

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

## Order Form

CALL-OFF REFERENCE: PS/22/199

THE BUYER: Driver and Vehicle Licensing Agency (DVLA)

BUYER ADDRESS Longview Road, Swansea, SA6 7JL

THE SUPPLIER: Bytes Software Services

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

REGISTRATION NUMBER: 1616977

DUNS NUMBER: 225273754

SID4GOV ID:

## 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 1 (Definitions)
  - Joint Schedule 2 (Variation Form)
  - Joint Schedule 3 (Insurance Requirements)
  - Joint Schedule 4 (Commercially Sensitive Information)
- Call-Off Schedules for PS/22/199
  - 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 D 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:** 20/02/2023

**CALL-OFF EXPIRY DATE:** 19/02/2024

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

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

## **CALL-OFF DELIVERABLES**

DVLA require a contract renewal on Dynamic Web Twain. This software provides a java-script interface to a local TWAIN compliant hardware scanner (hardware not required). The software is able to run on MS Windows 10 and MAC OS desktop operating systems. The software should support IE 11 web Browser and latest stable versions of Chrome, Firefox and Safari.

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The software will be used to capture digital versions of Tachograph application forms. The client should be able to specify at runtime how the image should be captured from the HW scanner (i.e. 1 sided, two sided etc.) and image quality settings (format, dpi, colour, etc.)

The software must be supported to an enterprise level by the software provider such that updates to the product are made available as part of the maintenance process. In the event of specific live incidents with the software a supplier helpdesk is required to resolve issues.

There is a specific group of users who perform this task who are split across Welsh and Northern Ireland offices.

In total licensing to cover 12 end users

The contract will be for a 12-month period commencing 20/02/2023 until 19/02/2024 and paid on an annual basis

### **LOCATION FOR DELIVERY**

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

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

The Licences must be set up and active by 20/02/2023

### **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 **£TBC**

### **CALL-OFF CHARGES**

Total contract value - **£10,393,64**

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: [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

Category Lead

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

[Tenders@bytes.co.uk](mailto:Tenders@bytes.co.uk)

Bytes House, Randalls Way, Leatherhead, KT22 7TW

## **SUPPLIER'S CONTRACT MANAGER**

Redacted

Bytes House, Randalls Way, Leatherhead, KT22 7TW

## **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

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	Redacted	Signature:	Redacted
Name:	Redacted	Name:	Redacted
Role:	Divisional Director Strategic Frameworks & Bids	Role:	Category Lead  Commercial Directorate
Date:	19 <sup>th</sup> January 2023	Date:	25.01.2023