

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

## Order Form

CALL-OFF REFERENCE: **PS/21/211**

THE BUYER: **Driver and Vehicle Licensing Agency (DVLA)**

BUYER ADDRESS Longview Road, Swansea, SA6 7JL

THE SUPPLIER: **Insight Direct (UK) LTD**

SUPPLIER ADDRESS: **Technology Building, Insight Campus, Terry Street, Sheffield S9 2BU,**

REGISTRATION NUMBER: **REDACTED**

DUNS NUMBER: **REDACTED**

SID4GOV ID: **REDACTED**

### 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)

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

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- Joint Schedule 3 (Insurance Requirements)
  - Joint Schedule 4 (Commercially Sensitive Information)
  - [Joint Schedule 7 (Financial Difficulties)]
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- Call-Off Schedules for **PS/21/211**
    - 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

The following Special Terms are incorporated into this Call-Off Contract:

None

CALL-OFF START DATE: **29/12/21**

CALL-OFF EXPIRY DATE: **28/12/22**

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

CALL-OFF OPTIONAL EXTENSION PERIOD **N/A**

### CALL-OFF DELIVERABLES

This requirement is for the renewal of support and maintenance of existing licences as detailed in the below tables:

| Infrastructure Licences          |                      |          |            |             |
|----------------------------------|----------------------|----------|------------|-------------|
| Product Description              | Current Grant Number | Quantity | Start Date | Expiry Date |
| McAfee Endpoint Protection – ENS | <b>REDACTED</b>      | 438      | 29/12/21   | 28/12/22    |
| Extended Support - VSE           |                      | 45       | 29/12/21   | 28/12/22    |

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| Client Licences                  |                      |          |            |             |
|----------------------------------|----------------------|----------|------------|-------------|
| Product Description              | Current Grant Number | Quantity | Start Date | Expiry Date |
| McAfee Endpoint Protection – ENS | <b>REDACTED</b>      | 400      | 29/12/21   | 28/12/22    |
| Extended Support - VSE           |                      | 30       | 29/12/21   | 28/12/22    |

See full details of requirement in Call-Off Schedule 20 (Call-Off Specification)

**LOCATION FOR DELIVERY**

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

**DATES FOR DELIVERY OF THE DELIVERABLES**

**The support contract must be in place to commence 29/12/21**

**TESTING OF DELIVERABLES**

None

**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 **£22,964.19**

**CALL-OFF CHARGES**

**£22,964.19**

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.

**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

All invoice payments will be via BACS

BUYER'S INVOICE ADDRESS:

Email Address: **REDACTED**

Invoice Procedures embedded below:

**REDACTED**

BUYER'S AUTHORISED REPRESENTATIVE

**REDACTED**

Commercial Specialist

**REDACTED**

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

BUYER'S ENVIRONMENTAL POLICY

**REDACTED**

BUYER'S SECURITY POLICY

None

SUPPLIER'S AUTHORISED REPRESENTATIVE

**REDACTED**

**REDACTED**

**REDACTED**

4th Floor, The Charter Building, Charter Place, Uxbridge, UB8 1JG

**REDACTED** Account manager Insight Public Sector

**REDACTED**

**REDACTED**

4th Floor, The Charter Building, Charter Place, Uxbridge, UB8 1JG

SUPPLIER'S CONTRACT MANAGER

**REDACTED** contracts manager

Insight Direct (UK) LTD

4th floor The Charter Building

Charter Place

Uxbridge

UB8 1JG

United Kingdom

mob – **REDACTED**

Email – **REDACTED**

PROGRESS REPORT FREQUENCY

Not Applicable

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**PROGRESS MEETING FREQUENCY**

Not Applicable

**KEY STAFF**

To be agreed with successful supplier following contract award

**KEY SUBCONTRACTOR(S)**

McAfee Enterprise

**COMMERCIALLY SENSITIVE INFORMATION**

To be agreed with successful supplier on contract award

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

Not applicable

| <b>For and on behalf of the Supplier:</b> |                   | <b>For and on behalf of the Buyer:</b> |                       |
|---|-------------------|--|-----------------------|
| Signature:                                | <b>REDACTED</b>   | Signature:                             | <b>REDACTED</b>       |
| Name:                                     | <b>REDACTED</b>   | Name:                                  | <b>REDACTED</b>       |
| Role:                                     | Contracts Manager | Role:                                  | Commercial Specialist |
| Date:                                     | 14/12/2021        | Date:                                  | 14/12/21              |

