form and Template Call Off Terms)
Part 1a**

Direct Award Order Form

In this Order Form, capitalised expressions shall have the meanings set out in Call Off Schedule 1 (Definitions) or the relevant Call Off Schedule in which that capitalised expression appears.

The Supplier shall supply the Services specified in this Order Form to the customer on and subject to the terms of this Order Form and the Call Off Terms (together referred to as "the Call Off Contract") for the duration of the Call Off Period.

This form should be used by customers to Direct Award a Call Off Contract under the Network Services Agreement.

When to Direct Award

A Direct Award can be made when both of the following apply:

- The Customers Services Requirements can be met by a Service Offer available in the technology Catalogue on the Government eMarketplace or through a Supplier's portal or media. <https://buyers.procserviceonline.com/otis/login.html?marketplace=gem>
- The Customer does not wish to amend any of the Call Off Terms, other than those allowed within this Order Form (see section B)

If a Customer needs to amend the Call Off Terms, other than those allowed within this Order Form, they must use the General Further Competition Procedure <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm1045>

The Direct Award Procedure

Detailed guidance on the Direct Award Procedure can be found on the Crown Commercial Service (CCS) website <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm1045>

The Customer shall identify the Service Offer required from the technology Catalogue and confirm their details and Services Requirements by completing sections A, B, C and D of the Order Form:

- the Direct Award Criteria can be found on the CCS portal
- clarifications with Suppliers can be undertaken as necessary to confirm what is provided under the Service Offer.

The Call-Off Terms, referred to throughout this document, are available from the CCS website <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm1045>

The Customer sends the completed, signed Order Form to the chosen Supplier, forming a legally binding agreement on the date of dispatch.

By signing and returning the Order Form to the Supplier the Customer is accepting the offer made by the Supplier on the catalogue.

The Supplier will acknowledge receipt of the Order Form.



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The Call Off Contract Period will commence from the date of the Customer signature in section D of this form.

Section A General information

This Order Form is issued in accordance with the provisions of the Network Services Framework Agreement RM1045.

The Supplier shall supply the Services specified in this Order Form to the customer on and subject to the terms of this Order Form and the Call Off Terms (together referred to as "the Call Off Contract") for the duration of the Call Off Period.

The Call Off Terms that will apply to the Call Off Contract are as specified in the template Call Off Terms (framework schedule 4, part 2).

Order date

31/03/2016

Service Offer reference

The item number/s for the Catalogue item/s to be ordered (called Supplier item ID in the technology Catalogue) this can be confirmed by the Supplier if required.

RM1045-L1-BT0013

Description of Services required

Please provide a description of Services required to enable to Supplier to ensure that the requirement is fully provided by the Service Offer selected. Please provide details of quantity required where this is relevant.

To be billed to BT OneBill [REDACTED]

1 x BT-L1-1617: BT Internet Connect 1Gig Local Access – 500Mbps with router

Customer details

Customer/organisation name

Ministry of Justice

Billing address

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

SSCL Shared Services (formally Ministry of Justice, C/O Liberata UK), PO Box 376, Caerleon House, Cleppa Park, Newport, NP20 9FN

Customer contact

The name of your point of contact for this requirement

Customer contact details

Room 10.02, 102 Petty France, London SW1H 9AJ Tel: [REDACTED] Email:

Supplier details

Supplier name



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BRITISH TELECOMMUNICATIONS PLC

Supplier address

81, NEWGATE STREET, LONDON, EC1A 7AJ

Section B

Direct Award information

Call Off Commencement Date

The Call Off contract commencement date is the date on which the Call Off Contract is formed.

31/03/2016

Call Off Initial Period

Any period in months, up to the maximum Call Off initial period of 36 months

36

Call Off Extension Period

The maximum Call Off extension period is 24 months

Not Applicable

Last price paid

Please provide the expenditure in the last full financial year by your organisation on like-for-like Services. Please provide any relevant details to explain the figure.

Not Applicable

Implementation Plan required?

A draft Implementation plan will form part of the Service Offer, if you require the Supplier to provide a plan based on this draft, please tick. See clause 6 of the Call Off terms

Yes No

Testing required?

Testing may be included in Service Offer, please indicate if you require the Services as described. Tick as required. See clause 9 of the Call Off terms.

Yes No

Service Maintenance Level (SML) required

The Supplier's Service Offer will have a default Service Maintenance Level, options for other SMLs may be available and will be described in the Service Offer. Where options are provided, please indicate the required level. See clause 10 of the Call Off Terms and Call Off schedule 6 of the Call Off terms.

Refer to SSO service description

Charges

These will be derived from the price card attached to the Service Offer.

£13,920.00 annual recurring charges. Total contract value over 36 months is £41,760.

Scots Law required?

Tick as required.

See Call Off schedule 13, clause 2.1.1

Yes No

Northern Ireland Law required?

Tick as required.

See Call Off schedule 13, clause 2.1.2

Yes No

Non-Crown Body?

Tick as required.

See Call Off schedule 13, clause 2.1.3

Yes No

Non FOIA Public Body?

Tick as required.

See Call Off schedule 13, clause 2.1.4

Yes No



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Section C Location details/requirements

Please provide details of all the locations where the Supplier will be required to deliver the Services requested.

Please clearly indicate where any Site is an indirect customer.

For each Site to be covered by this Order Form, please provide the full postal address, including postcode. If a postcode is not available please provide an appropriate reference such as a National Grid reference, which can be found using an internet search such as [Grid Reference Finder](#).

The required date of delivery of the Services must be in accordance with the Outline Implementation Plan described in the Service Offer.

Site 1
102 Petty France, Westminster, London, SW1H 9AJ

Required service commencement date:
TBA



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Section D
Direct Award Call Off Contract award

This Call-Off Contract is awarded in accordance with the provisions of the Network Services Framework Agreement RM1045.

The Supplier shall supply the Services specified in this Order Form to the Customer on and subject to the terms of this Order Form and the Call Off Terms (together referred to as "the Call Off Contract") for the duration of the Call Off Contract Period.

Order reference number

BTNTSV00013

Supplier representative/contact name

The name of the Supplier point of contact for this requirement

Supplier's representative/contact details

The contact details of the Supplier's representative)

Tel:

SIGNATURES

For and on behalf of the Supplier

Name	[REDACTED]
Job role/title	SENIOR ACCOUNT MANAGER
Signature	
Date	8th APRIL 2016

For and on behalf of the Customer

Name	[REDACTED]
Job role/title	COMMERCIAL MANAGER
Signature	
Date	13.04.16