

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

## Order Form

CALL-OFF REFERENCE: **PS/22/151**

THE BUYER: **Driver and Vehicle Licensing Agency (DVLA)**

BUYER ADDRESS Longview Road, Swansea, SA6 7JL

THE SUPPLIER: Insight Direct (UK) LTD

SUPPLIER ADDRESS: **4th floor The Charter Building, Charter Place, Uxbridge. UB8 1JG**

REGISTRATION NUMBER: **REDACTED**

DUNS NUMBER: **REDACTED**

SID4GOV ID: **REDACTED**

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated as below in Signature panel.  
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 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) RM6068
3. The following Schedules in equal order of precedence:

- Joint Schedules for RM6068

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

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- Joint Schedule 2 (Variation Form)
  - Joint Schedule 3 (Insurance Requirements)
  - Joint Schedule 4 (Commercially Sensitive Information)
  - Joint Schedule 7 (Financial Difficulties)
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- Call-Off Schedules for **PS/22/151**
    - Call-Off Schedule 5 (Pricing Details)
    - Call-Off Schedule 6 (ICT Services)
    - Call-Off Schedule 8 (Business Continuity & Disaster Recovery) Part B
    - Call-Off Schedule 9 (Security) Part C
    - Call-Off Schedule 10 (Exit Management) Part B
    - Call-Off Schedule 20 (Call-Off Specification)

4. CCS Core Terms (version 3.0.6)

5. Joint Schedule 5 (Corporate Social Responsibility) RM6068

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

*Any special terms will be confirmed/agreed with the successful supplier on Contract Award*

CALL-OFF START DATE: **01/11/2022**

CALL-OFF EXPIRY DATE: **31/10/2023**

CALL-OFF INITIAL PERIOD: **12 Months**

CALL-OFF OPTIONAL EXTENSION PERIOD **N/A**

### CALL-OFF DELIVERABLES

This requirement is specifically for the renewal of support and maintenance of OpenText Processflows Enterprise and Rightfax Gateway software (version 20.2 and above) as detailed in the below table:

Actual id	Name	Qty	Serial No.
S11RF-21495	Enterprise Suite Edition (Redundant) - ASM	1	REDACTED
S11RF-21316	Integration Module (Redundant) - ASM	1	REDACTED
S11RF-21414	FOIP Enable an Existing DDC - (Redundant) - RightFax - ASM	4	REDACTED
S11RF-21306	Additional DDC - NON FOIP - (Redundant) - RightFax - ASM	3	REDACTED

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S11RF-21322	Enterprise Shared DB (Redundant) - RightFax -ASM	1	REDACTED
S11RF-21488	Enterprise Suite Edition - ASM	1	REDACTED
S11RF-21298	Business Integration - ASM	1	REDACTED
S11RF-21300	Enterprise Shared DB - RightFax - ASM	1	REDACTED
S11RF-21413	FOIP Enable an Existing DDC - RightFax - ASM	4	REDACTED
S11RF-21282	Additional DDC - NON FOIP - RightFax - ASM	3	REDACTED
S11RF-21488	Enterprise Suite Edition - ASM	1	REDACTED
S11RF-21413	FOIP Enable an Existing DDC - RightFax - ASM	4	REDACTED
S11RF-21300	Enterprise Shared DB - RightFax - ASM	1	REDACTED
S11RF-21298	Business Integration - ASM	1	REDACTED
S11RF-21282	Additional DDC - NON FOIP - RightFax - ASM	3	REDACTED
S11RF-19724	Fax Gateway 908, 8 Channel ISDN - UK Edition - ASM	1	REDACTED
S11RF-21495	Enterprise Suite Edition Redundant - ASM	1	REDACTED
S11RF-21414	FOIP Enable an Existing DDC - (Redundant) - RightFax - ASM	1	REDACTED
S11RF-21411	Additional DDC - FOIP Enabled - (Redundant) - RightFax -ASM	3	REDACTED
S11RF-21316	Integration Module (Redundant) - ASM	1	REDACTED
S11RF-21322	Enterprise Shared DB (Redundant) - RightFax -ASM	1	REDACTED
S11RF-19724	Fax Gateway 908, 8 Channel ISDN - UK Edition - ASM	1	REDACTED
S11RF-19724	Fax Gateway 908, 8 Channel ISDN - UK Edition - ASM	1	REDACTED

See full details in Call-Off Schedule 20 (Call-Off Specification)

**LOCATION FOR DELIVERY****Driver and Vehicle Licensing Agency, Longview Road, Swansea SA6 7JL****DATES FOR DELIVERY OF THE DELIVERABLES****The contract must be in place to commence 01/11/22****TESTING OF DELIVERABLES**

None

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### 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 **£15,290.62**

### CALL-OFF CHARGES

**£15,290.62**

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: **REDACTED**

Invoice Procedures embedded below:

**REDACTED**

### BUYER'S AUTHORISED REPRESENTATIVE

Sue Roblin

Commercial Specialist

sue.roblin@dvla.gov.uk

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

### BUYER'S ENVIRONMENTAL POLICY

Embedded below:



dvla011-corporate-  
environmental-polic

### BUYER'S SECURITY POLICY

None

Framework Ref: RM6068

Project Version: v0.1

Model Version: v3.2

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

**REDACTED**

Account Manager

**REDACTED**

4th floor The Charter Building

Charter Place

Uxbridge

UB8 1JG

**SUPPLIER'S CONTRACT MANAGER**

**REDACTED**

contracts manager

**REDACTED**

4th floor The Charter Building

Charter Place

Uxbridge

UB8 1JG

**PROGRESS REPORT FREQUENCY**

Not Applicable

**PROGRESS MEETING FREQUENCY**

Not Applicable

**KEY STAFF**

To be agreed with successful supplier following contract award

**KEY SUBCONTRACTOR(S)**

**ProcessFlows UK Ltd**

**COMMERCIALLY SENSITIVE INFORMATION**

To be agreed with successful supplier on contract award

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

Not applicable

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	Contracts Manager	Role:	Commercial Specialist
Date:	20/10/2022	Date:	20/10/2022

