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

**Order Form**

CALL-OFF REFERENCE: **DSCOM/CB/2247**

THE BUYER: **Ministry of Defence – UK Strategic Command**

BUYER ADDRESS: **MOD Abbey Wood, Bristol, BS34 8JH**

THE SUPPLIER: **Akhter Computers Limited**

SUPPLIER ADDRESS: **Akhter House, Perry Road, Harlow, Essex, CM18 7PN**

REGISTRATION NUMBER:[02253061

DUNS NUMBER: **[**399470210

SID4GOV ID: **[**399470210

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 09/12/2020.

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 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + [Joint Schedule 6 (Key Subcontractors)
  + [Joint Schedule 7 (Financial Difficulties)
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
  + [Joint Schedule 12 Supply Chain Visibility]
* Call-Off Schedules for DSCOM/CB/2247
  + [Call-Off Schedule 3 (Continuous Improvement)
  + [Call-Off Schedule 6 (ICT Services)
  + [Call-Off Schedule 7 (Key Supplier Staff)
  + [Call-Off Schedule 9 (Security) Part A
  + [Call-Off Schedule 13 (Implementation Plan and Testing)
  + [Call-Off Schedule 15 (Call-Off Contract Management)
  + [Call-Off Schedule 16 (Benchmarking)
  + [Call-Off Schedule 17 (MOD Terms)

1. CCS Core Terms (version 3.0.6)
2. Joint Schedule 5 (Corporate Social Responsibility) RM6068
3. Annexes A to E 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 START DATE: **5th January 2021**

CALL-OFF EXPIRY DATE: **5th January 2022**

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

LOCATION FOR DELIVERY:

The base location for the services shall be DSCOM Abbey Wood, Bristol, BS34 8JH. However due to the way in which this capability will be used, the location of the services can be carried out at a variety of MOD sites including but not limited to MoD Main Building (London), PJHQ (Northwood), Andover, Brize Norton, Portsmouth, South Cerney and Marchwood. Services may also be delivered remotely if applicable.

DATES FOR DELIVERY OF THE DELIVERABLES

Option A: Dates to be confirmed upon Contract award.

TESTING OF DELIVERABLES

Option A: None

WARRANTY PERIOD

The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be: To be advised by supplier prior to Contract award.

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£95k.

CALL-OFF CHARGES

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

CP&F

BUYER’S INVOICE ADDRESS:

MOD Abbey Wood, Bristol, BS34 8JH, NH3, Cedar 3C, #3351

BUYER’S AUTHORISED REPRESENTATIVE

TBC on Contract award

SUPPLIER’S AUTHORISED REPRESENTATIVE

[**Lisa Smyth** ]

**[Contracts Officer**]

[ccsales@akhter.co.uk]

**Akhter House Perry Road, Harlow CM187PN**]

SUPPLIER’S CONTRACT MANAGER

[**Lisa Smyth** ]

**[Contracts Officer**]

[ccsales@akhter.co.uk]

**Akhter House Perry Road, Harlow CM187PN**]

PROGRESS REPORT FREQUENCY

N/A

PROGRESS MEETING FREQUENCY

Quarterly (Apr, Jul & Oct) review of capability between The Authority and the Supplier.

KEY STAFF

TBC

KEY SUBCONTRACTOR(S)

Llamasoft Limited

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)]

AGREED REQUIREMENT/PROPOSAL

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Unit Price | Quantity | Amount |
| Supply of single license 1 user | £95,000.00 | 1 | £95,000.00 |
| Option to purchase a further license at a later date (if required). | £90,250.00 | 1 | £90,250.00 |
| Supply of services | Support for 1 year for 1 license included. | 1 |  |
| Delivery to UK site | FOC | 1 | FOC |

This Contract is for a single license at the cost shown above with an option for The Authority to purchase an additional license at a later date. All pricing is exclusive of VAT.

Support is included in the License fee. This includes hours, severity codes, target responses etc and takes the form of a Helpdesk facility, operational from 8am to 6pm Monday to Friday.

It specifically excludes on-site support. But if this were needed (and that would be extremely unusual it would be provided on a Time and Material Basis – based on the hourly rates provided in the original quotation. See below.

OPTIONS

Optional consultancy fees are be charged at the following hourly rates (if required):

Engagement Lead £300.00

Project Manager £280.00

Senior Consultant £280.00

Coaching £300.00

Monthly project reviews will be supported by the LLamasoft. Customer Success organisation at no additional cost.

Software Installation is self-installed, well documented and is straight forward. Telephone support is available. The one caveat is that an install needs to be done with Administration rights of the laptop.

It is not commercially viable, nor does it provide any economic advantages to the authority to have onsite support, the software is relatively simple to navigate. However, if the customer absolutely needed the onsite support, the hourly rates would apply.

Training that is normally offered in a classroom environment in Solihull; due to COVID-19 is now being offered online remotely through Teams or Zoom, free of charge so long as it is taken before 31-March 2021. The content of the online training is exactly the same as the face to face training would have been.

This usually has an associated cost per user. The beginner’s courses run monthly, dates are published on Llamasoft website. Providing the training is consumed by March 31st, 2021 this fee will be waived.

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | Lisa Smyth | Signature: | *Matt Long* (signed electronically) |
| Name: | Lisa Smyth | Name: | Matthew Long |
| Role: | Contract Officer | Role: | Commercial Officer |
| Date: | 10/12/2020 | Date: | 10/12/2020 |