

Direct award Order Form Template

CALL-OFF REFERENCE: PO 002

THE BUYER: The Secretary of State for Justice

BUYER ADDRESS: 102 Petty France, London SW1H 9AJ

SUPPLIER REFERENCE **RM3808-Lot 3-AdEPT- PO002**

THE SUPPLIER: AdEPT Technology Group

SUPPLIER ADDRESS: 77 Mount Ephraim, Tunbridge Wells, Kent, TN4 8BS

REGISTRATION NUMBER: 4682431

DUNS NUMBER: 734091346

SID4GOV ID: NA

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the services and is dated 26th June 2021

It's issued under the Framework Contract with the reference number RM3808 for the provision of telephony services and calls.

CALL-OFF LOT(S):

Lot 3

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) RM3808

3. The following Schedules in equal order of precedence:

Joint Schedules for framework reference number RM3808

- 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)
- Call-Off Schedules for PO002
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 6 (ICT Services)
 - Call-Off Schedule 9 (Security) – Part A
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 11 (Installation Works)
 - Call-Off Schedule 14 (Service Levels) – Part B

AdEPT Telecom plc is Carrier independent and has wholesale agreements with every major network provider in the UK. This means that we are ideally placed to quote for all sites and all products. More importantly, we can select the best solution for each location regardless of carrier as part of our managed services solution.

The cornerstone of a SIP deployment is the availability of a reliable, resilient connectivity network to link all the sites to the SIP platform.

AdEPT Telecom proposes to provide SIP Trunk and Data Connectivity for exclusive use by the Probation Service. The network is built using a resilient meshed core to support SIP trunking, and Access connectivity to each site.

4. CCS Core Terms (version 3. 0.4)

Joint Schedule 5 (Corporate Social Responsibility)

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 when the Call-Off Contract is awarded through a direct award procedure.

CALL-OFF START DATE 26/06/2021

CALL-OFF EXPIRY DATE 25/06/2022

CALL-OFF INITIAL PERIOD 12 months

CALL-OFF OPTIONAL EXTENSION PERIOD two optional periods of up to 12 months each

MINIMUM PERIOD OF NOTICE FOR WITHOUT REASON TERMINATION

Because the Authority is still defining the NPS estate, services and buildings in use, after 1 Oct 2021, the Authority, may at its option, giving 60 days' notice, request lines be discontinued, this request shall not be unreasonably refused. Cessation of lines shall in no event exceed 25%, by value, of the total annual value of the contract.

CATALOGUE SERVICE OFFER REFERENCE:

RM3808-Lot 3-AdEPT- PO002

CALL-OFF DELIVERABLES

A consolidated contract for Probation Office for Landlines broadband and SIP as per attached appendix 1 current rate card

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 [REDACTED], call volumes have been estimated at [REDACTED] based upon the call rates for June 2021 on the enclosed spreadsheet.

The total annual charges are therefore estimated at £147,650 per annum. Call rates may vary from month to month and AdEPT reserve the right to charge for calls made at the enclosed rate.

CALL-OFF CHARGES

[Buyer guidance: **Use** option A or, if charging model is too complex to detail in this form or must be embedded, **use** option B and Call-Off Schedule 5 instead. **Delete** the option that is not used.]

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4 and 5 in Framework Schedule 3 (Framework Prices).

The Charges will not be impacted by any change to the Framework Prices.

REIMBURSABLE EXPENSES

Not recoverable

PAYMENT METHOD

Monthly payment in 14 days payment plan

BUYER'S INVOICE ADDRESS: in accordance with SSCL /SOP instructions

Email: APinvoices-MOJ-U@gov.sscl.com

Ministry of Justice

PO Box 743

Newport

Gwent

NP10 8FZ

BUYER'S AUTHORISED REPRESENTATIVE

Laurence Tams. (this will change as the contract moves into BAU status)

BUYER'S ENVIRONMENTAL POLICY

HS023 – Sustainable Development Policy

ADDITIONAL INSURANCES

Not applicable when the Call-Off Contract is awarded through a direct award procedure.

GUARANTEE

Not applicable when the Call-Off Contract is awarded through a direct award procedure.

SOCIAL VALUE COMMITMENT

Not applicable

STAFF TRANSFER

Not applicable

QUALITY PLAN

Not applicable when the Call-Off Contract is awarded through a direct award procedure.

MAINTENANCE OF ICT ENVIRONMENT

Maintenance can be provided at additional monthly charge across the whole estate should Probation services chose AdEPT for the consolidation of maintenance.

BUSINESS CONTINUITY AND DISASTER RECOVERY

Not Applicable

SECURITY REQUIREMENTS

In accordance with Call-Off Schedule 9, Part A (Short Form Security Requirements) to apply]

BUYER'S SECURITY POLICY

Not applicable when the Call-Off Contract is awarded through a direct award procedure.

INFORMATION SECURITY MANAGEMENT SYSTEM (ISMS)

Not Applicable

CLUSTERING

Not Applicable

SERVICE LEVELS AND SERVICE CREDITS

Service levels are provided as part of the care level on the lines and these are standard Open Reach SLAs

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

77 Mount Ephraim,
Tunbridge Wells,
Kent
TN4 8BS

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

77 Mount Ephraim,
Tunbridge Wells,
Kent
TN4 8BS

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter

OPERATIONAL BOARD

Not applicable when the Call-Off Contract is awarded through a direct award procedure.

KEY STAFF

[REDACTED]

KEY SUBCONTRACTOR(S)

[REDACTED]

COMMERCIALLY SENSITIVE INFORMATION

Current rates and services

Rates for first 12 months are enclosed in this excel spreadsheet

[REDACTED]

Call Rate Card

[REDACTED]

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	[REDACTED]	Role:	[REDACTED]
Date:	[REDACTED]	Date:	[REDACTED]