

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

### Order Form

CALL-OFF REFERENCE: PS/22/173

THE BUYER: Driver and Vehicle Licensing Agency (DVLA)

BUYER ADDRESS Longview Road, Swansea, SA6 7JL

THE SUPPLIER: Phoenix Software Limited

SUPPLIER ADDRESS: Bytes House, Randalls Way, Leatherhead, Surrey, KT22 7TW

REGISTRATION NUMBER: 02548628

DUNS NUMBER: 763488178

SID4GOV ID: 76-348-8178

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated as below in Signature panel.

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 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)

- Joint Schedule 11 (Processing Data)
- Call-Off Schedules for PS/22/173
  - Call-Off Schedule 5 (Pricing Details)
  - Call-Off Schedule 6 (ICT Services)
  - Call-Off Schedule 8 (Business Continuity & Disaster Recovery) Part B
  - Call-Off Schedule 9 (Security) Part C
  - Call-Off Schedule 10 (Exit Management) Part B
  - Call-Off Schedule 20 (Call-Off Specification)
- 4. CCS Core Terms (version 3.0.6)
- 5. Joint Schedule 5 (Corporate Social Responsibility) RM6068
- 6. Annexes A to E 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**

Not Applicable

**CALL-OFF START DATE:** 4/1/2023

**CALL-OFF EXPIRY DATE:** 3/1/2024

**CALL-OFF INITIAL PERIOD:** 12 months

**CALL-OFF OPTIONAL EXTENSION PERIOD:**

4/1/2024 – 3/1/2025

4/1/2025 – 3/1/2026

#### **CALL-OFF DELIVERABLES**

The Agency require 7,626 user licenses in addition to a Standard Support agreement for the migration of business users to new purpose-built Active Directory. In addition, we also require a maximum of 7 professional service days throughout each year of the contract duration. We will draw down on these days and payment will not be made for any unclaimed professional days over the contract duration.

#### **LOCATION FOR DELIVERY**

Driver and Vehicle Licensing Agency, Longview Road, Swansea SA6 7JL

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

By 4<sup>th</sup> January 2023

## TESTING OF DELIVERABLES

None

## WARRANTY PERIOD

The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be is 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 **£35,802.29**

## CALL-OFF CHARGES

Total contract value - **£35,802.29**

## REIMBURSABLE EXPENSES

None

## PAYMENT METHOD

All invoice payments will be via BACS

## BUYER'S INVOICE ADDRESS:

Email Address: [ssa.invoice@sharedservicesarvato.co.uk](mailto:ssa.invoice@sharedservicesarvato.co.uk)

Invoice Procedures embedded below:



Invoicing Procedures  
v2.1.pdf

## BUYER'S AUTHORISED REPRESENTATIVE

**REDACTED**

Commercial Advisor

**REDACTED**

Commercial Directorate, DVLA, Longview Road, Swansea SA6 7JL

## BUYER'S ENVIRONMENTAL POLICY



DVLA Corporate  
Environmental Policy

## BUYER'S SECURITY POLICY

None

## SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED

Divisional Sales Manager Public Sector

REDACTED

Blenheim House, York Road, Pocklington, York, YO42 1NS

## SUPPLIER'S CONTRACT MANAGER

REDACTED

Contracts Manager

REDACTED

Blenheim House, York Road, Pocklington, York, YO42 1NS

## PROGRESS REPORT FREQUENCY

Not Applicable

## PROGRESS MEETING FREQUENCY

Not Applicable

## KEY STAFF

To be agreed with successful supplier following contract award

## KEY SUBCONTRACTOR(S)

Not Applicable

## COMMERCIALLY SENSITIVE INFORMATION

To be agreed with successful supplier following contract award

## SERVICE CREDITS

Not applicable

## ADDITIONAL INSURANCES

Not applicable

## GUARANTEE

Not applicable

## SOCIAL VALUE COMMITMENT

Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	Divisional Sales Manager	Role:	Commercial Specialist
Date:	13/12/2022	Date:	14/12/2022