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

**Order Form Template**

CALL-OFF REFERENCE: Project 25214\_hSo Cody Park

THE BUYER: **Department of Work & Pensions**

BUYER ADDRESS Caxton House, Tothill Street, London, SW1H 9NA

SUPPLIER REFERENCE ORD-19080-H1F2

THE SUPPLIER: **High Speed Office**

SUPPLIER ADDRESS:50 Leman Street, London, E1 8HQ

REGISTRATION NUMBER:Redacted information

DUNS NUMBER: Redacted information

SID4GOV ID:Not applicable

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 30/08/2022

It’s issued under the Framework Contract with the reference number RM3808 for the

provision of Network Services.

CALL-OFF LOT(S):

**RM3808 – Lot 1**

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) RM3808*

*3. The following Schedules in equal order of precedence:*

*Joint Schedules for framework reference number RM3808*

*o Joint Schedule 2 (Variation Form)*

*o Joint Schedule 3 (Insurance Requirements)*

*o Joint Schedule 4 (Commercially Sensitive Information)*

*o Joint Schedule 6 (Key Subcontractors)*

*o Joint Schedule 7 (Financial Difficulties)*

*o Joint Schedule 10 (Rectification Plan)*

*o Joint Schedule 11 (Processing Data)*

*• Call-Off Schedules for RM3808 – Lot 1 MSO Price Card*

*o Call-Off Schedule 1 (Transparency Reports)*

*o Call-Off Schedule 2 (Staff Transfer)*

*o Call-Off Schedule 6 (ICT Services)*

*o Call-Off Schedule 8 (Business Continuity and Disaster Recovery)*

*o Call-Off Schedule 9 (Security)*

*o Call-Off Schedule 11 (Installation Works)*

*o Call-Off Schedule 12 (Clustering)*

*o [Call-Off Schedule 14 (Service Levels)*

*4.* CCS Core Terms (version 3. 0.4)

*5. Joint Schedule 5 (Corporate Social Responsibility)*

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 when the Call-Off Contract is awarded through a direct award

procedure.

**CALL-OFF START DATE 30/08/2022**

**CALL-OFF EXPIRY DATE 29/08/2023**

**CALL-OFF INITIAL PERIOD 12 months**

**CALL-OFF OPTIONAL EXTENSION PERIOD 12 months**

**MINIMUM PERIOD OF NOTICE FOR WITHOUT REASON TERMINATION**

65 working days after initial term

**CATALOGUE SERVICE OFFER REFERENCE**

**CALL OFF DELIVERABLES**

|  |
| --- |
| Redacted information |
| Redacted information |
| Redacted information |
| Redacted information |
| Redacted information |

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 **£8,310.00**

CALL-OFF CHARGES

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of Service** | **Cost (£)** | **Term (mths)** | **TOTAL COST** |
| Redacted information | Redacted information | Redacted information | Redacted information |
| Redacted information | Redacted information | Redacted information | Redacted information |
| Redacted information | Redacted information | Redacted information | Redacted information |
| Redacted information | Redacted information | Redacted information | Redacted information |
|  |  |  | Redacted information |

Year 1 (One) Total Price excluding VAT = £8,310 plus VAT of £1,662 totals £9,972.

An additional £8,310 plus VAT of £1,662 totals £9,972 has been included for the optional 12 (twelve) month extension period.

The published Total Contract Value (TCV) is £19,994 including VAT.

All changes to the Charges must use procedures that are equivalent to those in

Paragraphs 4 and 5 in Framework Schedule 3 (Framework Prices).

The Charges will not be impacted by any change to the Framework Prices.

**REIMBURSABLE EXPENSES**

Not recoverable

**PAYMENT METHOD**

BACs

**BUYER’S INVOICE ADDRESS**:

Redacted information

**BUYER’S AUTHORISED REPRESENTATIVE**

Redacted information

**BUYER’S ENVIRONMENTAL POLICY**

The Buyer will provide a copy of its environmental policy to the Supplier on request,

which the Supplier will comply with.

The Supplier must provide reasonable support to enable the Buyer to work in an

environmentally friendly way, for example to recycle or lower their carbon footprint

**ADDITIONAL INSURANCES**

Not applicable when the Call-Off Contract is awarded through a direct award

procedure.

**GUARANTEE**

Not applicable when the Call-Off Contract is awarded through a direct award

procedure.

**SOCIAL VALUE COMMITMENT**

Not applicable

**STAFF TRANSFER**

Not applicable

**QUALITY PLAN**

Not applicable when the Call-Off Contract is awarded through a direct award

procedure.

**MAINTENANCE OF ICT ENVIRONMENT**

Not applicable when the Call-Off Contract is awarded through a direct award

procedure.

**BUSINESS CONTINUITY AND DISASTER RECOVERY**

In accordance with Call-Off Schedule 8 (Business Continuity and Disaster Recovery)

Part A, the Supplier’s BCDR Plan at Annex 1 will apply.

**SECURITY REQUIREMENTS**

In accordance with Call-Off Schedule 9, Part A (Short Form Security Requirements)

to apply]

**BUYER’S SECURITY POLICY**

Not applicable when the Call-Off Contract is awarded through a direct award

procedure.

**INFORMATION SECURITY MANAGEMENT SYSTEM (ISMS)**

Not Applicable

**CLUSTERING**

Not Applicable

**SERVICE LEVELS AND SERVICE CREDITS**

Review Call-Off Schedule 14 (Service Levels); Call-Off Schedule 14 Part B **ONLY**

applies when the Call-Off Contract is awarded through a direct award procedure.

Service Credits will accrue in accordance with Call-Off Schedule 14 Part B (Long

Form Service Levels and Service Credits).

The required Service Maintenance Level is 4

The Service Credit Cap is in accordance with Call-Off Schedule 14 (Service Levels)

The Service Period is one (1) Month

**SUPPLIER’S AUTHORISED REPRESENTATIVE**

Redacted information

**SUPPLIER’S CONTRACT MANAGER**

Redacted information

**PROGRESS REPORT FREQUENCY**

On a recurring day of each calendar month

**PROGRESS MEETING FREQUENCY**

Quarterly

**OPERATIONAL BOARD**

Not applicable when the Call-Off Contract is awarded through a direct award

procedure.

**KEY STAFF**

Not Applicable

**KEY SUBCONTRACTOR(S)**

Not Applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Pricing

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | Redacted information | Signature: | Redacted information |
| Name: | Redacted information | Name: | Redacted information |
| Role: | Managing Director, HSO | Role: | Commercial Lead |
| Date: | Redacted information | Date: | Redacted information |