

to do - ecm 8820\_RM3808 DWP Direct Award Order Form  
Corsham\_Expo\_DWP signed 28072020

23 December 2021 11:06



to do - ecm 8820\_RM3808 DWP Direct Award Order For...

## **Direct Award Order Form Template**

Direct Award Call-Off Order Form  
V1.0 12082019

## Direct award Order Form Template

**CALL-OFF REFERENCE:** RM3808\_Lot1\_Exponential-e\_Internet  
[MIG]\_SO35

**THE BUYER:** Dept of Work & Pensions

**BUYER ADDRESS:** Department for Work and Pensions  
DWP Finance and Commercial  
Commercial Directorate  
2 St Peters Square  
Manchester.  
M2 3AA

**SUPPLIER REFERENCE** 0061r00001GMngl

**THE SUPPLIER:** Exponential-e Limited

**SUPPLIER ADDRESS:** 100 Leaman St, London E1 8EU

**REGISTRATION NUMBER:** 04499567

**DUNS NUMBER:** 64-096-1145

**SID4GOV ID:** N/A

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 28<sup>th</sup> July 2020.

It's issued under the Framework Contract with the reference number RM3808 for the provision of Network Services.

**CALL-OFF LOT(S):**  
**Lot 1**

### 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

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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)
  - Joint Schedule 11 (Processing Data)
- Call-Off Schedules for RM3808\_Lot1\_Exponential-e\_Internet [MIG]\_SO35
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 2 (Staff Transfer)
    - Call-Off Schedule 6 (ICT Services)
    - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
    - Call-Off Schedule 9 (Security)
    - Call-Off Schedule 11 (Installation Works)
    - Call-Off Schedule 14 (Service Levels)
4. CCS Core Terms (version 3.0.5)
5. 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**

**Please see Appendix A as agreed within CCS Framework Award Form signed on 31 July 2019**

**CALL-OFF START DATE** 28<sup>th</sup> July 2020

**CALL-OFF EXPIRY DATE** 27<sup>th</sup> July 2023

**CALL-OFF INITIAL PERIOD** 3 years

**CALL-OFF OPTIONAL EXTENSION PERIOD** 2 years (1 + 1)

#### **MINIMUM PERIOD OF NOTICE FOR WITHOUT REASON TERMINATION**

The Customer shall have the right to terminate this Call-Off Contract by providing at least thirty (30) Working Days' written notice to the Supplier, such notice to be served no earlier than the first anniversary of the Effective Date

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**CATALOGUE SERVICE OFFER REFERENCE:** RM3808\_Lot 1\_Exponential-e\_SO35

#### CALL-OFF DELIVERABLES

Description	Quantity	Delivery Date	Details
Single circuit 1 GB Bearer	1	TBC	To be delivered as one bundle
1GB Port	1	TBC	As above
Managed Router	1	TBC	As above
/27 block of 32 ip addresses	1	TBC	As above

#### 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 **£8,250** Estimated Charges in the first 12 months of the Contract. The Buyer must always provide a figure here]

#### CALL-OFF CHARGES

Description	Site	One Off cost	Annual Cost
Single Circuit 1GB Bearer 1 x 1GB Port 1 x Managed Router Single /27 block of 32 addresses per block	[REDACTED] Data Centre [REDACTED] [REDACTED] [REDACTED] [REDACTED]	[REDACTED]	[REDACTED]

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

Via BACS

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**BUYER'S INVOICE ADDRESS:**

Department of Work and Pensions,  
PO Box 406,  
SSCL,  
Phoenix House,  
Celtic Springs Business Park,  
Newport  
NP10 8FZ  
[APIInvoices-DWP-U@sscl.gse.gov.uk](mailto:APIInvoices-DWP-U@sscl.gse.gov.uk)

**BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED]  
Commercial Lead – IT Infrastructure  
[PSN.PROCUREMENT@dwp.gov.uk](mailto:PSN.PROCUREMENT@dwp.gov.uk)  
Department for Work and Pensions  
DWP Finance and Commercial  
Commercial Directorate  
2 St Peters Square  
Manchester. M2 3AA

**BUYER'S ENVIRONMENTAL POLICY**

The Buyer will provide a copy of its environmental policy to the Supplier on request which the Supplier will comply with.

The Supplier must provide reasonable support to enable Buyers to work in an environmentally friendly way, for example by helping them recycle or lower their carbon footprint.

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

Not applicable

**STAFF TRANSFER**

The following parts of Call-Off Schedule 2 (Staff Transfer) shall apply:  
Part E (Staff Transfer on Exit) will apply to every Contract.

**QUALITY PLAN**

Not applicable

**MAINTENANCE OF ICT ENVIRONMENT**

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Not applicable

**BUSINESS CONTINUITY AND DISASTER RECOVERY**

Part A, the Supplier's BCDR Plan at Annex 1 will apply.

**SECURITY REQUIREMENTS**

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

**BUYER'S SECURITY POLICY**

Not applicable

**INFORMATION SECURITY MANAGEMENT SYSTEM (ISMS)**

Not Applicable

**SERVICE LEVELS AND SERVICE CREDITS**

Service Credits will accrue in accordance with Call-Off Schedule 14 Part B (Long Form Service Levels and Service Credits).

The required Service Maintenance Level is Level 4

The Service Credit Cap is in accordance with Call-Off Schedule 14 (Service Levels)

The Service Period is one (1) Month

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

**Account Director – Public Sector**

[REDACTED]

100 Leman St, Aldgate, London, E1 8EU

**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]

**Public Sector Bid Director**

[REDACTED]

100 Leman St, London E1 8EU

**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

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**KEY STAFF****Head of Customer Service**

100 Leaman Street, London, E1 8EU

**KEY SUBCONTRACTOR(S)**

N/A

**COMMERCIALLY SENSITIVE INFORMATION**

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:	Director – Public Sector & Unified Platforms	Role:	Senior Executive Officer – Commercial Directorate
Date:	28th July 2020	Date:	28 <sup>th</sup> July 2020

**Appendix A**

Special Term 1	Core Terms Clause 2.6 – Delete the last sentence: [REDACTED]
Special Term 2	Add new Clause 2.11 : “ [REDACTED] ”
Special Term 3	Core Terms Clause 3.2.2 – [REDACTED]
Special Term 4	Core Terms Clause 3.2.11 - [REDACTED]
Special Term 5	Core Terms Clause 8.7 – Delete current text and replace with: [REDACTED]

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	<p>[REDACTED]</p> <p>[REDACTED]</p>
Special Term 6	<p>Core Terms Clause 10.3.2 Delete current text and replace with the following;</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
Special Term 7	<p>Core Terms Clause 11.2 – [REDACTED]</p>
Special Term 8	<p>Core Terms Clause 14.1 - Delete the Clause and replace with:</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
Special Term 9	<p>Core Terms 14.5 – delete the Clause and replace with:</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
Special Term 10	<p>Core Terms Clause 24.2 – add the following additional text at the end of the Clause :</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
Special Term 11	<p>Core Terms – add the following provision:</p> <p>[REDACTED]</p>

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