



Crown  
Commercial  
Service

**Technology Products 2 Agreement RM3733  
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 supply the Goods and/or 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 post running a Further Competition Procedure under the Technology Products 2 Framework Agreement ref. RM3733.

The Call Off Terms, referred to throughout this document, are available from the Crown Commercial Service website at <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm3733>



## Section A General information

This Order Form is issued in accordance with the provisions of the Technology Products 2 Framework Agreement RM3733.

### Customer details

#### Customer organisation name

Health Research Authority (HRA), Ground Floor, Skipton House, 80 London Road, London, SE1 6LH

#### Billing address

Your organisation's billing address - please ensure you include a postcode

Health Research Authority, T71 Payable F275, Phoenix House, Topcliffe Lane, Wakefield, WF3 1WE

#### Customer representative name

The name of your point of contact for this Order

**Redacted in line with Section 40 of the FOIA**

#### Customer representative contact details

Email and telephone contact details for the Customer's representative

**Redacted in line with Section 40 of the FOIA**

### Supplier details

#### Supplier name

The Supplier organisation name, as it appears in the Framework Agreement

Trustmarque Solutions Limited

#### Supplier address

Supplier's registered address

The National Agri-Food Innovation Campus, Sand Hutton, York, YO41 1LZ

#### Supplier representative name

The name of the Supplier point of contact for this Order

**Redacted in line with Section 40 of the FOIA**

#### Supplier representative contact details

Email and telephone contact details of the supplier's representative

**Redacted in line with Section 40 of the FOIA**

#### Order reference number

A unique number provided by the supplier at the time of quote

HRA/YR1/ESA



## Section B Overview of the requirement

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

Tick one box below as applicable

- |   |                                     |
|---|-------------------------------------|
| 1. HARDWARE                                       | <input type="checkbox"/>            |
| 2. SOFTWARE                                       | <input checked="" type="checkbox"/> |
| 3. COMBINED SOFTWARE AND HARDWARE REQUIREMENTS    | <input type="checkbox"/>            |
| 4. INFORMATION ASSURED PRODUCTS                   | <input type="checkbox"/>            |
| 5. VOLUME HARDWARE REQUIREMENTS (DIRECT FROM OEM) | <input type="checkbox"/>            |

### Customer project reference

Please provide a project reference, this will be used in management information provided by suppliers to assist CCS with framework management

ITT 229

### Call Off Commencement Date

The Call Off Commencement Date is 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

01/06/2019

### Call Off Contract Period (Term)

A period in Months which does not exceed 60 Months (5 years) - **leave blank if this is a simple transactional Goods purchase**. Where established as an initial and extension period complete the fields below

**Call Off Initial Period** Months

36 months

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

2 x 12 months periods

### Specific Standards or compliance requirements

Include any conformance or compliance requirements with which the Goods and/or Services must meet

Not used



## Section C Customer Core Goods and/or Services Requirements

Please provide details of all Goods and/or Services required (including any items which are considered business critical) including the locations where the supplier will be required to deliver the service/s Ordered.

Goods and/or Services			
SKU	Item	Confirmed Quantity – Year 1	Cost
AAA-10756	Microsoft 365 E3 per User	230	Redacted in line with Section 43 of the FOIA
SY9-00006	Office 365 E5 Step Up per User	1	
CE6-00004	EMS E5 Step Up per User	1	
7LS-00002	Project Professional 365	15	
N9U-00002	Visio Professional 365	10	
TJ9-00001	Intl Calling Plan ShrdSvr ALNG SubsVL MVL PerUsr	1	
TK2-00001	Dmstc Calling Plan ShrdSvr ALNG SubsVL MVL PerUsr	1	
	Adobe Photoshop CC	4	
SKU	Item	Estimated Quantity – Year 2	Estimated Cost
AAA-10756	Microsoft 365 E3 per User	225	Redacted in line with Section 43 of the FOIA
SY9-00006	Office 365 E5 Step Up per User	1	
CE6-00004	EMS E5 Step Up per User	1	
7LS-00002	Project Professional 365	15	
N9U-00002	Visio Professional 365	10	
TJ9-00001	Intl Calling Plan ShrdSvr ALNG SubsVL MVL PerUsr	1	
TK2-00001	Dmstc Calling Plan ShrdSvr ALNG SubsVL MVL PerUsr	1	
	Adobe Acrobat Pro DC	60	
	Adobe Photoshop CC	4	



SKU	Item	Estimated Quantity – Year 3	Estimated Costs
AAA-10756	Microsoft 365 E3 per User	222	Redacted in line with Section 43 of the FOIA
SY9-00006	Office 365 E5 Step Up per User	1	
CE6-00004	EMS E5 Step Up per User	1	
7LS-00002	Project Professional 365	15	
N9U-00002	Visio Professional 365	10	
TJ9-00001	Intl Calling Plan ShrdSvr ALNG SubsVL MVL PerUsr	1	
TK2-00001	Dmstc Calling Plan ShrdSvr ALNG SubsVL MVL PerUsr	1	
	Adobe Acrobat Pro DC	60	
	Adobe Photoshop CC	4	

**Warranty Period, if applicable**  
Not Applicable

**Location/Site(s) for Delivery**  
Licences to be accessible at all HRA sites in the UK.

**Dates for Delivery of the Goods and/or the Services**  
01/05/2019

**Software** List product details under each relevant heading below

<b>Supplier Software</b> Click here to enter text.	<b>Third Party Software</b> Microsoft Include license or link in Call Off Schedule 3	<b>Maintenance Agreement</b> Click here to enter text. Include terms or link in Call Off Schedule 3
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**Additional Clauses (see Annex 3 of Framework Schedule 4)** Tick as required

<b>Alternative Clauses</b>	<b>Additional Clauses</b> Tick one box below as applicable	<b>Optional Clauses</b> Tick any applicable boxes below
Scots Law <input type="checkbox"/> Or	A: Termed Delivery – Goods <input type="checkbox"/>	C: Due Diligence <input type="checkbox"/>
Northern Ireland Law <input type="checkbox"/>	B: Complex Delivery – Solutions (includes Termed Delivery – Goods) <input type="checkbox"/>	D: Call Off Guarantee <input type="checkbox"/>



Non-Crown Bodies	<input type="checkbox"/>	<b>NB Both of the above options require an Implementation Plan which should be appended to this Order Form</b>	E: NHS Coding Requirements	<input type="checkbox"/>
Non-FOIA Public Bodies	<input type="checkbox"/>		F: Continuous Improvement & Benchmarking	<input type="checkbox"/>
			G: Customer Premises	<input type="checkbox"/>
			H: Customer Property	<input type="checkbox"/>
			I: MOD Additional Clauses	<input type="checkbox"/>

**Items licensed by the Customer to the Supplier (including any Customer Software, Customer Background IPR and Customer Data)**

Not Applicable.

**Call Off Contract Charges payable by the Customer to the Supplier (including any applicable Milestone Payments and/or discount(s), but excluding VAT) and payment terms/profile including method of payment (e.g. Government Procurement Card (GPC) or BACS)**

- Year 1 Charges £38,285.93
- Year 2 Charges £49,494.75 (based on estimated licence numbers)
- Year 3 Charges £48,995.98 (based on estimated licence numbers)
- The Supplier shall submit invoices directly to Health Research Authority, T71 Payable F275, Phoenix House, Topcliffe Lane, Wakefield, WF3 1WE
- The Supplier shall invoice the Customer for Goods on despatch and for Services as per the Suppliers quotation.
- Payment by BACS following receipt of an invoice quoting a valid Purchase Order number (to be confirmed). Invoices to be sent to Health Research Authority, T71 Payable F275, Phoenix House, Topcliffe Lane, Wakefield, WF3 1WE

**Is a Financed Purchase Agreement being used?**   
 Tick as required If so, append to Call Off Schedule 2 as Annex A

**Estimated Year 1 Call Off Contract Charges (£)** £38,285.93  
 For Orders with a defined Call Off Contract Period

## 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  
 Not Applicable



**Total contract value**

£136,776.66 for the initial contract period.



## Section E Call Off Contract award

This Call Off Contract is awarded in accordance with the provisions of the Technology Products 2 Framework Agreement RM3733.

The Supplier shall supply the Goods and/or 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 in line with Section 40 of the FOIA
Job role/title	Redacted in line with Section 40 of the FOIA
Signature	Redacted in line with Section 40 of the FOIA
Date	23/05/19

#### For and on behalf of the Customer

Name	Redacted in line with Section 40 of the FOIA
Job role/title	Redacted in line with Section 40 of the FOIA
Signature	Redacted in line with Section 40 of the FOIA
Date	21 <sup>st</sup> May 2019