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

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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 Communities & Local Government
Billing address Your organisation's billing address - please ensure you include a postcode CLGInvoices@communities.gsi.gov.uk
Customer representative name The name of your point of contact for this Order REDACTED
Customer representative contact details Email and telephone contact details for the Customer's representative REDACTED

Supplier details
Supplier name The Supplier organisation name, as it appears in the Framework Agreement Insight Direct (UK) Ltd
Supplier address Supplier's registered address The Atrium, 1 Harefield Road, Uxbridge. UB8 1PH
Supplier representative name The name of the Supplier point of contact for this Order REDACTED
Supplier representative contact details Email and telephone contact details of the supplier's representative REDACTED
Order reference number A unique number provided by the supplier at the time of quote TBA

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Section B
Overview of the requirement

Framework Lot under which this Order is being placed
Tick one box below as applicable

1. HARDWARE ☐
2. SOFTWARE ☒
3. COMBINED SOFTWARE AND HARDWARE REQUIREMENTS ☐
4. INFORMATION ASSURED PRODUCTS ☐
5. VOLUME HARDWARE REQUIREMENTS (DIRECT FROM OEM) ☐

Customer project reference
Please provide a project reference, this will be used in management information provided by suppliers to assist CCS with framework management
CPD04/118/110 - 00210018

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
12/12/2017

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
36 months

Call Off Initial Period Months
36 months

Call Off Extension Period (Optional) Months
NA

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

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
N/A

Warranty Period, if applicable
N/A

Location/Site(s) for Delivery
DCLG, Fry Building, 2 Marsham Street, London SW1P 4DF

Dates for Delivery of the Goods and/or the Services

Click here to enter a date.

Software List product details under each relevant heading below

Supplier Software	Third Party Software	Maintenance Agreement
Click here to enter text.	Microsoft. M365 E5 ShrdSvr ALNG SubsVL MVL PerUsr/per month. The SKU is AAA-28605 M365 E3 (per user/per month) M365 E5 ShrdSvr ALNG SubsVL MVL PerUsr. The SKU is AAA-28605 M365 E3 MS Visio PROFESSIONAL (not Enterprise) on premise MS Visio STANDARD (not Enterprise) on premise MS Visio (not Enterprise) on line MS Project STANDARD (not Enterprise) on premise MS Project PROFESSIONAL	N/A Include terms or link in Call Off Schedule 3

	(not Enterprise) on premise MS Project (not Enterprise) on line WinServer (Server Pool) Operating Systems Pool - Windows Upgrade (Windows 7 to 10 upgrade). Dynamic 365 Enterprise Azure Monetary Commitment Include license 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	☐	A: Termed Delivery – Goods	☐	C: Due Diligence	☐
Northern Ireland Law	☐	B: Complex Delivery – Solutions (includes Termed Delivery – Goods)	☐	D: Call Off Guarantee	☐
Non-Crown Bodies	☐	**NB Both of the above options require an Implementation Plan which should be appended to this Order Form**		E: NHS Coding Requirements	☐
Non-FOIA Public Bodies	☐			F: Continuous Improvement & Benchmarking	☐
				G: Customer Premises	☐
				H: Customer Property	☐
				I: MOD Additional Clauses	☐

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

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)
Invoice quoting Purchase Order and description of goods/services to be submitted annually

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

Year 1 Call Off Contract Charges (£) For Orders with a defined Call Off Contract Period	£718,078.29 excluding VAT for year 1

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 Click here to enter text.
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
Estimated £2,407,808.03 excluding VAT for 3 year term, subject to change if true-up or true-down of quantities is required during the term.

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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	**Contracts Manager**
Signature	
Date	**12/12/2017**

For and on behalf of the Customer

Name	
Job role/title	
Signature	
Date	