



**Network Services Agreement RM1045  
Framework Schedule 4  
(Template Order Form and Template Call Off Terms) Part 1a**

## **Direct Award Order Form**

This Order Form must be used to place a Direct Award under the Network Services Agreement

Before completing this Order Form, please refer to the guidance provided (**How to complete a direct award order form**) which is available from the Crown Commercial Service (CCS) website on the agreement web page: <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm1045>

### **Order Form completion**

The Order Form consists of the following sections, please complete as follows:

#### **Section A – General information**

The Customer must complete this section for all Orders.

#### **Section B – Direct Award information**

The Customer must complete this section for all Orders.

#### **Section C – Location details/requirements**

The Customer must complete this section for all Orders.

#### **Section D – Call Off Contract award (Direct Award)**

The Customer must complete and sign this section for all Orders before sending the Order Form to the Supplier.

The Supplier must complete the grey boxes in this section and return a copy of the Order Form to the Customer. The Supplier may sign as acknowledgement of receipt of the Order.



## Section A General information

This Order Form is issued in accordance with the provisions of the Network Services Framework Agreement RM1045.

The Supplier shall supply the Services specified in this Order Form to the Customer on and subject to the terms of this Order Form, the appendices to this Order Form, as completed by the Customer and the Call Off Terms (together referred to as the "Call Off Contract") for the duration of the Call Off Contract Period.

For a Direct Award the following appendices may apply to the Call Off Contract:

### Appendix 1 - Testing

Annex 2 Test Certificate  
Annex 3 Satisfaction Certificate

- to be completed by both Parties as required throughout the life of the Call Off Contract, where testing has been requested in section B of this Order Form.

Reference: Direct Award and Short Form Further Competition Call Off Terms, Schedule 4

### Appendix 2 - Variation Form

- to be used, if required, by both Parties throughout the life of the Call Off Contract.

Reference: Direct Award and Short Form Further Competition Call Off Terms, Schedule 12

The Call Off Terms that will apply to the Call Off Contract are as specified in the Direct Award and Short Form Further Competition Call Off Terms (Framework Schedule 4, part 2).

## Customer details

### Customer Organisation name

Department for Communities and Local Government

### Customer billing address

Your organisation's billing address, please ensure you include a postcode

DCLG, 4th Floor, High Trees, Hillfield Road, Hemel Hempstead, Hertfordshire, HP2 4XN. Email CLGInvoices@communities.gsi.gov.uk

### Customer Representative:

The name of your point of contact for this requirement

REDACTED

### Customer Representative contact details

Please provide full address details, email address and telephone number

DCLG, IT Operations Team, 1st Floor, North West, Fry Building, 2 Marsham Street, London. SW1P 4DF. Email: REDACTED

## Supplier details

### Supplier name

The Supplier organisation name. Call Off Contracts must be awarded to the Supplier name as it appears in the Supplier Framework Agreement.

These are available on the agreement webpage, <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm1045>. Please see the documents tab, and refer to Suppliers by lot.

VODAFONE LIMITED

### Supplier address

The Supplier's registered address, please see the documents tab on the agreement webpage and refer to Suppliers by lot.

<http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm1045>.



Crown  
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Service

Vodafone House, The Connection, Newbury, Berkshire, RG14 2FN, England



## Section B Direct Award information

### Customer Order reference number

Please provide a unique reference for this Call Off Contract.

[CPD04/117/160](#)

### Service Offer reference

The item number/s for the Service Offer/s (called Supplier item ID in the Catalogue Publication Portal) this can be confirmed by the Supplier if required.

RM1045 – L01 – SSO #15

### Description of Services required

Please provide a description of Services required to enable the Supplier to ensure that the requirement is fully provided by the Service Offer selected. Please ensure all required options are listed.

Where additional Testing or Testing as an option is required, please ensure these requirements are clearly listed.

Please provide details of quantity required where this is relevant.

PSN DNSP Plus Access Primary Distance 100Mbps - ARR QRC

PSN DNSP Plus Primary MSAB 100Mbps - ARR QRC

PSN DNSP Plus 1941 Router Bundle - ARR QRC

PSN DNSP Plus VPN inc GCN Primary 100Mbps - ARR QRC

GCF Core Charge - Large User Layer 2 - QRC

GCF IL3 Email Relay and AV/AS filtering - QRC

GCF Internet 100Mbps - Proxy (GCF or PSN IL3 N'wk) - QRC

GCF Internet 2Mbps - Proxy (GCF or PSN IL3 N'wk) - QRC

### Lot or Lots covered by this requirement

Lot 1

### Call Off Commencement Date

The Call Off Commencement Date is the date of dispatch of this signed Order Form. This date can be found in section D of this Order Form.

### Call Off Initial Period

Any period in months, up to the maximum Call Off Initial Period of 24 Months

This Call Off continues until the 30 April 2019.

### Call Off Extension Period

The maximum Call Off Extension Period is 0 Months

No extension option available

### Last price paid

Please provide the expenditure in the last full financial year by your organisation covering the services being replaced by this Call Off Contract (if applicable).

Please provide any relevant details to explain the figure.

REDACTED

### Implementation Plan required?

A draft Implementation Plan will form part of the Service Offer, if you require the Supplier to provide a plan based on this draft, please select. See clause 6 of the Call Off Terms

Yes  No

### Testing

Testing may be included in a Service Offer.

Options for additional Testing, or Testing as an option, may also be described in a Service Offer.

Please indicate if you require any of the described Testing options. These must be included in your 'Description of Services required' section of this form.



If testing is required the forms attached at appendix 1 (Call Off Schedule 4) will be used by both Parties throughout the life of the Call Off Contract.

Testing options are required

Testing options are not required

### Service Maintenance Level (SML) required

The Supplier's Service Offer will have a default Service Maintenance Level, options for other SMLs may be available and will be described in the Service Offer. Where options are provided, please indicate the required level. See clause 10 of the Call Off Terms and Schedule 6 of the Call Off Terms.

NA

### Charges

These will either appear as an item price or will be derived from the Price Card attached to the Service Offer. Please note that if a Service Offer is indicated as 'free' this is due to the functionality of the software of the Catalogue Publication Portal. You must identify the relevant options and costs from the Price Card attached.

The Customer has selected and shall pay for the following Services in accordance with the attached Price Plan and Commercial Terms:-

PSN DNSP Plus Access Primary Distance 100Mbits - ARR QRC	736.56
PSN DNSP Plus Primary MSAB 100Mbits - ARR QRC	2,062.50
PSN DNSP Plus 1941 Router Bundle - ARR QRC	2,087.34
PSN DNSP Plus VPN inc GCN Primary 100Mbits - ARR QRC	1,539.00
GCF Core Charge - Large User Layer 2 - QRC	385,320
GCF IL3 Email Relay and AV/AS filtering - QRC	16,738.32
GCF Internet 100Mbps - Proxy (GCF or PSN IL3 N'wk) - QRC	78,208
GCF Internet 2Mbps - Proxy (GCF or PSN IL3 N'wk) - QRC	599
	<b>£487,290.72</b>

### Total contract value

Please provide the total contract value.

£974581.44 excluding VAT (£487,290.72 per annum)

### Scots Law required?

Tick as required.

See Call Off Schedule 13, clause 2.1.1

Yes  No

### Northern Ireland Law required?

Tick as required.

See Call Off Schedule 13, clause 2.1.2

Yes  No

### Non-Crown Body?

Please indicate if you are a Crown or non-Crown Body.

See Call Off Schedule 13, clause 2.1.3

Crown Body  Non-Crown Body

### Non FOIA Public Body?

Please indicate if you are an FOIA Public Body or non-FOIA Public Body. See Call Off Schedule 13, clause 2.1.4

FOIA Public Body  Non FOIA Public Body

### Dispute Resolution – role

Please provide details of the role within your organisation (if different from the contact provided in section A of this form) that would deal with Disputes.

See Call Off Schedule 11, clause 3.1 for details.

[Click here to enter text.](#)

### Dispute Resolution - arbitration

The default location for arbitration under this framework is London. If you wish to identify a more convenient location (for you and the Supplier) you are able to do so.

See Call Off Schedule 11, clause 6.4.6

[Click here to enter text.](#)



## Section C Location details/requirements

Please provide details of all the locations where the Supplier will be required to deliver the Services requested.

For each Site to be covered by this Order Form, please provide the full postal address, including postcode. If a postcode is not available please provide an appropriate reference such as a National Grid reference, which can be found using an internet search such as [Grid Reference Finder](#).

The required date of delivery of the Services must be in accordance with the Outline Implementation Plan described in the Service Offer.

Site address	Site postcode	Required service commencement date
Stevenage		1 <sup>st</sup> May 2017
IR18 - 2 Seldon Hill, Hemel Hempstead		1 <sup>st</sup> May 2017
DCLG Fry Building 2 Marsham Street London SW1P 4DF	SW1P 4DF	
DCLG 2 St Paul's Place 125 Norfolk Street Sheffield South Yorkshire S1 2JF	S1 2JF	
DCLG Apex Court City Link Nottingham Nottinghamshire NG2 4LA	NG2 4LA	
DCLG Arpley House 110 Birchwood Boulevard Warrington WA3 7QH	WA3 7QH	
DCLG Ashdown House Sedlescombe Road North St Leonards-on-Sea Hastings East Sussex TN37 7GA	TN37 7GA	
DCLG 2 Rivergate	BS1 6EH	



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Temple Quay Bristol BS1 6EH		
DCLG Citygate Gallowgate Newcastle-Upon-Tyne Tyne and Wear NE1 4WH	NE1 4WH	
DCLG Coburg House Mayflower Street Plymouth Devon PL1 1DJ	PL1 1DJ	
DCLG Eastbrook Shaftesbury Road Cambridge Cambridgeshire CB2 8DR	CB2 8DR	
DCLG High Trees – Hemel Hempstead 3rd Floor High Trees Hillfield Road Hemel Hempstead Hertfordshire HP2 4XN	HP2 4XN	
DCLG 8 City Walk 1st Floor North Lateral, 8 City Walk Leeds West Yorkshire LS11 9AT	LS11 9AT	
DCLG Lemon Quay House Lemon Quay Truro Cornwall TR1 2PU	TR1 2PU	
DCLG Longbrook House New North Road Exeter EX4 4GL	EX4 4GL	
DCLG Arndale House 2nd Floor Arndale Centre Manchester Lancashire	M4 3AQ	



M4 3AQ		
DCLG Rosebrae Court Woodside Ferry Approach Birkenhead Merseyside CH41 6DU	CH41 6DU	
DCLG 5 St Philip's Place Colmore Row Birmingham West Midlands B3 2PW	B3 2PW	
PINS The Planning Inspectorate 31 Hawk, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN	BS1 6PN	

**(Provide further Site details as required)**



## Section D Call Off Contract award (Direct Award)

This Call Off Contract is awarded in accordance with the provisions of the Network Services Framework Agreement RM1045.

The Supplier shall supply the Services specified in this Order Form to the Customer on and subject to the terms of this Order Form, the appendices to this Order Form, as completed by the Customer and the Call Off Terms (together referred to as the "Call Off Contract") for the duration of the Call Off Contract Period.

### Unique Call Off Contract identifier

A unique Order reference number provided by the Supplier for this Call Off Contract.  
RM1045-615

### Supplier Representative

The name of the Supplier point of contact for this requirement  
REDACTED

### Supplier's Representative

The contact details of the Supplier's representative  
REDACTED

### Dispute Resolution - Supplier

Please provide details of the role within your organisation that would deal with Disputes (if different from the contact given above). See Call Off Schedule 11, clause 3.1 for details.  
As above

### Call Off Contract Commencement Date

The commencement date of the Call Off Contract will be the date of dispatch of this signed Order Form by the Customer to the successful Supplier in accordance with Framework Schedule 5 (Call Off Procedures) paragraph 8 (Call Off Award Procedure).

## SIGNATURES

### For and on behalf of the Customer

Name	
Job role/title	
Signature	
Date of dispatch	

Please note that if an Order Form is sent to a supplier by post, the postal address provided on the agreement webpage <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm1045> should be used.  
Please see the documents tab, and refer to Suppliers by lot. This document also provides an email address for each supplier.

### For and on behalf of the Supplier

Name	
Job role/title	
Signature	
Date	



## CALL OFF SCHEDULE 4: TESTING

### ANNEX 2: TEST CERTIFICATE

To: [insert name of Supplier]  
From: [insert name of Customer]  
[insert Date dd/mm/yyyy]

Dear Sirs,

#### TEST CERTIFICATE

Deliverables:

**[Guidance Note to Customer: Insert description of the relevant Deliverables/Milestones]**

We refer to the agreement ("**Call Off Contract**") relating to the provision of the Services between the [insert Customer name] ("**Customer**") and [insert Supplier name] ("**Supplier**") dated [insert Call Off Commencement Date dd/mm/yyyy].

The definitions for terms capitalised in this certificate are set out in this Call Off Contract.

[We confirm that all of Deliverables listed above have been tested successfully in accordance with the Testing Strategy Plan relevant to those Deliverables.]

[OR]

[This Test Certificate is issued pursuant to paragraph 13.1 of Call Off Schedule 4 (Testing) of this Call Off Contract on the condition that any Test Issues are remedied in accordance with the Rectification Plan attached to this certificate.]\*

**[\*Guidance Note: delete as appropriate]**

Yours faithfully

[insert Name]

[insert Position]

acting on behalf of [insert name of Customer]



**CALL OFF SCHEDULE 4: TESTING**

**ANNEX 3: SATISFACTION CERTIFICATE**

To: [insert name of Supplier]  
From: [insert name of Customer]  
[insert Date dd/mm/yyyy]

Dear Sirs,

**SATISFACTION CERTIFICATE**

Milestone:

**[Guidance Note to Customer: Insert description of the relevant Milestones]**

We refer to the agreement ("**Call Off Contract**") relating to the provision of the Services between the [insert Customer name] ("**Customer**") and [insert Supplier name] ("**Supplier**") dated [insert Call Off Commencement Date dd/mm/yyyy].

The definitions for terms capitalised in this certificate are set out in this Call Off Contract.

[We confirm that all the Deliverables relating to Milestone [number] have been tested successfully in accordance with the Testing Strategy Plan relevant to this Milestone [or that a conditional Test Certificate has been issued in respect of those Deliverables that have not satisfied the relevant Test Success Criteria.]]\*

[OR]

[This Satisfaction Certificate is granted pursuant to paragraph 13.1 of Call Off Schedule 4 (Testing) of this Call Off Contract on the condition that any Test Issues are remedied in accordance with the Rectification Plan attached to this certificate.]\*

[You may now issue an invoice in respect of the Milestone Payment associated with this Milestone in accordance with the provisions of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)]\*

**[\*Guidance Note: delete as appropriate]**

Yours faithfully

[insert Name]

[insert Position]

acting on behalf of [insert name of Customer]



**CALL OFF SCHEDULE 12: VARIATION FORM**

No of Order Form being varied:

.....

Variation Form No:

.....

BETWEEN:

**[insert name of Customer] ("the Customer")**

and

**[insert name of Supplier] ("the Supplier")**

1. This Call Off Contract is varied as follows and shall take effect on the date signed by both Parties:

**[Guidance Note: Insert details of the Variation]**

- 2. Words and expressions in this Variation shall have the meanings given to them in this Call Off Contract.
- 3. This Call Off Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

Signed by an authorised signatory for and on behalf of the Customer

Signature

Date

Name (in Capitals)

Address

Signed by an authorised signatory to sign for and on behalf of the Supplier

Signature

Date

Name (in Capitals)

Address