

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

Order Form

CALL-OFF REFERENCE: [Insert Buyer's contract reference number]
1.11.4.3605

THE BUYER: [Insert Buyer's name] Health and Safety Executive
(HSE)

BUYER ADDRESS [Insert business address] Redgrave Court, Merton
Road, Bootle L20 7HS

THE SUPPLIER: CDW Limited [Insert name of Supplier]

SUPPLIER ADDRESS: 8th Floor
The Peninsula
2 Victoria Place
Manchester
M4 4EW [Insert registered address (if
registered)]

REGISTRATION NUMBER: 05872067 [Insert registration number (if
registered)]

DUNS NUMBER: [Insert if known]

SID4GOV ID: [Insert if known]

[Buyer guidance: This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

If an electronic purchasing system is used instead of signing as a hard copy, text below must be copied into the electronic order form **starting from 'APPLICABLE FRAMEWORK CONTRACT' and up to, but not including, the Signature block**

It is essential that if you, as the Buyer, add to or amend any aspect of any Call-Off Schedule, then **you must send the updated Schedule** with the Order Form to the Supplier]

APPLICABLE FRAMEWORK CONTRACT

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This Order Form is for the provision of the Call-Off Deliverables and dated 31 March 2020.

It's issued under the Framework Contract with the reference number RM6068 for the provision of Technology Products and Associated Services.

CALL-OFF LOT(S):

Lot 3 Software & Associated Services

CALL-OFF INCORPORATED TERMS

The following documents are embedded into this Call-Off Contract at Annex A. 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) RM6068

2.3. The following Schedules in equal order of precedence:

- Joint Schedules for RM6068

- Joint Schedule 2 (Variation Form)
- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 4 (Commercially Sensitive Information)
- Joint Schedule 11 (Processing Data)

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Call-Off Schedule 6 (ICT Services)

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Call-Off Schedule 8 (Business Continuity & Disaster Recovery) Part

○ Call-Off Schedule 9 (Security) Part A

○ Call-Off Schedule 10 (Exit Management) Part B

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Call-Off Schedule 18 (Background Checks)

○ Call-Off Schedule 20 (Call-Off Specification)

○ CCS Core Terms (version 3.0.6)

CCS Core Terms (version 3.0.6)

7.5. Joint Schedule 5 (Corporate Social Responsibility) RM6068

8.6. [Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

9.7. Annexes B to D Call-Off Schedule 6 (ICT Services)

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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

None

CALL-OFF START DATE: 01 April 2020

CALL-OFF EXPIRY DATE: 31 March 2023

CALL-OFF INITIAL PERIOD: 3 years

CALL-OFF DELIVERABLES

The Contractor will provide the Services as detailed in their tender submission

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The Contractor shall organise and conduct the entire Services in consultation with the HSE where appropriate, and provide all necessary resources of personnel, materials, Services and equipment, except for such resources that may be provided by the HSE at its discretion.

No undertaking shall be deemed to have been made by the HSE in respect of the total quantities or values of the Services to be ordered pursuant to this contract and the Contractor acknowledges and agrees that it has not entered into this contract on the basis of any such undertaking.

LOCATION FOR DELIVERY

Health and Safety Executive,

Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS

DATES FOR DELIVERY OF THE DELIVERABLES

The Services shall be delivered between 01 April 2020 and shall be completed by 31 March 2023.

TESTING OF DELIVERABLES

None

CALL-OFF CHARGES

The cost for delivering the services will be as set out in the suppliers tender submission as detailed in Call Off Schedule 4 – Call Off Tender to this Contract - .Annex D Price Breakdown, exclusive of VAT. Any additional costs will be agreed in advance and in writing with the HSE Contract Manager.

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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

BACS

BUYER'S INVOICE ADDRESS:

NEWPORT SSCL - HEALTH & SAFETY EXECUTIVE
PO Box 401
NEWPORT
NP10 8FZ
APinvoices-HAS-U@gov.sscl.com

BUYER'S AUTHORISED REPRESENTATIVE

IT Contract Manager

Foundry House, 3 Millsands, Sheffield S3 8NH

SUPPLIER'S AUTHORISED REPRESENTATIVE

8th Floor
The Peninsula
2 Victoria Place
Manchester
M4 4EW

SUPPLIER'S CONTRACT MANAGER

As above

PROGRESS REPORT FREQUENCY

Quarterly on the first Working Day of each quarter
Quarterly on the first Working Day of each quarter

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter]TBA
Agreed

KEY STAFF

Not applicable

Framework Ref: RM6068

Project Version: v0.1

Model Version: v3.2

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KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

For and on behalf of the Supplier: CDW LIMITED

Signature:

Name:

Role:

Date:

For and on behalf of the Buyer: HEALTH AND SAFETY EXECUTIVE

Signature:

Name:

Role:





Date:

Buyer guidance: ~~execution by seal / deed where required by the Buyer.~~

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Annex A

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| <u>CCS Core Terms (version 3.0.6)</u> |  Core Terms 3.0.6.docx.docx |
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| <u>JOINT SCHEDULES</u> | |
| <u>Joint Schedule 1 – Definitions v1.0</u> |  Joint Schedule 1 - Definitions v1.0.doc |
| <u>Joint Schedule 2 – Variation Form v1</u> |  Joint Schedule 2 - Variation Form v1.doc |
| <u>Joint Schedule 3 – Insurance Requirements v.1</u> |  Joint Schedule 3 - Insurance Requirements |
| <u>Joint Schedule 4 – Commercially Sensitive Information v.1</u> |  Joint Schedule 4 - Commercially Sensitive |
| <u>Joint Schedule 5 – Corporate Social Responsibility v1</u> |  Joint Schedule 5 - Corporate Social Responsibility |
| <u>Joint Schedule 11 – (Processing Data) v1.0</u> |  Joint Schedule 11 (Processing Data) v1 |

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| <u>CALL-OFF SCHEDULES</u> | |
| <u>Call-Off Schedule 4 – Call-Off Tender v1.0</u> (including costs) |  T5 - CDW Ltd - HSE T3605.docx <hr/>  T5 - CDW Ltd - SQU3767674_v2.pdf |
| <u>Call-Off Schedule 6 – ICT Services V3</u> |  Call-Off Schedule 6 - ICT Services V3.doc |
| <u>Call-Off Schedule 8- Business Continuity and Disaster Recovery v.0.1</u> |  Call-Off Schedule 8 - Business Continuit |
| <u>Call-Off Schedule 9 – Security v0.1</u> |  Call-Off Schedule 9 - Security v0.1.docx |
| <u>Call-Off Schedule 10 – Exit Management v2</u> |  Call-Off Schedule 10 - Exit Managemer |
| <u>Call-Off Schedule 18 – Background Checks v1.0</u> |  Call-Off Schedule 18 - Background Ch |
| <u>Call-Off Schedule 20 – Specification v1.0</u> |  HSE Invitation to Tender for the Provi: |