



Crown  
Commercial  
Service

**Technology Products 2 Agreement RM3733  
Framework Schedule 4 - Annex 1**

## **Order Form**

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

The Supplier shall supply the Goods and/or Services specified in this Order Form to the Customer on and subject to the terms of the Call Off Contract for the duration of the Call Off Period.

This Order Form should be used by Customers post running a Further Competition Procedure under the Technology Products 2 Framework Agreement ref. RM3733.

The Call Off Terms, referred to throughout this document, are available from the Crown Commercial Service website at <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm3733>



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## Section A General information

This Order Form is issued in accordance with the provisions of the Technology Products 2 Framework Agreement RM3733.

### Customer details

#### Customer organisation name

Crown Prosecution Service

#### Billing address

102 Petty France, London, SW1H 9EA

#### Customer representative name

[REDACTED] Senior Procurement Manager

#### Customer representative contact details

Email: [REDACTED] [@cps.gov.uk](mailto:[REDACTED]@cps.gov.uk)

Tel: [REDACTED]

### Supplier details

#### Supplier name

Trustmarque Solutions Limited

#### Supplier address

30 Berners Street, London, W1T 3LR

#### Supplier representative name

[REDACTED]

#### Supplier representative contact details

Email: [REDACTED]

Tel: [REDACTED]

#### Order reference number

[Click here to enter text.](#)



## Section B

### Overview of the requirement

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

Tick one box below as applicable

- |   |                                     |
|---|-------------------------------------|
| 1. HARDWARE                                       | <input type="checkbox"/>            |
| 2. SOFTWARE                                       | <input checked="" type="checkbox"/> |
| 3. COMBINED SOFTWARE AND HARDWARE REQUIREMENTS    | <input type="checkbox"/>            |
| 4. INFORMATION ASSURED PRODUCTS                   | <input type="checkbox"/>            |
| 5. VOLUME HARDWARE REQUIREMENTS (DIRECT FROM OEM) | <input type="checkbox"/>            |

#### Customer project reference

PR 69 2019

#### Call Off Commencement Date

01/10/2019

#### Call Off Contract Period (Term)

36 months

#### Call Off Initial Period Months

36 months

#### Call Off Extension Period (Optional) Months

NOT USED

#### Specific Standards or compliance requirements

##### Licensing

[REDACTED]

[REDACTED]

[REDACTED]



[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

#### Support

[Redacted text block]

[Redacted text block]

[Redacted text block]



## Section C

### Customer Core Goods and/or Services Requirements

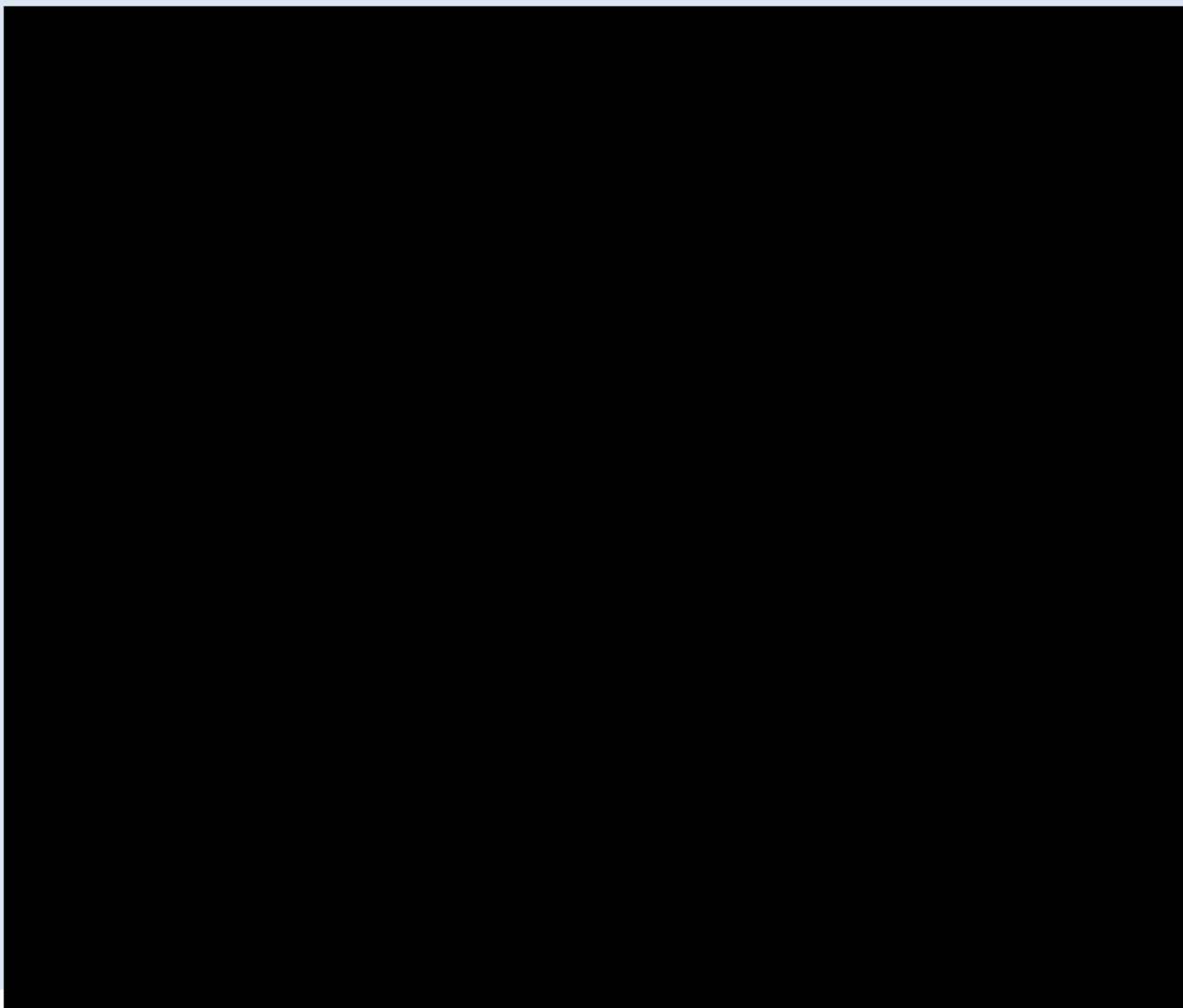
Please provide details of all Goods and/or Services required (including any items which are considered business critical) including the locations where the supplier will be required to deliver the service/s Ordered.

#### Goods and/or Services

The goods and services to be provided within the Contract are outlined in Appendix B (specification of goods or services under the relevant lot) and Appendix C (further competition questionnaire).

In addition to this, any documents submitted by the Supplier shall set out additional goods and services that will be provided to the Customer through this Contract.

A summary of goods to be provided is as follows:





Any additional licences or services required during the term of the Contract will be purchased in accordance with the terms set out within the Invitation to Tender and its associated Appendices, and the Supplier's Tender submission.

#### Warranty Period, if applicable

In line with Microsoft warranty and all warranties as specified within Annex 2 of the Call Off Terms.

#### Location/Site(s) for Delivery

Crown Prosecution Service, 102 Petty France, London, SW1H 9EA

The Customer operates a number of additional sites throughout England and Wales. The Supplier may be required to dispatch or attend any number of sites, details of which will be provided as and when required.

#### Dates for Delivery of the Goods and/or the Services

1<sup>st</sup> October 2019

#### Software

##### Supplier Software

N/A

##### Third Party Software

Microsoft products as listed within Appendix C of the Further Competition Invitation to Tender

##### Maintenance Agreement

In line with M365, Microsoft Dynamics, and any other associated Microsoft agreements.

#### Additional Clauses (see Annex 3 of Framework Schedule 4) Tick as required

##### Alternative Clauses

Scots Law  
Or

☐

Northern Ireland Law

☐

##### Additional Clauses

A: Termed Delivery – Goods

☒

B: Complex Delivery – Solutions  
(includes Termed Delivery – Goods)

☐

##### Optional Clauses

Tick any applicable boxes below

C: Due Diligence

☐

D: Call Off Guarantee

☐



Non-Crown Bodies	<input type="checkbox"/>	E: NHS Coding Requirements	<input type="checkbox"/>
Non-FOIA Public Bodies	<input type="checkbox"/>	F: Continuous Improvement & Benchmarking	<input type="checkbox"/>
		G: Customer Premises	<input type="checkbox"/>
		H: Customer Property	<input type="checkbox"/>
		I: MOD Additional Clauses	<input type="checkbox"/>

**Items licensed by the Customer to the Supplier (including any Customer Software, Customer Background IPR and Customer Data)**

N/A

**Call Off Contract Charges payable by the Customer to the Supplier (including any applicable Milestone Payments and/or discount(s), but excluding VAT) and payment terms/profile including method of payment (e.g. Government Procurement Card (GPC) or BACS)**

Payment shall be made annually in advance, with any additional payments made in accordance with details set out within the Further Competition Invitation to Tender.

Invoices must be submitted via the Customer's e-procurement and e-pay system; the CPS Enterprise Resource Planning system. The Customer will provide guidance for the registration and use of the purchase to pay system. The Customer will sponsor the Supplier to use this system and no costs will be incurred by the Supplier.

Following the award of the Contract an e-purchase order will be issued via the purchase to pay system to the Supplier; this order will be raised in accordance with the value of the Charges set out within table 1.1 of Section D of this Order Form. This will be received by the Supplier as an attachment to an email and/or also directly into the Supplier portal. The Supplier is required to submit requests for payment via the purchase to pay system as an e-invoice.

All invoices must include:

- A valid Purchase Order reference as provided by the Customer
- A full breakdown of licences being provided, including:
  - licence name/product name
  - product code/SKU/serial number
  - unit price per month (excluding VAT)
  - quantity of units provided
  - licence start date and termination/expiry date
  - total price (excluding VAT)

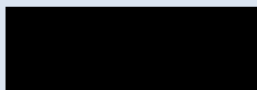
Payment and invoicing arrangement for any future support provided will be done in accordance with the Further Competition Invitation to Tender, and agreed by the Parties at the time of ordering.

**Is a Financed Purchase Agreement being used?** ☐



N/A

Estimated Year 1 Call Off Contract Charges (£)



## Section D

### Supplier response

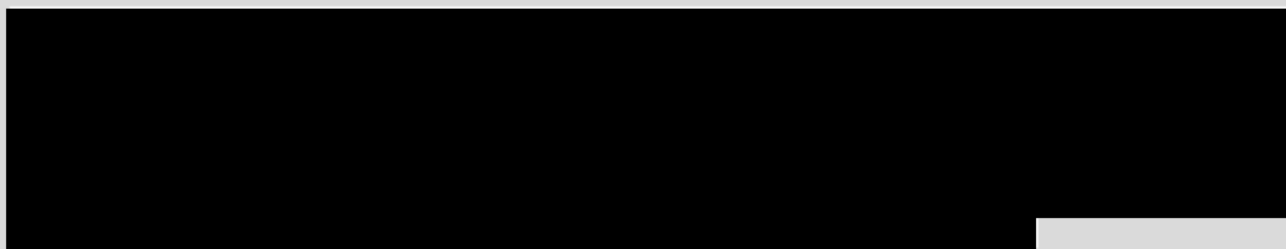
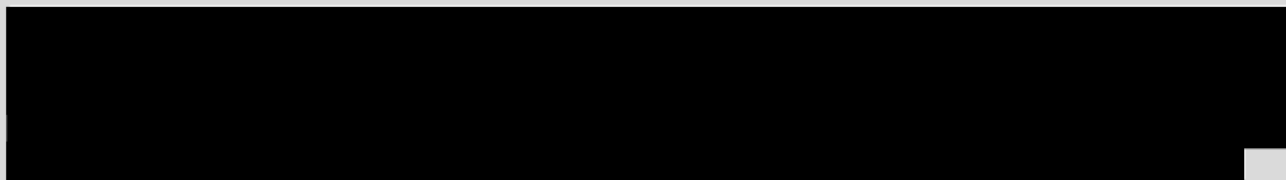
#### Commercially Sensitive information

Not applicable

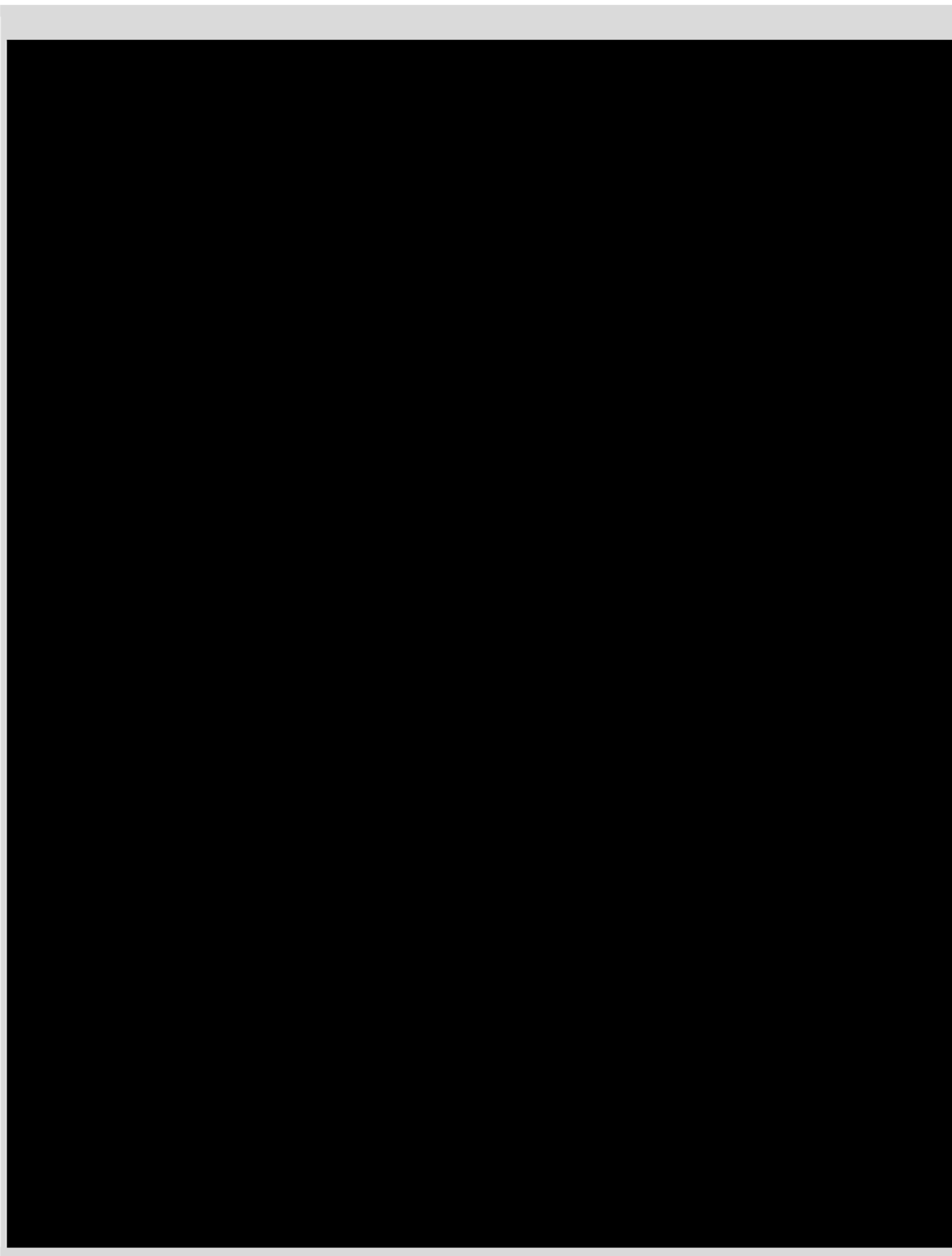
#### Summary

The Supplier's full offering to the Customer can be found within Annex 1 of this Order Form (Call-Off Contract charges) and Annex 2 of this Order Form (Supplier response to Tender questionnaire).

#### Contract value/charges









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## Section E

### Call Off Contract award

This Call Off Contract is awarded in accordance with the provisions of the Technology Products 2 Framework Agreement RM3733.

The Supplier shall supply the Goods and/or 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.

#### SIGNATURES

##### For and on behalf of the Supplier

Name	[REDACTED]
Job role/title	Commercial Director
Signature	[REDACTED]
Date	5 <sup>th</sup> September 2019

##### For and on behalf of the Customer

Name	[REDACTED]
Job role/title	Director of Digital, Commercial & Estates
Signature	[REDACTED]
Date	24 September 2019