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

**Order Form**

CALL-OFF REFERENCE: **PS/24/152**

THE BUYER: **Driver and Vehicle Licensing Agency**

BUYER ADDRESS Long View Road, Morriston Swansea, SA6 7JL

THE SUPPLIER: **Ultima Business Solutions Limited**

SUPPLIER ADDRESS:Gainsborough House, Manor Farm Road,

Reading, RG2 0NA

REGISTRATION NUMBER:02521249

DUNS NUMBER: 50-573-4145

SID4GOV ID: 50-573-4145

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 RM6098 for the provision of Technology Products & Associated Service 2.

CALL-OFF LOT(S):

Lot 3 Software

CALL-OFF INCORPORATED TERMS

This is a Bronze Contract.

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) RM6098
3. Framework Special Terms
4. The following Schedules in equal order of precedence:

* Joint Schedules for RM6098
  + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + Joint Schedule 7 (Financial Difficulties) [including Annex 5 – Optional Terms for Bronze Contracts]
  + Joint Schedule 11 (Processing Data)
* Call-Off Schedules for RM6098
  + Call-Off Schedule 5 (Pricing Details)
  + Call-Off Schedule 6 (ICT Services) Annexes A-E to Call-Off Schedule
  + Call-Off Schedule 8 (Business Continuity and Disaster Recovery) amended for a Bronze Contract as per paragraph 10 of Part A of that Schedule
  + Call-Off Schedule 9 (Security) Part A
  + Call-Off Schedule 10 (Exit Management)
  + Call-Off Schedule 20 (Call-Off Specification)

1. CCS Core Terms (version 3.0.11) as amended by the Framework Award Form
2. Joint Schedule 5 (Corporate Social Responsibility) RM6098

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

Any Special Terms will be confirmed/agreed with the successful supplier on contract award.

CALL-OFF START DATE: **01 April 2025**

CALL-OFF EXPIRY DATE: **31 March 2026**

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

CALL-OFF DELIVERABLES

Provision of extended support and maintenance for the products listed in the below table. The contract will be for 12 months covering period 01/04/25 – 31/03/26.

|  |  |  |
| --- | --- | --- |
| RWEB and Reflection X S&M renewal | | |
| **Product Description** | **Quantity** | **Support** |
| Reflection for the Web Enterprise Edition Licensed Unit Special | 1508 | Yes-Extended Support |
| Reflection X Licences | 7 | Yes-Extended Support |

See full details in Call Off Schedule 20(Call Off Specification)

LOCATION FOR DELIVERY

Driver and Vehicle Licencing Agency, Long View Road, Swansea SA6 7JL

DATES FOR DELIVERY

**The contract must be in place by 01 April 2025**

TESTING OF DELIVERABLES

N/A

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 **to be confirmed on contract award**

CALL-OFF CHARGES

**To be confirmed on contract award**

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

All invoice payments will be via BACS

BUYER’S INVOICE ADDRESS:

email address SSa.invoice@Ubusinessservices.co.uk

Unity Business Services (UBS) 5 Sandringham Park Swansea Vale SA7 0EA

Invoicing Procedures embedded below;



BUYER’S AUTHORISED REPRESENTATIVE

**REDACTED**

**Commercial Advisor**

**REDACTED**@dvla.gov.uk

**Driver and Vehicle Licencing Agency**

**Long View Road**

**Swansea**

**SA6 7JL**

BUYER’S ENVIRONMENTAL POLICY embedded below:



BUYER’S SECURITY POLICY

**None**

SUPPLIER’S AUTHORISED REPRESENTATIVE

**REDACTED**

Head of Legal & Compliance

[Legal@Ultima.com](mailto:Legal@Ultima.com)

SUPPLIER’S CONTRACT MANAGER

**REDACTED**

Account Manager

**REDACTED**@Ultima.com

Gainsborough House, Manor Farm Road,

Reading, RG2 0NA

PROGRESS REPORT FREQUENCY

**N/A**

PROGRESS MEETING FREQUENCY

**N/A**

KEY STAFF

To be agreed with successful supplier on contract award.

KEY SUBCONTRACTOR(S)

**N/A**

COMMERCIALLY SENSITIVE INFORMATION

To be agreed with successful supplier on contract award.

SERVICE CREDITS

**N/A**

ADDITIONAL INSURANCES

N/A

GUARANTEE

N/A

SOCIAL VALUE COMMITMENT

N/A

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | **REDACTED** | Signature: | **REDACTED** |
| Name: | **REDACTED** | Name: | **REDACTED** |
| Role: | Head of Legal & Compliance | Role: | Commercial Categy Manager |
| Date: | 28/02/2025 | Date: | 05/03/2025 |