



Technology Services 2 Agreement RM3804  
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 provide the 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 ordering Services under the Technology Services 2 Framework Agreement ref. RM3804 in accordance with the provisions of Framework Schedule 5.

The Call Off Terms, referred to throughout this document, are available from the Crown Commercial Service website <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm3804>

### Section A General information

This Order Form is issued in accordance with the provisions of the Technology Services 2 Framework Agreement RM3804.

#### Customer details

**Customer organisation name**  
Ministry of Defence

**Billing address**  
Ministry of Defence, DBS Finance, Walker House, Exchange Flags, Liverpool, L2 3Y

**Customer representative name**  
(Redacted – Personal Information)

**Customer representative contact details**  
(Redacted – Personal Information)

#### Supplier details

**Supplier name**  
The Supplier organisation name, as it appears in the Framework Agreement  
PA Consulting Services Ltd



#### Supplier address

Supplier's registered address  
10 Bressenden Place, London SW1E 5DN

#### Supplier representative name

The name of the Supplier point of contact for this Order  
(Redacted – Personal Information)

#### Supplier representative contact details

Email and telephone contact details of the supplier's representative  
(Redacted – 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

P050979

## Section B Overview of the requirement

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

*Tick one box below as applicable (unless a cross-Lot Further Competition)*

- |  |                                     |
|--|-------------------------------------|
| 1. TECHNOLOGY STRATEGY & SERVICES DESIGN | <input checked="" 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 type="checkbox"/>            |
| 4. PROGRAMMES & LARGE PROJECTS           |                                     |
| a. OFFICIAL                              | <input type="checkbox"/>            |
| a. SECRET (& above)                      | <input type="checkbox"/>            |

#### Customer project reference

*Please provide the customer project reference number.*

700632370

#### Call Off Commencement Date

*The date on which the Call Off Contract is formed – this should be the date of the last signature on Section E of this Order Form*

Target Contract Start Date.

TBC – Contract Start will be 10 business days after receipt by the Authority of the Tenderer's signed order form

#### Call Off Contract Period (Term)

*A period which does not exceed the maximum durations specified per Lot below:*



Lot	Maximum Initial Term – Months (Years)	Extension Options – Months (Years)	Maximum permissible overall duration – Years (composition)
1	24 (2)	-	2
2	36 (3)	-	3
3	60 (5)	-	5
4	60 (5) *	12 + 12 = 24 (1 + 1 = 2)	7 (5+1+1) *

\* There is a minimum 5-year term for this Lot

**Call Off Initial Period** Months  
8 Months

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

**Minimum Notice Period for exercise of Termination Without Cause** 30 days  
(Calendar days) Insert *right* (see *Call Off Clause 30.7*)

#### Additional specific standards or compliance requirements

*Include any conformance or compliance requirements over and above the Standards (including those listed at paragraph 2.3 of Framework Schedule 2) which the Services must meet.*

*List below if applicable*

DEFCON 703 (Edn. 08/13) – Intellectual Property Rights Vesting in the Authority

#### Customer's ICT and Security Policy

Not Applicable

#### Security Management Plan

Not Applicable

## Section C Customer Core Services Requirements

Please provide details of all Services required including the locations where the Supplier is required to provide the Services Ordered.

#### Services

The Statement of Requirement (SOR) will be an appendix to this order form at: Appendix A to this Order Form

#### Location/Site(s) for provision of the Services

Supplier's Business Location

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

*This Annex can be found on the RM3804 CCS webpage. The document is titled RM3804 Alternative and additional t&c's v4.*

*Those Additional Clauses selected below shall be incorporated into this Call Off Contract*

#### Applicable Call Off Contract Terms

#### Optional Clauses

*Can be selected to apply to any Order*

#### Additional Clauses and Schedules



*Tick any applicable boxes below*

**A: SERVICES – Mandatory**

The following clauses will automatically apply where Lot 3 services are provided (this includes Lot 4a & 4b where Lot 3 services are included).

☐

A3: Staff Transfer

A4: Exit Management

**A: PROJECTS - Optional**

A1: Testing

☐

A2: Key Personnel

☐

**B: SERVICES - Optional**

*Only applies to Lots 3 and 4a and 4b*

B1: Business Continuity and Disaster Recovery

☐

B2: Continuous Improvement & Benchmarking

☐

B3: Supplier Equipment

☐

B4: Maintenance of the ICT Environment

☐

B5: Supplier Request for Increase of the Call Off Contract Charges

☐

B6: Indexation

☐

B7: Additional Performance Monitoring Requirements

☐

*Tick any applicable boxes below*

C: Call Off Guarantee

☐

D: Relevant Convictions

☐

E: Security Requirements

☒

F: Collaboration Agreement

Where required please complete and append to this Order Form as a clearly marked document (see Call Off Schedule F)

☐

G: Security Measures

☐

H: MOD Additional Clauses

☒

**Alternative Clauses**

*To replace default English & Welsh Law, Crown Body and FOIA subject base Call Off Clauses*

*Tick any applicable boxes below*

Scots Law  
Or

☐

Northern Ireland Law

☐

Non-Crown Bodies

☐

Non-FOIA Public Bodies

☐

**Collaboration Agreement**

Not Applicable

An executed Collaboration Agreement shall be delivered from the Supplier to the Customer within the stated

[Click here to](#)



<b>Organisations required to collaborate</b> (Collaboration Suppliers) Click here to enter text.	number of Working Days from the Call Off Commencement Date <i>insert right</i> <b>OR</b> An executed Collaboration Agreement from the Supplier has been provided to the Customer and is attached to this Order Form. <i>tick box (right) and append as a clearly marked complete document</i>	enter text.   <input type="checkbox"/>				
<b>Licensed Software</b> Not Applicable						
<b>Customer Property</b> <i>(see Call Off Clause 21)</i> Items licensed by the Customer to the Supplier (including any Customer Software, Customer Assets, Customer System, Customer Background IPR and Customer Data) <i>List below if applicable</i> In accordance with SOR GFX Section						
<b>Call Off Contract Charges and Payment Profile</b> <i>(see Call Off Schedule 2)</i> Invoices must be submitted to the Authority within 5 business days of the Monthly Meetings outlined in SOR para 10. Billing against the contract will be tied to working days or part thereof delivering the desired outputs as agreed under the Agile GDS design principles and as agreed in monthly meetings.  All T&S claims must be in accordance with T&S section outlined in SOR and Appendix A of SOR. Furthermore, T&S costs will only be considered upon production of valid VAT Receipts.						
<b>Enhanced Insurance Cover</b> Where a specific Call Off Contract requires a higher level of insurance cover than the £1m default in Framework Schedule 14 please specify below  <table border="0"> <tr> <td>Third Party Public Liability Insurance (£)</td> <td>N/A</td> </tr> <tr> <td>Professional Indemnity Insurance (£)</td> <td>N/A</td> </tr> </table>			Third Party Public Liability Insurance (£)	N/A	Professional Indemnity Insurance (£)	N/A
Third Party Public Liability Insurance (£)	N/A					
Professional Indemnity Insurance (£)	N/A					
<b>Transparency Reports</b> <i>(see Call Off Schedule 6)</i> <i>If required by the Customer populate the table below to describe the detail (titles are suggested examples)</i> Not Applicable						
<b>Quality Plans</b> <i>(see Call Off Clause 7.2)</i> Time frame for delivery of draft Quality Plans from the Supplier to the Customer – from the Call Off Commencement Date (Working Days) <i>Where applicable insert right</i>						
		Not Applicable				
<b>Implementation Plan</b> <i>(see Call Off Clause 5.1.1)</i> Time frame for delivery of a draft Implementation Plan from the Supplier to the Customer – from the Call Off Commencement Date (Working Days) <i>Where applicable insert right. If a Direct Award, please append the Implementation Plan attached to the Supplier's Catalogue Service Offer.</i>						
		Please refer to SOR				



**BCDR** (see Call Off Schedule B1)  
Not Applicable



**GDPR** (see Call Off Clause 23.6)  
Not Applicable

**Supplier Equipment** (see Call Off Clause B3)  
Not Applicable

**Key Personnel & Customer Responsibilities** (see Call Off Clause A2)  
Not Applicable

**Relevant Conviction(s)**  
Not Applicable

**Appointment as Agent** (see Call Off Clause 19.5.4)  
Not Applicable

## Section D Supplier response

Suppliers - use this section to provide any details that may be relevant in the fulfilment of the Customer Order

### Commercially Sensitive information

Any information that the Supplier considers sensitive for the duration of an awarded Call Off Contract

1. Total contract value – sharing with other suppliers could impact our ability to be competitive in future bids
2. Approach to delivery and associated plan – contains background IP that could be commercially valuable to competitors
3. Team members and consortia composition – to prevent poaching by competitors of our specialist resources

### Total contract value

Please provide the total contract value (for the Call Off Initial Period) as detailed in your response to the Customer's statement of requirements. If a Direct Award, please refer to the Price Card as attached to the Supplier's Catalogue Service Offer.

Initial Period: £503,750

Option 1: (Redacted – Pricing Information)



## Section E

### Call Off Contract award

This Call Off Contract is awarded in accordance with the provisions of the Technology Services 2 Framework Agreement RM3804.

The Supplier shall provide 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.

#### SIGNATURES

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

Name	(Redacted – Personal Information)
Job role/title	Commercial Officer
Signature	(Redacted – Personal Information)
Date	03/08/2020

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

Name	(Redacted – Personal Information)
Job role/title	(Redacted – Personal Information)
Signature	(Redacted – Personal Information)
Date	03/08/2020