



**RM6100 Technology Services 3  
Framework Schedule 4 Annex 1  
Lot 1 Order Form**

## Order Form

This Order Form is issued in accordance with the provisions of the Technology Services 3 Framework Agreement RM6100 dated 10th June 2021 between the Supplier (as defined below) and the Minister for the Cabinet Office (the "**Framework Agreement**") and should be used by Buyers after making a direct award or conducting a further competition under the Framework Agreement.

The Contract, referred to throughout this Order Form, means the contract between the Supplier and the Buyer (as defined below) (entered into pursuant to the terms of the Framework Agreement) consisting of this Order Form and the Call-Off Terms. The Call-Off Terms are substantially the terms set out in Annex 2 to Schedule 4 to the Framework Agreement and copies of which are available from the Crown Commercial Service website <https://www.crowncommercial.gov.uk/agreements/RM6100>. The agreed Call-Off Terms for the Contract being set out as the Annex 1 to this Order Form.

The Supplier shall provide the Services and Deliverables specified in this Order Form (including any attachments to this Order Form) to the Buyer on and subject to the terms of the Contract for the duration of the Contract Period.

In this Order Form, capitalised expressions shall have the meanings set out in Schedule (Definitions) of the Call-Off Terms.

This Order Form shall comprise:

1. This document headed "Order Form";
2. Attachment 1 – Services Specification;
3. Attachment 2 – Schedule of Processing, Personal Data and Data Subjects;
4. Attachment 3 – Transparency Reports; and
5. Annex 1 – Call-Off Terms.

The Order of Precedence shall be as set out in Clause 2.2 of the Call-Off Terms being:

- a) the Framework, except Framework Schedule 18 (Tender);
- b) the Order Form and its Attachments;
- c) the Call-Off Terms; and
- d) Framework Schedule 18 (Tender).



## Section A General information

Contract Details	
Contract Reference:	707965455
Contract Title:	SKYNET 6 Strategic Advisor Services
Contract Description:	[Redacted]
Commencement Date: this should be the date of the last signature on Section D of this Order Form	25 MAY 2023

  

Buyer details
Buyer organisation name Defence Digital

  

Billing address DBS Finance, Walker House, Exchange Flags, Liverpool, L2 3YL
---

  

Buyer representative name [Redacted]
---

  

Buyer representative contact details [Redacted]
--

  

Buyer Project Reference [Redacted]
---------------------------------------

  

Supplier details
Supplier name ACTICA Consulting Limited
Supplier address 4 Stirling House, Stirling Road Surrey, Research Park, Guildford GU2 7RF
Supplier representative name The name of the Supplier point of contact for this Order [Redacted]



Crown  
Commercial  
Service

**Supplier representative contact details**

Email and telephone contact details of the supplier's representative

[Redacted] [Redacted]

**Order reference number or the Supplier's Catalogue Service Offer Reference Number**

A unique number provided by the supplier at the time of the Further Competition Procedure. Please provide the order reference number, this will be used in management information provided by suppliers to assist CCS with framework management. If a Direct Award, please refer to the Supplier's Catalogue Service Offer Reference Number.

RM6100-Lot 1-707965455



## Section B

### Part 1 - The Services Requirement

#### Commencement Date

See above in Section A

#### Contract Period

*Guidance Note – this should be a period in months from the Commencement Date, up to the maximum permitted Contract Period of 24 months (2 years)*

130 Days per year for 2 years

#### Services

The Supplier shall provide the following Services to the Buyer:

See Attachment 1 – Services Specification.

#### Deliverables

The Supplier shall provide the following Deliverables to the Buyer as part of the Services:

See Attachment 1 – Services Specification.

#### Sites for the provision of the Services

*Guidance Note - Insert details of the sites at which the Supplier will provide the Services and/or Deliverables, which shall include details of the Buyer Premises, Supplier premises and any third party premises.*

The Supplier shall provide the Services and/or Deliverables from the following Sites:

##### Buyer Premises:

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Defence Digital

MOD Corsham

Westwells Road

Corsham

Wiltshire

SN13 9NR

##### Supplier Premises:



Not Applicable

**Third Party Premises:**

Not Applicable

**Additional Standards**

*Guidance Note: see Clause 7 (Standards) and the definition of Standards in Schedule 1 of the Call-Off Terms. Specify any particular standards that should apply to this Contract over and above the Standards.*

Not Applicable

**Key Supplier Personnel**

*Guidance Note: see Clauses 6.4 – 6.8 of the Call-Off Terms. Include any Key Supplier Personnel (and their Key Roles).*

Key Supplier Personnel	Key Role(s)	Duration
[Redacted]	Strategic Advisor	Entirety of the contract period.

**Buyer Property**

*Guidance Note: see definition of Buyer Property in Schedule (Definitions) of the Call-Off Terms. Include details of any property other than real property or IPR below.*

Not Applicable.

**Buyer Security Policy**

*Guidance Note: where the Supplier is required to comply with the Buyer's Security Policy then append to this Order Form below.*

DEFCON 659A Edn. 09/21 – Security Measures and Government Functional Standard GovS 007: Security shall apply.

**Buyer Enhanced Security Requirements**

*Guidance Note: if the Supplier has access to the Buyer System then the Buyer should consider including additional enhanced security requirements here to govern the Supplier's use of such system – this might include incorporating an ICT policy. These requirements are in addition to those set out in the Security Policy (if any) above.*

DEFCON 659A Edn. 09/21 – Security Measures and Government Functional Standard GovS 007: Security shall apply.

**Insurance**

*Guidance Note: if the Call Off Contract requires a higher level of insurance cover than the £1m default in Framework Agreement or the Buyer requires any additional insurances please specify the details below.*

Third Party Public Liability Insurance (£) - [redacted]

Professional Indemnity Insurance (£) – [redacted]



Employer's Liability (£) - [redacted]

### Key Sub-Contractors

*Guidance Note: see Framework Schedule 7 (Key Sub-Contractors) for detail and include here details of any Key Sub-Contractors which are applicable to this Contract.*

Not Applicable.

## Part 2 – Charges, Payment and Invoicing

### Contract Charges (excluding VAT)

*Guidance Note - insert the applicable Charges having regard to Framework Schedule 3 (Framework Prices and Charging Structure) and include details of time and materials and any fixed price. Also include details of any agreed expenses and terms relating to such expenses.*

	Monthly Payment Value	Total
Year 1 Deliverables	[Redacted]	[Redacted]
Year 2 Deliverables	[Redacted]	[Redacted]
Total Firm Price		[Redacted]
Travel and Subsistence (T&S) Provision Limit of Liability (LoL)		[Redacted]
Grand Total		[Redacted]

All Charges shall be payable by the Buyer in accordance with the Payment Profile set out below.

### Payment Profile

*Guidance Note – insert details of payment profile which may be monthly or quarterly in arrears or the parties may agree to include payments associated with the achievement of milestones, in which case details of milestones payments should be included here.*

The payment profile for this Contract is monthly in arrears and;

[Redacted]

### Invoice Details

The Supplier will issue Electronic Invoices in accordance with the agreed Payment Profile.

All invoices must be sent electronically via the Authority's Contracting, Purchasing and Finance (CP&F) system. DEFCON 522 Edn. 11/21 Payment and Recovery of Sums Due shall apply.

### Method of Payment

*Guidance Note – insert method of payment e.g. BACS.*

The payment method for this Contract is electronic using the Authority's Contracting, Purchasing and Finance (CP&F) system.



**Contract Anticipated Potential Value:** [Redacted]

*Guidance Note: for procurement purposes the Buyer will need to include details of the overall anticipated potential value of this Contract over the Contract Period*

## Part 3 – Additional and Alternative Buyer Terms

### **Additional Schedules and Alternative Clauses** (see Annex 3 of Framework Schedule 4)

*This Annex can be found on the RM6100 CCS webpage. The document is titled RM6100 Additional and Alternative Terms and Conditions Lot 1.*

#### **Additional Schedules**

*Guidance Note: Tick any applicable boxes below*

<b>Additional Schedules</b>	<b>Tick as applicable</b>
S1: Business Continuity and Disaster Recovery	<input type="checkbox"/>
S2: Continuous Improvement	<input type="checkbox"/>
S3: Supply Chain Visibility	<input type="checkbox"/>

Where selected above the Additional Schedules set out in document RM6100 Additional Terms and Conditions Lot 1 shall be incorporated into this Contract.

#### **Alternative Clauses**

*Guidance Note: Tick any applicable boxes below*

The following Alternative Clauses will apply:

<b>Alternative Clauses</b>	<b>Tick as applicable</b>
Scots Law	<input type="checkbox"/>
Northern Ireland Law	<input type="checkbox"/>

Where selected above the Alternative Clauses set out in document RM6100 Additional and Alternative Terms and Conditions Lot 1 shall be incorporated into this Contract.

#### **Liability**

*Guidance Note: to the extent that the Buyer would like to **increase** the limits of liability contained in Clause 12.1 of the Call-Off Terms, then specify the alternative limit below. Neither party is permitted to lower the limits set out in Clause 12.1 of the Call-Off Terms.*

Not Applicable.

#### **Termination for Convenience**

*Guidance Note: insert details of the notice period for termination for convenience where such period needs to be shorter or longer than the standard position under the Call-Off Terms.*

Not Applicable.



## Section C Supplier response

### Commercially Sensitive information

Any confidential information that the Supplier considers sensitive for the duration of an awarded Contract should be included here. Please refer to definition of Commercially Sensitive Information in the Contract – *use specific references to sections rather than copying the relevant information here.*

Not Applicable.

## Section D Contract award

This Contract is awarded in accordance with the provisions of the Technology Services 3 Framework Agreement RM6100.

### SIGNATURES

#### For and on behalf of the Supplier

Name	[Redacted]
Job role/title	<b>Office Manager</b>
Signature	[Redacted]
Date	<b>26 May 2023</b>

#### For and on behalf of the Buyer

Name	[Redacted]
Job role/title	<b>Commercial Manager</b>
Signature	[Redacted]
Date	<b>25 May 2023</b>

## Attachment 1 – Services Specification

### SKYNET 6 Strategic Adviser





Crown  
Commercial  
Service

About the SKYNET Programme:

SKYNET is a family of military communications satellites, currently operated for the Ministry of Defence (MOD), that provides strategic communication services to the UK Armed Forces and allies. SKYNET 5 is the most recent generation of this family.

About the Strategic Adviser:

One SKYNET 6 Strategic Adviser is required for 130 days per year for a period of 2 years, primarily to support the Enduring Capability (SKEC) project, which will deliver the next era of satellite communications (SATCOM) to the MOD using new space assets and novel ways to monitor and control them.

[Redacted]



Crown  
Commercial  
Service

## **Attachment 2 – Schedule of Processing, Personal Data and Data Subjects**

Not applicable.



### Attachment 3 – Transparency Reports

Title	Content	Format	Frequency
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]



Crown  
Commercial  
Service

## **Annex 1 – Call-Off Terms and Additional Schedules and Alternative Clauses**