



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

Department for Education (DfE)

Billing address

Invoices are to be submitted either electronically or posted NOT both to:

REDACTED

Customer representative name

REDACTED

REDACTED

Customer representative contact details

REDACTED

REDACTED

REDACTED

REDACTED

Supplier details

Supplier name

Comparex UK Ltd

Supplier address

REDACTED

REDACTED

REDACTED

REDACTED

Supplier representative name

REDACTED

Supplier representative contact details

REDACTED

REDACTED

Order reference number

REDACTED



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REDACTED



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

CCIS18A52

Call Off Commencement Date

The Initial Contract Term will commence on 1st October 2018 and will expire on 31st October 2019.

The Contract Extension Options are detailed below.

Call Off Contract Period (Term)

The initial Contract term will be for thirteen (13) months commencing 1st October 2018 and expiring 31st October 2019. This is to cover the terms of all required licences.

There will be the option to extend the Contract by a maximum term of thirteen (13) months from 1st October 2019 (to cover the licences requiring renewal from this date), to 31st October 2020. This will be taken up at the Authority's discretion and subject to budgetary approval in Financial Year 2019 – 2020.

Call Off Initial Period Months

Thirteen (13) months.

Call Off Extension Period (Optional) Months

Thirteen (13) months.

Specific Standards or compliance requirements

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

The specification for this requirement is outlined within the Appendix B – Statement of Requirements. The Customer's populated Schedule 5 in line with GDPR can be found under Annex A - Call-Off Schedule 5 Schedule of Processing, Personal Data and Data Subjects. By signing this Contract the Supplier has accepted the Customer's completed Annex A.



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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

To include where relevant Packing/Packaging

The following Goods and Services are to be provided under this Contract:

Initial Contract Term 1st October 2018 to 31st October 2019:

Initial Twelve (12) Month Term Pricing = "Core" Pricing				
Item No:	Description	Quantity	Renewal Term	Total Cost
DQT System				
1	QuickAddress GBR Address Data for Web - Annual Licence	1	1st October 2018 to 30 th September 2019	REDACTED
2	QAS Pro Web 7.10 - Annual Licence	1	1st October 2018 to 30 th September 2019	REDACTED
IRIS System				
1	QAS Pro Web 7.15 for Microsoft CRM 2013 (v.2.0) (500 users)	500 users	1st November 2018 to 31st October 2019	REDACTED
2	QAS AddressBase Premium for PSMA for Microsoft CRM – per seat (500 users)	500 users	1st November 2018 to 31st October 2019	REDACTED
3	QAS Pro on Demand for Microsoft CRM 2015 (OP) (V2.0) – per seat	1 user	1st November 2018 to 31st October 2019	REDACTED
4	QAS AddressBase Premium for PSMA for Pro On Demand – per seat	1 user	1st November 2018 to 31st October 2019	REDACTED



5	QAS Pro Web 7.15 for Microsoft CRM 2013 (v.2.0) (3,500 users)	3500 users	1st November 2018 to 31st October 2019	REDACTED
6	QAS AddressBase Premium for PSMA for Microsoft CRM – per seat (3,500 users)	3500 users	1st November 2018 to 31st October 2019	REDACTED
Total Price for Initial Twelve (12) month term				REDACTED

Indicative Pricing for Optional Contract Extension 1st October 2019 to 31st October 2020:

Indicative Contract Extension Pricing				
Item No:	Description	Quantity	Renewal Term	Total Cost
DQT System				
1	QuickAddress GBR Address Data for Web - Annual Licence	1	1st October 2019 to 30 th September 2020	REDACTED
2	QAS Pro Web 7.10 - Annual Licence	1	1st October 2019 to 30 th September 2020	REDACTED
IRIS System				
1	QAS Pro Web 7.15 for Microsoft CRM 2013 (v.2.0) (500 users)	500 users	1st November 2019 to 31st October 2020	REDACTED
2	QAS AddressBase Premium for PSMA for Microsoft CRM – per seat (500 users)	500 users	1st November 2019 to 31st October 2020	REDACTED



3	QAS Pro on Demand for Microsoft CRM 2015 (OP) (V2.0) – per seat	1 user	1st November 2019 to 31st October 2020	REDACTED
4	QAS AddressBase Premium for PSMA for Pro On Demand – per seat	1 user	1st November 2019 to 31st October 2020	REDACTED
5	QAS Pro Web 7.15 for Microsoft CRM 2013 (v.2.0) (3,500 users)	3500 users	1st November 2019 to 31st October 2020	REDACTED
6	QAS AddressBase Premium for PSMA for Microsoft CRM – per seat (3,500 users)	3500 users	1st November 2019 to 31st October 2020	REDACTED
Total Indicative Price for Extension Option				REDACTED

The Contract extension option will be taken up at the discretion of the Authority, subject to internal budgetary approval following commencement of the financial year April 2019.

Product Support

Standard product support is to include:

- User access to the QAS web-based portal in order to download the latest updates.
- Provision of software patches and updates throughout the contract term.
- Support mechanism availability via the Experian portal; REDACTED and email support: REDACTED.

KEY MILESTONES

The Authority will measure the quality of Comparex UK Ltd's delivery against the following project milestones:



Milestone	Description	Timeframe
1	Comparex UK Ltd's Purchase Order and Licence Renewal Form provided to the vendor (Experian);	By 31 st August 2018, subject to receipt of the Authority's Purchase Order
2	Provision and Delivery of all of the required renewed licences outlined in Section 6 for the Authority's DQT system;	By 31 st September 2018
2	Renewal and Delivery of all of the required licences outlined in Section 6 for the Authority's IRIS system.	By 31 st October 2018



SERVICE LEVELS AND PERFORMANCE

The Authority will measure the quality of the Supplier's delivery by:

KPI/SLA	Service Area	KPI/SLA description	Target
1	Delivery Timescales	Delivery of all DQT licences renewals by 1 st October 2018;	100%
2	Delivery Timescales	Delivery of all IRIS licences renewals by 1 st November 2018.	100%

Where Comparex UK Ltd fails in the KPIs listed above, the Authority will, in the first instance seek a mutually agreeable resolution with the Supplier. However, if this is not possible the Authority reserves the right to cancel the agreement and seek alternative supply from the next ranked potential supplier identified during the procurement event.

Warranty Period, if applicable

Not Applicable

Location/Site(s) for Delivery

The location for the licences is required at:

REDACTED
REDACTED
REDACTED
REDACTED
REDACTED
REDACTED

Dates for Delivery of the Goods and/or the Services

Provision and Delivery of all DQT licences renewals is required by 1st October 2018.

Provision and Delivery of all IRIS licences renewals is required by 1st November 2018.

Software List product details under each relevant heading below

Supplier Software	Third Party Software	Maintenance Agreement
N/A	Experian Quick Address Software Licences as detailed under Section C pages 6 to 8. Include license or link in Call Off Schedule 3	N/A Include terms or link in Call Off Schedule 3



Additional Clauses (see Annex 3 of Framework Schedule 4) Tick as required

Alternative Clauses	Additional Clauses Tick one box below as applicable	Optional Clauses Tick any applicable boxes below
Scots Law Or	<input type="checkbox"/>	A: Termed Delivery – Goods <input type="checkbox"/>
Northern Ireland Law	<input type="checkbox"/>	B: Complex Delivery – Solutions (includes Termed Delivery – Goods) <input type="checkbox"/>
Non-Crown Bodies	<input type="checkbox"/>	NB Both of the above options require an Implementation Plan which should be appended to this Order Form
Non-FOIA Public Bodies	<input type="checkbox"/>	C: Due Diligence <input type="checkbox"/>
		D: Call Off Guarantee <input type="checkbox"/>
		E: NHS Coding Requirements <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)

The total and firm price for the Initial Contract Term 1st October 2018 to 31st October 2019 shall be REDACTED.

The Indicative Pricing for the Contract Extension Option 1st October 2019 to 31st October 2020 is REDACTED.

The total awarded Contract value (excluding VAT) shall be £170,797.59 including all extension options.

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 (£)

For Orders with a defined Call Off Contract Period

REDACTED.

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

REDACTED

Total contract value

Please provide the total contract value (for the Call Off Initial Period) as detailed in your response to the Customer's statement of requirements

The total and firm price for the Initial Contract Term 1st October 2018 to 31st October 2019 shall be REDACTED

The Indicative Pricing for the Contract Extension Option 1st October 2019 to 31st October 2020 is REDACTED

The total awarded Contract value (excluding VAT) shall be £170,797.59 including all extension options.



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	
Job role/title	
Signature	
Date	

For and on behalf of the Customer

Name	
Job role/title	
Signature	
Date	



Annex A –

Call-Off Schedule 5 Schedule of Processing, Personal Data and Data Subjects

Description	Details
Subject matter of the processing	REDACTED
Duration of the processing	REDACTED
Nature and purposes of the processing	REDACTED
Type of Personal Data	REDACTED
Categories of Data Subject	REDACTED
Plan for return or destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	REDACTED