

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

## Order Form

CALL-OFF REFERENCE:	PS/25/81
THE BUYER:	<b>Driver and Vehicle Licensing Agency (DVLA)</b>
BUYER ADDRESS	Longview Road, Swansea, SA6 7JL
THE SUPPLIER:	<b>Specialist Computer Centres PLC</b>
SUPPLIER ADDRESS:	James House, Warwick Road, Birmingham, B11 2LE
REGISTRATION NUMBER:	01428210
DUNS NUMBER:	227720521
SID4GOV ID:	210512

## APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated as below in the signature panel.

It's issued under the Framework Contract with the reference number RM6098 for the provision of Technology Products and Associated Services 2

## CALL-OFF LOT(S):

Lot 3 Software

## CALL-OFF INCORPORATED TERMS

This is a Bronze Contract

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) RM6098
3. Framework Special Terms

4. The following Schedules in equal order of precedence:

- Joint Schedules for RM6098
  - Joint Schedule 2 (Variation Form)
  - Joint Schedule 3 (Insurance Requirements)
  - Joint Schedule 4 (Commercially Sensitive Information)
  - [Joint Schedule 7 (Financial Difficulties) [including Annex 5 – Optional Terms for Bronze Contracts]
  - Joint Schedule 11 (Processing Personal Data)
- Call-Off Schedules for RM6098
  - Call-Off Schedule 5 (Pricing Details)
  - Call-Off Schedule 6 (ICT Services)
  - Call-Off Schedule 8 (Business Continuity and Disaster Recovery) [amended for a Bronze Contract as per paragraph 10 of Part A of that Schedule]
  - Call-Off Schedule 9 (Security)
  - Call-Off Schedule 10 (Exit Management)
  - Call-Off Schedule 20 (Call-Off Specification)

5. CCS Core Terms (version 3.0.11) as amended by the Framework Award Form

6. Joint Schedule 5 (Corporate Social Responsibility) RM6098

7. Annexes A-E and 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: 20<sup>th</sup> December 2025

CALL-OFF EXPIRY DATE: 19<sup>th</sup> December 2028

CALL-OFF INITIAL PERIOD: 36 Months

## CALL-OFF DELIVERABLES

Table A – Licences – Cost for duration of contract		
Service Description	Quantity	Duration
Extended ECM platform for named user including ECM one-time fee	5000 named users	20 <sup>th</sup> December 2025 – 19 <sup>th</sup> December 2028
InfoArchive Enterprise Platform	25 TB	20 <sup>th</sup> December 2025 – 19 <sup>th</sup> December 2028

Table B – Support – Cost per annum	
Service Description	Duration
Extended ECM Prime Protect	20 <sup>th</sup> December 2025 – 19 <sup>th</sup> December 2028
Info Archive Prime Protect	20 <sup>th</sup> December 2025 – 19 <sup>th</sup> December 2028

The requirement is for a period of 36 months.

## LOCATION FOR DELIVERY

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

## DATES FOR DELIVERY

ALL SERVICES TO BE PROVIDED BY 18th DECEMBER 2025

## TESTING OF DELIVERABLES

Not applicable

## WARRANTY PERIOD

The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be 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  
**£822,624.00**

## **CALL-OFF CHARGES**

Total contract value - **£1,153,729.98**

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: **SSa.invoice@Ubusinessservices.co.uk**

Invoice Procedures embedded below:



## **BUYER'S AUTHORISED REPRESENTATIVE**

**REDACTED**

Commercial Practitioner

**REDACTED**@dvla.gov.uk

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

## **BUYER'S ENVIRONMENTAL POLICY**

Available upon request

## **BUYER'S SECURITY POLICY**

Not applicable

## **SUPPLIER'S AUTHORISED REPRESENTATIVE**

**REDACTED**

**REDACTED**@scc.com

## **SUPPLIER'S CONTRACT MANAGER**

**REDACTED**

**REDACTED**@scc.com

**PROGRESS REPORT FREQUENCY**

Not applicable

**PROGRESS MEETING FREQUENCY**

Not applicable

**KEY STAFF**

Not applicable

**KEY SUBCONTRACTOR(S)**

Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Not applicable

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

To support environmental protection and improvement. This may include net zero greenhouse gas emissions, energy efficiency, waste management etc.

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	<b>REDACTED</b>	Signature:	<b>REDACTED</b>
Name:	<b>REDACTED</b>	Name:	<b>REDACTED</b>
Role:	Commercial Services Director	Role:	DVLA Head of IT Commercial
Date:	28-11-2025	Date:	28/1125