

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

Order Form

CALL-OFF REFERENCE:	Project_26967 laptop Devices 2024 Tranche 1
THE BUYER:	Department for Work and Pensions
BUYER ADDRESS	Caxton House, Tothill Street, Westminster, London SW1 9HA
THE SUPPLIER:	CDW Limited
SUPPLIER ADDRESS:	One New Change, London, EC4M 9AF
REGISTRATION NUMBER:	02465350
DUNS NUMBER:	504971730
SID4GOV ID:	Not used

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 25/11/2024. It's issued under the Framework Contract with the reference number RM6098 for the provision of Technology Products & Associated Service 2.

CALL-OFF LOT(S):
Lot 2

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) RM6098
3. Framework Special Terms
4. The following Schedules in equal order of precedence:

- Joint Schedules for RM6098
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 11 (Processing Data)
- Call-Off Schedules for RM6098
 - [Call-Off Schedule 1 (Transparency Reports)]
 - [Call-Off Schedule 4 (Tender)]
 - [Call-Off Schedule 5 (Pricing Details)]
 - [Call-Off Schedule 20 (Call-Off Specification)]

5. CCS Core Terms (version 3.0.11) as amended by the Framework Award Form
6. Joint Schedule 5 (Corporate Social Responsibility) RM6098

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: **29/11/2024**

CALL-OFF EXPIRY DATE: **28/03/2025**

CALL-OFF INITIAL PERIOD: 3 months

CALL-OFF DELIVERABLES

Redacted Table

See all details in Call-Off Schedule 20 (Call-Off Specification)

LOCATION FOR DELIVERY

Delivery will be to UK address specified by the Buyer at point of order.

Title to Goods is transferred to the Buyer on payment to the Supplier in full.

DATES FOR DELIVERY

Delivery date details to be confirmed once an order has been placed. Order to be delivered within the expected 6-week period.

Framework Ref: RM6098

Project Version: v2.0

Model Version: v3.8

TESTING OF DELIVERABLES

None

WARRANTY PERIOD

The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be 12 (twelve) months manufacturer warranty as standard.

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 is Redacted

CALL-OFF CHARGES

See details in Call-Off Schedule 5 (Pricing Details)]

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Payment method BACS

BUYER'S INVOICE ADDRESS:

Department for Work and Pensions

APinvoices-DWP-U@sscl.gse.gov.uk

Redacted

BUYER'S AUTHORISED REPRESENTATIVE

Redacted

BUYER'S ENVIRONMENTAL POLICY

Not Applicable

BUYER'S SECURITY POLICY

DWP Information Security Policy version 1

DWP Acceptable Use Policy version 2.5

DWP Physical Security Policy version 2.0 DWP Information Management Policy version 4.1

Available at:

<https://www.gov.uk/government/publications/dwp-procurement-security-policies-and-standards>
<https://www.gov.uk/government/publications/dwp-procurement-security-policies-and-standards>

SUPPLIER'S AUTHORISED REPRESENTATIVE

Redacted

SUPPLIER'S CONTRACT MANAGER

Redacted

PROGRESS REPORT FREQUENCY

To be confirmed

PROGRESS MEETING FREQUENCY

To be confirmed

KEY STAFF

Redacted

KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Product unit price for the duration of this contract

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

In partnership with Manchester City of Trees, CDW commit to plant 300 trees in relation to this contract, this needs to be completed within a 12 month period from Contract Award.

CDW will support the activities of the British Beekeepers Association who undertake initiatives to protect and improve the environment through funding academic research to support health and welfare of pollinators and bees. The association operates an educational centre for schools and communities teaching people about the important role that honeybees play in the environment in both urban and rural areas.

CDW will support by donating £500 for every £1,000,000 of contracted spend.

CDW will collaborate with DWP to define processes that will identify potential cohorts of community members, build a promotion campaign to raise awareness, and select a cohort of 50 learners, per £1,000,000 spend, to benefit from a 12-month blended learning programme, delivered by Change Adopt, a specialist skills and adoption agency.

For and on behalf of the Supplier:

For and on behalf of the Buyer:

Redacted

Redacted

Date: 05/12/2024

Date: Dec 6, 2024

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

Joint Schedule 2 (Variation Form)

This form is to be used in order to change a contract in accordance with Clause 24 (Changing the Contract)

Contract Details	
This variation is between:	[delete] as applicable: CCS / Buyer] ("CCS" "the Buyer") And [insert] name of Supplier] ("the Supplier")
Contract name:	[insert] name of contract to be changed] ("the Contract")
Contract reference number:	[insert] contract reference number]
Details of Proposed Variation	
Variation initiated by:	[delete] as applicable: CCS/Buyer/Supplier]
Variation number:	[insert] variation number]
Date variation is raised:	[insert] date]

Proposed variation		
Reason for the variation:	[insert reason]	
An Impact Assessment shall be provided within:	[insert number] days	
Impact of Variation		
Likely impact of the proposed variation:	[Supplier to insert assessment of impact]	
Outcome of Variation		
Contract variation:	This Contract detailed above is varied as follows: <ul style="list-style-type: none"> • [CCS/Buyer to insert original Clauses or Paragraphs to be varied and the changed clause] 	
Financial variation:	Original Contract Value:	£ [insert amount]
	Additional cost due to variation:	£ [insert amount]
	New Contract value:	£ [insert amount]

1. This Variation must be agreed and signed by both Parties to the Contract and shall only be effective from the date it is signed by [delete] as applicable: CCS / Buyer]
2. Words and expressions in this Variation shall have the meanings given to them in the Contract.
3. The Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

Signed by an authorised signatory for and on behalf of the Buyer

Signature

Date

Name (in Capitals)

Address

Signed by an authorised signatory to sign for and on behalf of the Supplier

Signature

Date

Name (in Capitals)

Address

Joint Schedule 3 (Insurance Requirements)

1. The insurance you need to have

The Supplier shall take out and maintain, or procure the taking out and maintenance of the insurances as set out in the Annex to this Schedule, any additional insurances required under a Call-Off Contract (specified in the applicable Order Form) ("Additional Insurances") and any other insurances as may be required by applicable Law (together the "Insurances"). The Supplier shall ensure that each of the Insurances is effective no later than:

- 1.1.1 the Framework Start Date in respect of those Insurances set out in the Annex to this Schedule and those required by applicable Law; and
- 1.1.2 the Call-Off Contract Effective Date in respect of the Additional Insurances.

The Insurances shall be:

- 1.1.3 maintained in accordance with Good Industry Practice;
 - 1.1.4 (so far as is reasonably practicable) on terms no less favourable than those generally available to a prudent contractor in respect of risks insured in the international insurance market from time to time;
 - 1.1.5 taken out and maintained with insurers of good financial standing and good repute in the international insurance market; and
 - 1.1.6 maintained for at least six (6) years after the End Date.
- 1.2 The Supplier shall ensure that the public and products liability policy contain an indemnity to principals clause under which the Relevant Authority shall be indemnified in respect of claims made against the Relevant Authority in respect of death or bodily injury or third party property damage arising out of or in connection with the Deliverables and for which the Supplier is legally liable.

2. How to manage the insurance

- 2.1 Without limiting the other provisions of this Contract, the Supplier shall:
- 2.1.1 take or procure the taking of all reasonable risk management and risk control measures in relation to Deliverables as it would be reasonable to expect of a prudent contractor acting in accordance with Good Industry Practice, including the investigation and reports of relevant claims to insurers;
 - 2.1.2 promptly notify the insurers in writing of any relevant material fact under any Insurances of which the Supplier is or becomes aware; and
 - 2.1.3 hold all policies in respect of the Insurances and cause any insurance broker effecting the Insurances to hold any insurance slips and other evidence of placing cover representing any of the Insurances to which it is a party.

3. What happens if you aren't insured

- 3.1 The Supplier shall not take any action or fail to take any action or (insofar as is reasonably within its power) permit anything to occur in relation to it which would entitle any insurer to refuse to pay any claim under any of the Insurances.
- 3.2 Where the Supplier has failed to purchase or maintain any of the Insurances in full force and effect, the Relevant Authority may elect (but shall not be obliged) following written notice to the Supplier to purchase the relevant Insurances and recover the reasonable premium and other reasonable costs incurred in connection therewith as a debt due from the Supplier.

4. Evidence of insurance you must provide

- 4.1 The Supplier shall upon the Start Date and within 15 Working Days after the renewal of each of the Insurances, provide evidence, in a form satisfactory to the Relevant Authority, that the Insurances are in force and effect and meet in full the requirements of this Schedule.

5. Making sure you are insured to the required amount

- 5.1 The Supplier shall ensure that any Insurances which are stated to have a minimum limit "in the aggregate" are maintained at all times for the minimum limit of indemnity specified in this Contract and if any claims are made which do not relate to this Contract then the Supplier shall notify the Relevant Authority and provide details of its proposed solution for maintaining the minimum limit of indemnity.

6. Cancelled Insurance

- 6.1 The Supplier shall notify the Relevant Authority in writing at least five (5) Working Days prior to the cancellation, suspension, termination or nonrenewal of any of the Insurances.
- 6.2 The Supplier shall ensure that nothing is done which would entitle the relevant insurer to cancel, rescind or suspend any insurance or cover, or to treat any insurance, cover or claim as voided in whole or part. The Supplier shall use all reasonable endeavours to notify the Relevant Authority (subject to third party confidentiality obligations) as soon as practicable when it becomes aware of any relevant fact, circumstance or matter which has caused, or is reasonably likely to provide grounds to, the relevant insurer to give notice to cancel, rescind, suspend or void any insurance, or any cover or claim under any insurance in whole or in part.

7. Insurance claims

- 7.1 The Supplier shall promptly notify to insurers any matter arising from, or in relation to, the Deliverables, or each Contract for which it may be entitled to claim under any of the Insurances. In the event that the Relevant Authority receives a claim relating to or arising out of a Contract or the Deliverables, the Supplier shall co-operate with the Relevant Authority and assist it in dealing with such claims including without limitation providing information and documentation in a timely manner.

- 7.2 Except where the Relevant Authority is the claimant party, the Supplier shall give the Relevant Authority notice within twenty (20) Working Days after any insurance claim in excess of 10% of the sum required to be insured pursuant to Paragraph 5.1 relating to or arising out of the provision of the Deliverables or this Contract on any of the Insurances or which, but for the application of the applicable policy excess, would be made on any of the Insurances and (if required by the Relevant Authority) full details of the incident giving rise to the claim.
- 7.3 Where any Insurance requires payment of a premium, the Supplier shall be liable for and shall promptly pay such premium.
- 7.4 Where any Insurance is subject to an excess or deductible below which the indemnity from insurers is excluded, the Supplier shall be liable for such excess or deductible. The Supplier shall not be entitled to recover from the Relevant Authority any sum paid by way of excess or deductible under the Insurances whether under the terms of this Contract or otherwise.

ANNEX: REQUIRED INSURANCES

1. The Supplier shall hold the following [standard] insurance cover from the Framework Start Date in accordance with this Schedule:
 - 1.1 Professional indemnity insurance with cover (for a single event or a series of related events and in the aggregate) of not less than one million pounds (£1,000,000) – all Lots.
 - 1.2 Public liability insurance with cover (for a single event or a series of related events and in the aggregate) of not less than one million pounds (£1,000,000) – all Lots.
 - 1.3 Employers' liability insurance with cover (for a single event or a series of related events and in the aggregate) of not less than five million pounds (£5,000,000) – all Lots.
 - 1.4 Product liability insurance with cover (for a single event or a series of related events and in the aggregate) of not less than one million pounds (£1,000,000) – all Lots.

Joint Schedule 4 (Commercially Sensitive Information)

1. **What is the Commercially Sensitive Information?**
 - 1.1 In this Schedule the Parties have sought to identify the Supplier's Confidential Information that is genuinely commercially sensitive and the disclosure of which would be the subject of an exemption under the FOIA and the EIRs.
 - 1.2 Where possible, the Parties have sought to identify when any relevant Information will cease to fall into the category of Information to which this

Schedule applies in the table below and in the Order Form (which shall be deemed incorporated into the table below).

- 1.3 Without prejudice to the Relevant Authority's obligation to disclose Information in accordance with FOIA or Clause 16 (When you can share information), the Relevant Authority will, in its sole discretion, acting reasonably, seek to apply the relevant exemption set out in the FOIA to the following Information:

No.	Date	Item(s)	Duration of Confidentiality
001	29/11/2024	Price per unit for the term of the contract	Term of the contract

Call-Off Schedule 1 (Transparency Reports)

- 1.1 The Supplier recognises that the Buyer is subject to PPN 01/17 (Updates to transparency principles v1.1 (<https://www.gov.uk/government/publications/procurement-policy-note-0117update-to-transparency-principles>)). The Supplier shall comply with the provisions of this Schedule in order to assist the Buyer with its compliance with its obligations under that PPN.
- 1.2 Without prejudice to the Supplier's reporting requirements set out in the Framework Contract, within three (3) Months of the Start Date the Supplier shall submit to the Buyer for Approval (such Approval not to be unreasonably withheld or delayed) draft Transparency Reports consistent with the content requirements and format set out in the Annex of this Schedule.
- 1.3 If the Buyer rejects any proposed Transparency Report submitted by the Supplier, the Supplier shall submit a revised version of the relevant report for further Approval within five (5) days of receipt of any notice of rejection, taking account of any recommendations for revision and improvement to the report provided by the Buyer. If the Parties fail to agree on a draft Transparency Report the Buyer shall determine what should be included. Any other disagreement in connection with Transparency Reports shall be treated as a Dispute.

1.4 The Supplier shall provide accurate and up-to-date versions of each Transparency Report to the Buyer at the frequency referred to in the Annex of this Schedule.

Annex A: List of Transparency Reports

Transparency Reports			
Title	Content	Format	Frequency
Performance	<ul style="list-style-type: none"> • inventory in stock • orders received 	To be agreed	1st Day of the Month
	<ul style="list-style-type: none"> • orders delivered 		
Call off contract Charges	<ul style="list-style-type: none"> • Monthly charge • Charges to date 	To be agreed	1st Day of the Month

Call-Off Schedule 4 (Call Off Tender)

Social Value

In partnership with Manchester City of Trees, CDW commit to plant 300 trees in relation to this contract, this needs to be completed within a 12 month period from Contract Award.

CDW will support the activities of the British Beekeepers Association who undertake initiatives to protect and improve the environment through funding academic research to support health and welfare of pollinators and bees. The association operates an educational centre for schools and communities teaching people about the important role that honeybees play in the environment in both urban and rural areas.

CDW will support by donating £500 for every £1,000,000 of contracted spend.

CDW will collaborate with DWP to define processes that will identify potential cohorts of community members, build a promotion campaign to raise awareness, and select a cohort of 50 learners, per £1,000,000 spend, to benefit from a 12-month blended learning programme, delivered by Change Adopt, a specialist skills and adoption agency.

Call-Off Schedule 5 (Pricing Details)

Redacted table

Call-Off Schedule 20 (Call-Off Specification)

This Schedule sets out the characteristics of the Deliverables that the Supplier will be required to make to the Buyers under this Call-Off Contract

Ref	Attribute	Requirement
1.1	Clamshell	<p>The Authority requires approximately 7,500 devices that meet the Clamshell specification outlined below. Final volumes shall be confirmed as part of contract finalisation.</p> <p>For information, the Authority is currently using the Dell Latitude 5340 (clamshell form factor) and Lenovo L13 to fulfil this requirement.</p> <p>Devices offered by bidders which are different to those currently used by the Authority must pass testing under the testing regime set out in Refs 1.1 and 1.2 of this Appendix B (Device Specification & Information) to demonstrate their compatibility with the Authority environment.</p>
1.2	Testing	<p>The proposed devices must pass testing to demonstrate their compatibility with the Authority environment. Potential Providers must provide 2 loan devices (which must be the same devices they are proposing to deliver to meet the requirement) within 5 days of submitting their bid for the Authority to test.</p> <p>The Authority environment consists of a client estate of 100,000+ devices running supported versions of Windows 10 and 11 (multiple releases of these O/S versions will co-exist as upgrades are deployed) which are used to access both modern and legacy</p>

		<p>applications, to support inclusivity through the use of accessibility testing, and across a mixture of network provisions ranging from fully internally managed LAN ports to wi-fi provision over public networks using zero trust methodologies, while maintaining security.</p> <p>Testing will look at whether the proposed devices can provide a secure access point to this environment, and whether the device has any issues which would adversely affect the operation and reputation of DWP, such as poor performance, poor application compatibility, unreliability in the provisioning or maintenance infrastructure the Authority employs. Such testing regime will apply to any proposed upgrades to the models that initially form part of the winning bid.</p> <p>.</p>
1.3	Availability	<p>The Supplier shall confirm their ability to secure the full volume of these devices to the Authority within a maximum of 6 weeks of contract award. Ownership of these devices shall be transferred to the Authority at the point of delivery to an Authority-designated UK address. Prior to transfer of ownership to the Customer, the Supplier shall ensure that the goods are appropriately insured by the Supplier.</p>
1.4	Storage (Optional)	<p>The Supplier shall store the Authority's Goods in a secure and identifiable manner and be able to track Goods at the Supplier site (including any Third Parties) involved in delivering this service.</p> <p>Up to 9months of free storage is included</p> <p>The Authority shall have the right to audit all of its Goods held at the Supplier's warehouse. Notice of 10 working days will be given ahead of any audit.</p>
1.5	Delivery	<p>Upon request, the Supplier shall deliver these devices to a mainland UK address specified by the Authority. This address shall be confirmed by the Authority no later than 1 week before the required delivery date. The Supplier shall ensure that the goods are securely delivered and work with the Authority's service supplier to ensure effective delivery: this includes any booking-in activity.</p> <p>For the avoidance of doubt, the Authority may request delivery of the devices in multiple batches.</p> <p>.</p>

1.6	Invoicing	<p>The Supplier must provide accurate invoices and supporting Management Information at the point of transfer of ownership of the devices.</p> <p>The Authority shall create a Purchase Order (PO) per service line which the Supplier must invoice accurately against. In the case of the Supplier invoicing against the incorrect Purchase Order, the Authority will reject the invoice.</p>
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		<p>The Supplier shall ensure that any invoice or credit note includes, without limitation, the following information:</p> <ul style="list-style-type: none"> • The Purchase Order reference • The date of the invoice • A unique, numerical invoice number • The period to which the charges relate • Details of the correct contract reference • A contact name and telephone number of a responsible person in the Supplier's Finance department in the event of any administrative queries • The banking details for payment to the Supplier via electronic transfer of funds (i.e., name and address of bank, sort code, account name and number) • Clear indication of whether it is a credit note or invoice • In the case of a credit note, detail of the invoice number the credit note is being raised against • The amounts charged, broken down at a summary level and matching the amounts detailed in the Management Information outlined below <p>Where any invoice or credit note does not conform to the Authority's requirements detailed above and therefore does not constitute a valid invoice or credit note, the Authority will reject this invoice or credit note.</p> <p>Any invoice or credit note shall be accompanied with Management Information (MI). This MI shall include, without limitation, the following information:</p> <ol style="list-style-type: none"> 1. Serial numbers for the devices being delivered 2. Where invoicing for goods, proof of delivery 3. Details of the services/goods being charged including volumes and unit costs 4. The invoice and Purchase Order references that the MI pertains to <p>Invoices and credit notes shall be submitted to:</p> <ul style="list-style-type: none"> • APinvoices-DWP-U@gov.sscl.com • workplacecomputing.invoices@dwp.gov.uk <p>With all supporting documentation and management information also submitted to:</p> <ul style="list-style-type: none"> • workplacecomputing.invoices@dwp.gov.uk <p>At the point that the Authority notes a discrepancy in the billing, the Supplier shall respond within 3 working days with agreement or with further clarification. Discrepancies must be settled by the Supplier in the form of a credit note within 3 working days of such agreement. If this credit note is not raised within 10 working days of such agreement, the Authority may reject the invoice and ask the Supplier to re-invoice for the correct amount.</p>
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		<p>The Authority shall have 6 months in which to raise any billing discrepancies. Any discrepancies raised after this point shall not be liable for remedy by the Supplier. For the avoidance of doubt,</p>
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		<p>this 6-month deadline shall only apply where the Supplier has responded to invoicing queries within the agreed timescales outlined above.</p> <p>The Supplier must provide any invoices to the Authority within 6 months of the completion of delivery of the relevant Services to which the invoice relates. Invoices delivered after expiry of this period shall be invalid and the Authority shall have no liability in respect of such invoices.</p>		
1.7	Warranty	<p>All devices must be provided with a minimum of 1-year manufacturer's warranty at no extra cost. The Supplier shall provide details of the warranty, including:</p> <ul style="list-style-type: none">1. Repair/replacement turnaround terms;2. Timescales;3. Contact information. <p>The warranty period shall commence at the point of delivery to the Authority or the Authority's Services Supplier (whichever occurs first). Where the standard manufacturer's warranty is greater than one year this shall be clearly stipulated in the Supplier's response.</p> <p>Warranty Management shall be performed by DWP's Device Support Supplier. Where required the Supplier shall support the Device Support Supplier with resolution of any Warranty Management issues.</p>		
1.8	Asset reporting	<p>The Supplier must comply with DWP Device Asset Management policies and procedures by providing all asset details to DWP Asset Management team, within 24 hours upon receipt of device order(s)</p> <p>A report must be provided and include:</p> <ul style="list-style-type: none">• Asset Categorisation• Manufacturer• Model number• Serial number• Asset Cost• Purchase Order Reference <p>Where the Supplier is storing the devices, a virtual stockroom shall be created in DWP Place Asset Repository. The Supplier shall provide contact details for a named Stockroom Manager within 10 days of contract signature.</p> <p>The serial numbers of the devices held physically by the Supplier must accurately mirror those held in the virtual stockroom on the DWP Place Asset Repository. The Supplier shall inform the Authority of any change to the device location, state or sub-state within 24 hours, via a process agreed as part of contract onboarding.</p> <table><tr><td>State</td><td>Sub-State</td></tr></table>	State	Sub-State
State	Sub-State			

		In Stock	Available
		In Transit	Reserved
		In Use	Defective
		In Maintenance	Pending_Repair
		Retired	Pending_install
		Missing	Pending_disposal
			Pending_transfer
			Disposed
			Lost
		Stolen	
		<p>For the avoidance of doubt, devices must be able to be tracked at all stages so DWP can account for every device it has purchased and know the status of that device in order to undertake effective demand management.</p>	
1.9	Security	In delivery of services to DWP, comply with DWP Security Policies and Standards https://www.gov.uk/government/publications/dwp-procurementsecurity-policies-and-standards	

Ref #	Attribute	Requirement
2.1	Chassis	The customer requires a device in a clamshell form factor
2.2	Display size	Customer requires a display size between 13 and 14 inches minimum 1080p full HD with touch-screen capability
2.3	Keyboard	QWERTY keyboard with optional backlit keys with a trackpad with left/right buttons
2.4	Trackpad	Trackpad with left / right buttons
2.5	Graphics card / capability	UHD Graphics or equivalent that shall operate a minimum of 2 x 4k display screens at native resolution.
2.6	Processors	We require a processor that is in line with the CPU Spec spreadsheet found along with this ITT.

2.7	Operating System	DWP require compatibility with the current and future operating model therefore as a minimum the device shall be certified as being compatible with the Microsoft Windows 10 Operating System 22H2 or later and Windows 11.
2.8	Memory	16GB minimum 3200MHz DDR4 or better
2.9	Storage	A minimum of 256GB SSD
2.10	Wireless / Bluetooth	Built in WiFi 6 (802.11g/n/ac/ax) & Bluetooth 5
2.11	Cameras	Integrated IR camera on front (facing user) for video conference that must be compatible with and support Windows Hello for business and provide a minimum of High-definition picture quality.
2.12	Security	Device must meet a minimum of Trusted Platform Module 2.0 (TPM) or equivalent.
2.13	Ports, Connectors	<ul style="list-style-type: none"> • 2 x USB-C Data and power • 2 x USB-A • 1 x HDMI v2.0
2.14	BIOS	Shall support Unified Extensible Firmware Interface (UEFI) / SecureBoot / Password Protection
2.15	Network Adapter	Must support 10/100/1000 Mbps
2.16	Fast-charging	Provided portable PSU for power / charging. Must support fast charging.
2.17	Weight	Maximum weight of 1.5kgs (device only – excluding cable & charger)
2.18	Serviceability	The Supplier to confirm the levels of serviceability available to be carried out on the device and whether the device can be serviced at a component level.
2.19	AutoPilot Registration	<p>Factory Services - Autopilot Devices Registration</p> <p>The devices shall be registered with Microsoft Intune Server @ point of manufacture.</p>
2.20	Sound & graphics	Internal Speaker and microphone required
2.21	Docking station compatibility	The device must be compatible with a USB-C docking station that complies to the USB-IF standard or equivalent.
2.22	Physical Security	The device must have a security locking slot

2.23	Ready image	It would be preferable for the device to be provided with a lightweight OEM image pre-installed (which would be Windows 11 ready, have all the necessary windows drivers pre-installed but exclude any unnecessary vendor or third-party applications), and for the device to have the ability for cloud image recovery via UEFI to this OEM image state.
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