

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

Order Form

CALL-OFF REFERENCE: ecm_11545
THE BUYER: Department for Work and Pensions
BUYER ADDRESS: Caxton House
Tothill Street
London
SW1H 9NA
THE SUPPLIER: Insight Direct (UK) LTD
SUPPLIER ADDRESS: Technology Building, Insight Campus, Terry Street,
Sheffield S9 2BU
REGISTRATION NUMBER: 02579852
DUNS NUMBER: 769387739
SID4GOV ID: 208171

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 17th November 2023.

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:

Framework Schedule 6

- Joint Schedules for RM6068
 - 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 ecm_11545 Call-Off reference number
 - Call-Off Schedule 6 (ICT Services)
 - Call-Off Schedule 9 (Security) Part A

4 CCS Core Terms (version 3.0.6)

5 Joint Schedule 5 (Corporate Social Responsibility) RM6068

6 Annex B Call-Off Schedule 6 (ICT Services)

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:

- Special Term 1 - This Call-Off Contract can be extended by the Buyer for one (1) period of twelve (12) months, by giving the Supplier thirty (30) calendar days written notice before its expiry. Pricing and terms for each extension period will need to be agreed between the buyer and supplier subject to the Variation procedure as set out in Joint Schedule 2 (Variation Form). For any increase in charges the Supplier would be required to demonstrate the additional costs being incurred or value to be delivered to the Buyer to substantiate the increase.

CALL-OFF START DATE: 25 November 2023

CALL-OFF EXPIRY DATE: 24 November 2025

CALL-OFF INITIAL PERIOD: 24 months

CALL-OFF OPTIONAL EXTENSION 12 months

PERIOD

CALL-OFF OPTIONAL EXTENSION The estimated value of the optional 12-

PERIOD ASSOCIATED VALUE month extension provision is £150,000.

CALL-OFF DELIVERABLES

Redacted: FOI SECTION 43 COMMERCIAL INFORMATION

LOCATION FOR DELIVERY

Caxton House, Tothill Street, London, SW1H 9NA

DATES FOR DELIVERY OF THE DELIVERABLES

25th November 2023

TESTING OF DELIVERABLES

Not applicable

WARRANTY PERIOD

The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be 90 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 £131,951.63. (Estimated Charges in the first 12 months of the Contract)

CALL-OFF CHARGES

Total Call-Off charges for the initial 2 year contract term is £263,903.26, payable annually at a cost of £131,951.63.

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.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

The payment method for this Call-Off Contract is BACS

The Buyer will pay the Supplier within 30 days of receipt of a valid invoice.

BUYER'S INVOICE ADDRESS:

Electronic Invoices (attached to E-Mails) should be sent to:

Redacted: FOI SECTION 43 COMMERCIAL INFORMATION

Paper invoices should be sent to:

Redacted: FOI SECTION 43 COMMERCIAL INFORMATION

A copy should also be emailed to the Buyer Principle Contact.

BUYER'S AUTHORISED REPRESENTATIVE

Redacted: FOI SECTION 40 PERSONAL INFORMATION

Commercial Lead

Redacted: FOI SECTION 40 PERSONAL INFORMATION

Department for Work and Pensions

Redacted: FOI SECTION 40 PERSONAL INFORMATION

BUYER'S ENVIRONMENTAL POLICY

Not applicable

BUYER'S SECURITY POLICY

DWP procurement: security policies and standards. Updated 8th November 2023. Available online at:

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

SUPPLIER'S AUTHORISED REPRESENTATIVE

Redacted: FOI SECTION 40 PERSONAL INFORMATION

Account Manager

Redacted: FOI SECTION 40 PERSONAL INFORMATION

Redacted: FOI SECTION 40 PERSONAL INFORMATION

SUPPLIER'S CONTRACT MANAGER

Redacted: FOI SECTION 40 PERSONAL INFORMATION

Contracts manager

Redacted: FOI SECTION 40 PERSONAL INFORMATION

Redacted: FOI SECTION 40 PERSONAL INFORMATION

PROGRESS REPORT FREQUENCY

Not applicable

PROGRESS MEETING FREQUENCY

Framework Schedule 6

Not applicable

KEY STAFF

Not applicable

KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Redacted: FOI SECTION 43 COMMERCIAL INFORMATION

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

For and on behalf of the Supplier:

Signature: Redacted: FOI SECTION 40 PERSONAL INFORMATION

Name: Redacted: FOI SECTION 40 PERSONAL INFORMATION

Role: Contracts Manager

Date: 21/11/2023

For and on behalf of Buyer:

Signature: Redacted: FOI SECTION 40 PERSONAL INFORMATION

Name: Redacted: FOI SECTION 40 PERSONAL INFORMATION

Role: Commercial Lead

Date: 22/11/2023