

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

### Order Form

CALL-OFF REFERENCE: CCSO21A28

THE BUYER:  
GIAA 10 Victoria Street, London, SW1H 0NB, England

BUYER ADDRESS:

THE SUPPLIER: Insight Direct (UK) LTD

SUPPLIER ADDRESS: 4th floor The Charter Building, Charter Place, Uxbridge, UB8 1JG, United Kingdom

DUNS NUMBER: 221,469,675

SID4GOV ID: 208171

This Order Form is for the provision of the Call-Off Deliverables and dated 26<sup>th</sup> January 2022.

It's issued under the Framework Contract with the reference number RM6068 for the provision of Technology Products and Associated Services.

### CALL-OFF LOT(S):

- Lot 3 Software & Associated Services

### 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) RM6068 3 The following Schedules in equal order of precedence:
  - Joint Schedules for RM6068 ○ Joint Schedule 2 (Variation Form) ○ Joint Schedule 3

## Framework Schedule 6

(Insurance Requirements)

- Joint Schedule 4 (Commercially Sensitive Information)
  
- Call-Off Schedules for CCSO21A28
  - Call-Off Schedule 4 (Call Off Tender)
    - Call-Off Schedule 5 (Pricing Details)
    - Call-Off Schedule 8 (Business Continuity & Disaster Recovery) Part B
    - Call-Off Schedule 9 (Security) Part A short form applies

<p>Call-Off Schedule 5 (Pricing Details)</p>  <p>RM6068-Call-off-sc hedule-5-pricing-de</p>	<p>Call-Off Schedule 4 (Call Off Tender)</p>  <p>RM6068-Call-off-sc hedule-4-call-off-ten</p>
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- 4 CCS Core Terms (version 3.0.6)
- 5 Joint Schedule 5 (Corporate Social Responsibility) RM6068
- 6 Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

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:

CALL-OFF START DATE: 15/04/2022  
CALL-OFF EXPIRY DATE: 14/04/2025  
CALL-OFF INITIAL PERIOD: 3 Years  
CALL-OFF OPTIONAL EXTENSION PERIOD: 1 Year

## CALL-OFF DELIVERABLES

See Attachment 3 - Statement of Requirements which is in Call-Off Schedule 20 (Call-Off Specification).

## LOCATION FOR DELIVERY

Services to operate in Contracting Authority premises.

## **DATES FOR DELIVERY OF THE DELIVERABLES**

See Attachment 3 - Statement of Requirements which is in Call-Off Schedule 20 (Call-Off Specification).

## **TESTING OF DELIVERABLES**

N/A

## **WARRANTY PERIOD**

The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be 120 days

## **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 Year is £75,125.00 Estimated Charges in the first 12 months of the Contract.

## **CALL-OFF CHARGES**

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of a Specific Change in Law or Benchmarking using Call-Off Schedule 16 (Benchmarking) where this is used.

<b>Item Description</b>	<b>Quantity</b>	<b>Licence Costs Year 1</b>	<b>Licence Cost Year 2</b>	<b>Licence Cost Year 3</b>	<b>Licence Cost Year 4 (optional extension year, so price not evaluated)</b>	<b>Total (£GBP)</b>
Licence costs to use solution including hosting inclusive of standard software and technical support	450	£67,626.00	£67,626.00	£67,626.00	£67,626.00	£202,878.00

## Framework Schedule 6

Cost of system configuration to enable the Agency to manage resources	£29,995.00	£29,995.00
		<b>£232,873.00</b>

### **REIMBURSABLE EXPENSES**

None.

### **PAYMENT METHOD**

Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

Before payment can be considered, each invoice must include a detailed breakdown of work completed and the associated costs.

Invoices should be submitted to: REDACTED

The Supplier should submit invoices as soon as the work is completed and no later than 30 days after the work completion.

### **BUYER'S INVOICE ADDRESS:**

REDACTED

### **BUYER'S AUTHORISED REPRESENTATIVE**

REDACTED

### **BUYER'S ENVIRONMENTAL POLICY**

N/A

### **BUYER'S SECURITY POLICY**

See Attachment 3 - Statement of Requirements.

### **SUPPLIER'S AUTHORISED REPRESENTATIVE**

REDACTED

## **SUPPLIER'S CONTRACT MANAGER**

REDACTED

## **PROGRESS REPORT FREQUENCY**

See Attachment 3 - Statement of Requirements which is in Call-Off Schedule 20 (Call-Off Specification).

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## **PROGRESS MEETING FREQUENCY**

See Attachment 3 - Statement of Requirements which is in Call-Off Schedule 20 (Call-Off Specification).

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## **KEY STAFF**

REDACTED

## **KEY SUBCONTRACTOR(S)**

ProSymmetry LLC

2000 Auburn Drive, Suite 460

Beachwood, OH 44122

Phone: 877-880-8788

Fax: 866-495-1734

Email: info@prosymmetry.com - Greg Bailey -GBailey@prosymmetry.com - Sub processor:  
Microsoft, 1 Microsoft

Way, Redmond, WA, USA. Microsoft Azure Datacenter.

## **COMMERCIALLY SENSITIVE INFORMATION**

N/A

## **SERVICE CREDITS**

N/A

## **ADDITIONAL INSURANCES**

N/A

**GUARANTEE**

N/A

**SOCIAL VALUE COMMITMENT**

N/A

For and on behalf of the Supplier:

Signature:

Name: REDACTED

Role:

REDACTED

Date:

May 16, 2022

For and on behalf of Buyer:

Signature:

REDACTED

Name: REDACTED

Role: REDACTED

Date: 20 May 2022