



**RM6100 Technology Services 3  
Framework Schedule 4 Annex 1  
Lot 1 Order Form**

## Order Form

This Order Form is issued in accordance with the provisions of the Technology Services 3 Framework Agreement RM6100 dated 16/06/20 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 [Technology Services 3 - CCS \(crowncommercial.gov.uk\)](https://www.crowncommercial.gov.uk/technology-services-3-ccs). 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 Deliverables 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 (Definitions) of the Call-Off Terms.

This Order Form shall comprise:

1. This document headed "Order Form";
2. Attachment 1 – Services Specification;
3. Attachment 2 – Schedule of Processing, Personal Data and Data Subjects;
4. Attachment 3 – Transparency Reports; and
5. Annex 1 – Call-Off Terms.

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

- a) the Framework, except Framework Schedule 18 (Tender);
- b) the Order Form and its Attachments;
- c) the Call-Off Terms; and
- d) Framework Schedule 18 (Tender).



## Section A General information

Contract Details	
Contract Reference:	702373450
Contract Title:	F&RP Permanent Tool Set
Contract Description:	An early market engagement survey and development options exercise to identify toolset solutions, identify the logical order they should be employed and recommend the most appropriate development path to deliver towards an F&RP Permanent Toolset.
Commencement Date: this should be the date of the last signature on Section D of this Order Form	

Buyer details
<b>Buyer organisation name</b> Ministry of Defence
<b>Billing address</b> Your organisation's billing address - please ensure you include a postcode Defence Bills Agency, Mersey House, Drury Lane, Liverpool, L2 7PX
<b>Buyer representative name</b> The name of your point of contact for this Order Hannah Hawkins
<b>Buyer representative contact details</b> Email and telephone contact details for the Buyer's representative. This must include an email for the purpose of Clause 34.2 of the Contract. <a href="mailto:Hannah.Hawkins100@mod.gov.uk">Hannah.Hawkins100@mod.gov.uk</a> (REDACTED FOR SECURITY PURPOSES – OFFICIAL SENSITIVE)
<b>Buyer Project Reference</b> Please provide the customer project reference number. 702373450



### Supplier details

#### Supplier name

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

#### Supplier address

Supplier's registered address  
Three Cherry Trees Lane, Hemel Hempstead, HP2 7AH

#### Supplier representative name

The name of the Supplier point of contact for this Order  
**(REDACTED FOR SECURITY PURPOSES – OFFICIAL SENSITIVE)**

#### Supplier representative contact details

Email and telephone contact details of the supplier's representative  
**(REDACTED FOR SECURITY PURPOSES – OFFICIAL SENSITIVE)**

#### 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.  
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## Section B

### Part 1 - The Services Requirement

#### Commencement Date

See above in Section A

#### Contract Period

*Guidance Note – this should be a period in months from the Commencement Date, up to the maximum permitted Contract Period of 24 months (2 years)*

2 Months

#### Services

The Supplier shall provide the following Services to the Buyer:

- 1) Technology services Consultancy

The Services are specified in Attachment 1 - Services Specification

#### Deliverables

The Supplier shall provide the following Deliverables to the Buyer as part of the Services:

The Deliverables are specified in Attachment 1 - Services Specification Annex A

#### Sites for the provision of the Services

*Guidance Note - Insert details of the sites at which the Supplier will provide the Services and/or Deliverables, which shall include details of the Buyer Premises, Supplier premises and any third party premises.*

The Supplier shall provide the Services and/or Deliverables from the following Sites:

##### Buyer Premises:

Primary - Mod Abbey Wood, Bristol BS34 8JH

**(REDACTED FOR SECURITY PURPOSES – OFFICIAL SENSITIVE)**

##### Supplier Premises:

Delivered virtually or on client site as agreed with the Buyer

##### Third Party Premises:

Not Applicable

#### Additional Standards



*Guidance Note: see Clause 7 (Standards) and the definition of Standards in Schedule 1 of the Call-Off Terms. Specify any particular standards that should apply to this Contract over and above the Standards.*

The F&RP Permanent Toolset will need to comply with the MOD's Logistics Coherence Information Architecture (LCIA) initiative.

And

The F&RP Toolset will need to comply with the UK Government's Service Standard for the creation and running of public services.

### Key Supplier Personnel

*Guidance Note: see Clauses 6.4 – 6.8 of the Call-Off Terms. Include any Key Supplier Personnel (and their Key Roles).*

Key Supplier Personnel	Key Role(s)	Duration
(REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)	Project Lead	Contract period
(REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)	Solution Architect	Contract period
(REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)	Business Analyst	Contract period

### Buyer Property

*Guidance Note: see definition of Buyer Property in Schedule (Definitions) of the Call-Off Terms. Include details of any property other than real property or IPR below.*

As specified in Attachment 1 - Services Specification

### Buyer Security Policy

*Guidance Note: where the Supplier is required to comply with the Buyer's Security Policy then append to this Order Form below.*

DEFCON 658 (Edn. 09/21) – Cyber

Further to DEFCON 658 the Cyber Risk Profile of the Contract is "Low", as defined in Def Stan 05-138.

DEFCON 659A (Edn. 09/21) Security Measures

### Buyer Enhanced Security Requirements

*Guidance Note: if the Supplier has access to the Buyer System then the Buyer should consider including additional enhanced security requirements here to govern the Supplier's use of such system – this might include incorporating an ICT policy. These requirements are in addition to those set out in the Security Policy (if any) above.*



## MODNET OFFICIAL USER SECURITY OPERATING PROCEDURES (SyOPs)

### Insurance

*Guidance Note: if the Call Off Contract requires a higher level of insurance cover than the £1m default in Framework Agreement or the Buyer requires any additional insurances please specify the details below.*

Third Party Public Liability Insurance (£) - Not Applicable

Professional Indemnity Insurance (£) - Not Applicable

### Key Sub-Contractors

*Guidance Note: see Framework Schedule 7 (Key Sub-Contractors) for detail and include here details of any Key Sub-Contractors which are applicable to this Contract.*

## Part 2 – Charges, Payment and Invoicing

### Contract Charges (excluding VAT)

*Guidance Note - insert the applicable Charges having regard to Framework Schedule 3 (Framework Prices and Charging Structure) and include details of time and materials and any fixed price. No expenses will be reimbursable under this contract as per Framework Schedule 4 – Annex 2, RM6100 Technology Services 3, Lot 1 Call Off Terms, para 10.5 at Annex 1.*

Total Contract Firm Price Ex VAT - **(REDACTED FOR SECURITY PURPOSES – OFFICIAL SENSITIVE)**

All Charges shall be payable by the Buyer in accordance with the Payment Profile set out below.

### Payment Profile

*Guidance Note – insert details of payment profile which may be monthly or quarterly in arrears or the parties may agree to include payments associated with the achievement of milestones, in which case details of milestones payments should be included here.*

Payment upon completion.

### Invoice Details

The Supplier will issue Electronic Invoices in accordance with the agreed Payment Profile.

All invoices must be sent to:

Defence Bills Agency, Mersey House, Drury Lane, Liverpool, L2 7PX

All invoices must include:

Purchase order, Contract reference, Breakdown of Deliverables

### Method of Payment

*Guidance Note – insert method of payment e.g. BACS.*



DEFCON 522 (Edn. 11/21) - Payment and Recovery of Sums Due

**Contract Anticipated Potential Value:** (REDACTED FOR SECURITY PURPOSES – OFFICIAL SENSITIVE)  
*Guidance Note: for procurement purposes the Buyer will need to include details of the overall anticipated potential value of this Contract over the Contract Period*

## Part 3 – Additional and Alternative Buyer Terms

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

*This Annex can be found on the RM6100 CCS webpage. The document is titled RM6100 Additional and Alternative Terms and Conditions Lot 1.*

#### Additional Schedules

*Guidance Note: Tick any applicable boxes below*

Additional Schedules	Tick as applicable
S1: Business Continuity and Disaster Recovery	<input type="checkbox"/>
S2: Continuous Improvement	<input type="checkbox"/>
S3: Supply Chain Visibility	<input type="checkbox"/>

Where selected above the Additional Schedules set out in document RM6100 Additional Terms and Conditions Lot 1 shall be incorporated into this Contract.

#### Alternative Clauses

*Guidance Note: Tick any applicable boxes below*

The following Alternative Clauses will apply:

Alternative Clauses	Tick as applicable
Scots Law	<input type="checkbox"/>
Northern Ireland Law	<input type="checkbox"/>

Where selected above the Alternative Clauses set out in document RM6100 Additional and Alternative Terms and Conditions Lot 1 shall be incorporated into this Contract.

#### Liability

*Guidance Note: to the extent that the Buyer would like to **increase** the limits of liability contained in Clause 12.1 of the Call-Off Terms, then specify the alternative limit below. Neither party is permitted to lower the limits set out in Clause 12.1 of the Call-Off Terms.*

The limitation of liability set out in Clause 12.1 of the Call-Off Terms shall be amended to read:

Not Applicable

#### Termination for Convenience

*Guidance Note: insert details of the notice period for termination for convenience where such period needs to be shorter or longer than the standard position under the Call-Off Terms.*



The notice period for termination of convenience set out in Clause 19.1 of the Call-Off Terms shall be amended from 30 Working Days to read:

## Section C Supplier response

### 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.*

None

## Section D Contract award

This 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	<b>(REDACTED FOR SECURITY PURPOSES – OFFICIAL SENSITIVE)</b>
Job role/title	
Signature	
Date	

#### For and on behalf of the Buyer

Name	<b>(REDACTED FOR SECURITY PURPOSES – OFFICIAL SENSITIVE)</b>
Job role/title	
Signature	
Date	





## Attachment 1 – Services Specification

### Statement of Requirement for Early Market Engagement Survey and Development Options Exercise for the F&RP Permanent Tool Set Background

1. (REDACTED FOR SECURITY PURPOSES – OFFICIAL SENSITIVE)

#### The Requirement

(REDACTED FOR SECURITY PURPOSES – OFFICIAL SENSITIVE)



Attachment 1 - Annex A

**Table of Deliverables**

IAW SOR Item	Deliverable	Date of Deliverable	Acceptance Criteria	Format
4.	Contract kick-off meeting	<b>(REDACTED FOR SECURITY PURPOSES – OFFICIAL SENSITIVE)</b>		
5.	Weekly Progress Reports and meetings with the Authority			
6.	A Final Report			
7.	Learning from Experience (LFE) report and final washup meeting.			



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Service

## **Attachment 2 – Schedule of Processing, Personal Data and Data Subjects**

Not Applicable as the Supplier shall not be authorised to process any Personal Data under this Contract.







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Service

## Attachment 3 – Transparency Reports

Not Applicable



## Annex 1 – Call-Off Terms and Additional Schedules and Alternative Clauses

Framework Schedule 4 – Annex 2, RM6100 Technology Services 3, Lot 1 Call Off Terms	 RM6100-Lot-1-Call- Off-Terms-v2.00.pdf
DEFCON 522 (Edn. 11/21) - Payment and Recovery of Sums Due	 DEFCON 522_1121.pdf
DEFCON 658 (Edn. 09/21) - Cyber  Further to DEF- CON 658 the Cyber Risk Profile of the Contract is “Low”, as defined in Def Stan 05- 138.	 DEFCON 658_0921.pdf
DEFCON 659A (Edn. 09/21) – Security Measures	 DEFCON 659A_0921.pdf



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Service

**SECURITY ASPECTS LETTER**

**ITT/CONTRACT NUMBER & TITLE: 702373450**

**(REDACTED FOR SECURITY PURPOSES – OFFICIAL SENSITIVE)**