

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

Order Form

CALL-OFF REFERENCE: PS/22/102

THE BUYER: Driver and Vehicle Licensing Agency (DVLA)

BUYER ADDRESS Longview Road, Swansea, SA6 7JL

THE SUPPLIER: Insight Direct (UK) LTD

SUPPLIER ADDRESS: 4th floor The Charter Building
Charter Place, Uxbridge. UB8 1JG

REGISTRATION NUMBER: 2579852

DUNS NUMBER: 769387739

SID4GOV ID: 208171

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 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 5 (Corporate Social Responsibility)
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 11 (Processing Data)
- Call-Off Schedules for PS/22/102
 - 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)
 - Call-Off Schedule 10 (Exit Management) Part B
 - Call-Off Schedule 20 (Call-Off Specification)

4. CCS Core Terms (version 3.0.6)

5. 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 SPECIAL TERMS

Not Applicable

CALL-OFF START DATE: 01/10/22

CALL-OFF EXPIRY DATE: 30/09/23

CALL-OFF INITIAL PERIOD: 12 months

CALL-OFF OPTIONAL EXTENSION PERIOD: 12 months

CALL-OFF DELIVERABLES

This requirement is specifically for the renewal of Clearswift software and services as detailed in the below tables:

Product	Current Licence Record Number	Users/Instances	Duration
Clearswift SECURE Email Gateway (SEG) Perpetual – Sophos (APPS-SOP)	191947	7000 users 2 instance	01/10/22 – 30/09/23
Clearswift Email Managed Service for greater than 3000 users (SGEM-MSE)	191947	3000 users 2 instance	01/10/22 – 30/09/23
Email Gateway Hosting Services (SGEM-HOS)	191947	N/A	01/10/22 – 30/09/23
Clearswift SECURE Email Gateway (SEG) subscription – Sophos (SGEM-SOP)	191947	N/A	01/10/22 – 30/09/23
Data Redaction For Clearswift Secure Email Gateway	191947	N/A	01/10/22 – 30/09/23
Document Sanitization For Clearswift Secure Email Gateway	191947	N/A	01/10/22 – 30/09/23
OCR Feature For Clearswift Secure Email Gateway	191947	N/A	01/10/22 – 30/09/23
Structural Sanitization For Clearswift Secure Email Gateway	191947	N/A	01/10/22 – 30/09/23

In addition, the requirement includes Clearswift Premium Support which includes:

- Annual Clearswift system health check
- Three service days per year
- Quarterly service reviews and documented critical incident reports
- Product roadmap and release briefings
- Updates on status of Software Change Requests (SCRs)
- Additional technical contact per licenced Clearswift instance
- Discussions on best practice recommendations and compliance requirements
- Assigned Support Account Manager

LOCATION FOR DELIVERY

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

DATES FOR DELIVERY OF THE DELIVERABLES

01/10/22

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 to be confirmed with the successful supplier on contract award.

CALL-OFF CHARGES

To be confirmed with the successful supplier on contract award.

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: **REDACTED**

Invoice Procedures embedded below:



Invoicing Procedures
v2.1.pdf

BUYER'S AUTHORISED REPRESENTATIVE

REDACTED

Commercial Advisor

REDACTED

Commercial Directorate, DVLA, Longview Road, Swansea SA6 7JL

BUYER'S ENVIRONMENTAL POLICY



DVLA Corporate
Environmental Policy

BUYER'S SECURITY POLICY

To be shared with successful supplier on contract award

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED

Public Sector Account manager

REDACTED

4th floor The Charter Building

Charter Place

Uxbridge

UB8 1JG

SUPPLIER'S CONTRACT MANAGER

REDACTED

contracts manager

REDACTED

4th floor The Charter Building

Charter Place

Uxbridge

UB8 1JG

PROGRESS REPORT FREQUENCY

Not Applicable

PROGRESS MEETING FREQUENCY

Framework Ref: RM6068

Project Version: v0.1

Model Version: v3.2

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

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	Contracts Manager	Role:	It Category Lead
Date:	29/09/2022	Date:	30/9/2022

