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**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 16/06/2021 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 <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm1234>. 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).



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Section A General information

Contract Details

Contract Reference:	
Contract Title:	Enterprise Plus Subscription for LoadMaster
Contract Description:	Enterprise Plus Subscription for LoadMaster
Commencement Date: this should be the date of the last signature on Section D of this Order Form	24/03/2025

Buyer details

Buyer organisation name

UK Health Security Agency

Billing address

Your organisation's billing address - please ensure you include a postcode
10 South Colonnade, Canary Wharf, London, E14 4PU

Buyer representative name

Commented [RM1]: Please provide

Buyer representative contact details

Commented [RM2]: Please provide

Commented [RM3]: Please provide

Supplier details

Supplier name

The supplier organisation name, as it appears in the Framework Agreement
Insight Direct (UK) Ltd

Supplier address

Supplier's registered address
1st Floor, 1 St Paul's Place, Sheffield, S1 2JX



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Supplier representative name

The name of the Supplier point of contact for this Order

Salvin Dass

Supplier representative contact details

Email and telephone contact details of the supplier's representative

Salvin.dass@insight.com

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.

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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)

2 years

Services

The Supplier shall provide the following Services to the Buyer:

Enterprise Plus Subscription for LoadMaster LM-X15.

The Services are more particularly described in Attachment 1 (Services Specification).

Deliverables

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

The Deliverables are more particularly described in 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:

10 South Colonnade, Canary Wharf, London, E14 4PU

Supplier Premises:

1st Floor, 1 St Paul's Place, Sheffield, S1 2JX

Third Party Premises:

Unit 5 Genesis Business Park, Albert Drive Woking, GU21 5RW



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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).

Not Applicable

Key Supplier Personnel	Key Role(s)	Duration

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.

[Security policy framework - GOV.UK](#)

Commented [RM4]: Please provide

Commented [GL5R4]: Completed

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.

Not Applicable

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 (£) - Not Applicable

Professional Indemnity Insurance (£) - Not Applicable

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.

Infinigate UK & Ireland Ltd
Unit 5 Genesis Business Park, Albert Drive, Working, GU21 5RW



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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.

Description	Total Val
LM-HW-X15-ENP Enterprise Plus Subscription for LoadMaster LM-X15. Includes new features and software updates unlimited 24x7 Customer Support In advance hardware replacement Edge Security Pack (ESP) – Authorization Authentication & Single Sign On Updated reputation data Serial Number: TSBJC2003755 Quantity: 2 Unit Price: £4,025.32	
LM-HW-X15-ENP Enterprise Plus Subscription for LoadMaster LM-X15. Includes new features and software updates unlimited 24x7 Customer Support In advance hardware replacement Edge Security Pack (ESP) – Authorization Authentication & Single Sign On Updated reputation data Serial Number: TSBJC2003755 Quantity: 2 Unit Price: £4,025.32	
LM-HW-X15-ENP Enterprise Plus Subscription for LoadMaster LM-X15. Includes new features and software updates unlimited 24x7 Customer Support In advance hardware replacement Edge Security Pack (ESP) – Authorization Authentication & Single Sign On Updated reputation data Serial Number: TSBJC2003782 Quantity: 2 Unit Price: £4,025.32	
LM-HW-X15-ENP Enterprise Plus Subscription for LoadMaster LM-X15. Includes new features and software updates unlimited 24x7 Customer Support In advance hardware replacement Edge Security Pack (ESP) – Authorization Authentication & Single Sign On Updated reputation data Serial Number: TSCC82001388 Quantity: 2 Unit Price: £4,025.32	
TOTAL	

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



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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.

Pricing Notes:

1. Pricing excludes UK VAT
2. Payment in full on receipt of invoice

Invoice Details

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

All invoices must be sent to:

Accounts Payable;
UK Health Security Agency,
Manor Farm Road,
Porton Down,
Salisbury,
SP4 0JG

All invoices must include:

purchase order, contract reference, breakdown of Deliverables etc

Method of Payment

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

The payment method for this Contract is BACS

Contract Anticipated Potential Value

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

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

Commented [RM6]: Please provide



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S3: Supply Chain Visibility	<input type="checkbox"/>
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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:

Alternative Clauses	Tick as applicable
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.

The limitation of liability set out in Clause 12.1 of the Call-Off Terms shall be amended to read:

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.

The notice period for termination of convenience set out in Clause 19.1 of the Call-Off Terms shall be amended from 30 Working Days to read: 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



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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	

For and on behalf of the Buyer

	er



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Attachment 1 – Services Specification

Description
LM-HW-X15-ENP Enterprise Plus Subscription for LoadMaster LM-X15. Includes new features and software updates unlimited 24x7 Customer Support In advance hardware replacement Edge Security Pack (ESP) – Authorization Authentication & Single Sign On Updated reputation data Serial Number: TSBJC2003751 Quantity: 2
LM-HW-X15-ENP Enterprise Plus Subscription for LoadMaster LM-X15. Includes new features and software updates unlimited 24x7 Customer Support In advance hardware replacement Edge Security Pack (ESP) – Authorization Authentication & Single Sign On Updated reputation data Serial Number: TSBJC2003755 Quantity: 2
LM-HW-X15-ENP Enterprise Plus Subscription for LoadMaster LM-X15. Includes new features and software updates unlimited 24x7 Customer Support In advance hardware replacement Edge Security Pack (ESP) – Authorization Authentication & Single Sign On Updated reputation data Serial Number: TSBJC2003782 Quantity: 2
LM-HW-X15-ENP Enterprise Plus Subscription for LoadMaster LM-X15. Includes new features and software updates unlimited 24x7 Customer Support In advance hardware replacement Edge Security Pack (ESP) – Authorization Authentication & Single Sign On Updated reputation data Serial Number: TSCC82001388 Quantity: 2



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

Guidance Note – if the Parties determine that there is no Personal Data being processed by the Supplier then delete the contents of this Attachment 2 and insert “Not Applicable as the Supplier shall not be authorised to process any Personal Data under this Contract”.

This Attachment 2 shall be completed by the Buyer, who may take account of the view of the Supplier, however the final decision as to the content of this Attachment 2 shall be with the Buyer at its absolute discretion.

1. The contact details of the Buyer's Data Protection Officer are: *[Insert Contact details]*.
2. The contact details of the Supplier's Data Protection Officer are: *[Insert Contact details]*.
3. The Supplier shall comply with any further written instructions with respect to processing by the Buyer.
4. Any such further instructions shall be incorporated into this Attachment 2.

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation, the Buyer is the Controller and the Supplier is the Processor in accordance with Clause 18 of the Contract.
Subject matter of the processing	<i>[This should be a high level, short description of what the processing is about i.e. its subject matter of the contract.]</i> <i>Example: The processing is needed in order to ensure that the Supplier can effectively deliver the contract to provide a service to members of the public.]</i>
Duration of the processing	<i>[Clearly set out the duration of the processing including dates]</i>
Nature and purposes of the processing	<i>[Please be as specific as possible, but make sure that you cover all intended purposes.]</i> <i>The nature of the processing means any operation such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (whether or not by automated means) etc.</i> <i>The purpose might include: employment processing, statutory obligation, recruitment assessment etc.]</i>
Type of Personal Data being Processed	<i>[Examples here include: name, address, date of birth, NI number, telephone number, pay, images, biometric data etc.]</i>



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Categories of Data Subject	<i>[Examples include: Staff (including volunteers, agents, and temporary workers), customers/ clients, suppliers, patients, students / pupils, members of the public, users of a particular website etc.]</i>
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Attachment 3 – Transparency Reports

Title	Content	Format	Frequency
[Performance]	[]	[]	[]
[Charges]	[]	[]	[]
[Key Sub-Contractors]	[]	[]	[]
[Technical]	[]	[]	[]
[Performance management]	[]	[]	[]



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