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

# Order Form

CALL-OFF REFERENCE: C188884

THE BUYER: Manchester University NHS Foundation Trust

BUYER ADDRESS Cobbett House Manchester Royal Infirmary, Oxford Rd

 Manchester M13 9WL

THE SUPPLIER: CAE Technology Services

SUPPLIER ADDRESS: Head Office , 27 Maylands Ave, Hemel Hempstead, Industrial Estate, Hemel Hempstead. HP2 7DE

REGISTRATION NUMBER: GB 836 637 989

DUNS NUMBER: 771082625

SID4GOV ID: N/A

## APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 11/08/2023.

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
	+ Joint Schedule 2 (Variation Form)
* Call-Off Schedule 20 (Call-Off Specification)
* Call-CCS Core Terms (version 3.0.6)
1. Joint Schedule 5 (Corporate Social Responsibility) RM6068
2. Annexes A to E 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 START DATE: 01-07-2023

CALL-OFF EXPIRY DATE: 30-06-2024

CALL-OFF INITIAL PERIOD: 1 Year

CALL-OFF OPTIONAL EXTENSION N.A

PERIOD

## CALL-OFF DELIVERABLES

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

## LOCATION FOR DELIVERY

MFT Location

## DATES FOR DELIVERY OF THE DELIVERABLES

01-Jul-2023

## TESTING OF DELIVERABLES

Not Applicable

## WARRANTY PERIOD

None

## 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 £74,209.10 excluding VAT (£89,050.92 Incl VAT)

## CALL-OFF CHARGES

£74,209.10 excluding VAT (£89,050.92 Incl VAT)

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:

Central Invoices, Finance and Procurement Business Unit,

Trafford General Hospital, Davyhulme,

M41 5SL

## BUYER’S AUTHORISED REPRESENTATIVE

Karen Flintoft, Head of Informatics Commercial Services

Karen.flintoft@MFT.NHS.UK

Deputy director of Informatics Commercial Services

## SUPPLIER’S AUTHORISED REPRESENTATIVE

Adrian Baker

Publis Sector Account Director

Adrian.Baker@caeuk.com

230 Cygnet Ct, Warrington WA1 1PP

## SUPPLIER’S CONTRACT MANAGER

Amit Chohan

Commercial Services Manager

Amit.Chohan@caeuk.com

Head Office , 27 Maylands Ave, Hemel Hempstead, Industrial Estate, Hemel Hempstead. HP2 7DE

## PROGRESS REPORT FREQUENCY

Not Applicable

## PROGRESS MEETING FREQUENCY

Not Applicable

## KEY STAFF

Service Desk

Service.Desk@caeuk.com

<https://help.caeuk.com/>

## KEY SUBCONTRACTOR(S)

Not Applicable

## COMMERCIALLY SENSITIVE INFORMATION

Not Applicable

## SERVICE CREDITS

Not Applicable

## ADDITIONAL INSURANCES

Not Applicable

## GUARANTEE

Not Applicable

## SOCIAL VALUE COMMITMENT

**Environmental Sustainability Policy**

CAE has an ISO14001:2015 accredited Environmental Management System. Using this and an 'in-house' sustainability plan, we are committed to reducing use of paper and plastic and limiting carbon emissions by reviewing car and air travel usage. As a result, as of April 2020 79% or waste has been diverted from landfill, 12 tons of CO2 has been saved, and electricity use has been reduced by 16 kilowatts.

Due to changes in working habits during the current Covid-19 pandemic, we are reviewing our existing sustainability strategy.

Our current sustainability approach is based on several principles as outlined below:

* To integrate sustainability considerations into all our business decisions;
* To comply with all applicable legislation, regulations, and codes of practice;
* To ensure all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it;
* To minimise the impact on sustainability of all office and transportation activities;
* To review annually report and to continually strive to improve our sustainability performance.

In order to put these principles into practice, per example CAE will:

* Avoid physically travelling to meetings etc where alternatives are available and practical, such as using teleconferencing or video conferencing and efficient timing of meetings to avoid multiple trips;
* Reduce the need for our staff to travel by supporting alternative working arrangements, including home working etc;
* Encourage our employees to use electric car by installing charging plugs at offices.

**Carbon Reduction**

As a systems integrator, our ability to deliver energy-efficient technology is driven by the vendors we utilise. All major vendors we work with have made significant steps to improve the energy efficiency of their equipment, resulting in optimisation being realised across all products.

**Zero / Minimise Waste Initiatives**

**Packaging**

We are heavily committed to delivering on Greening Government Technology Strategy 2020 targets for sustainability. We have mechanisms in place to ensure our processes and solutions align and exceed energy efficiency targets and environmental standards. Part of this is a commitment to reducing packaging waste - we only work with manufacturers invested heavily in reducing packaging and waste. Our manufacturers are working to decrease the quantity of packaging and increase the use of eco-friendly packaging. We will dispose of all packaging, recycling everything recyclable.

We are committed to sustainable waste management through reducing our consumption of materials, encouraging re-use where possible and promoting recycling and the use of recycled materials.

**Responsible Waste Management**

Our waste management is based on the protection of the environment and the health of the population. To achieve this, we focus our waste management on several principles, including:

* Refuse (by-product that can harm us, our organisation, and the environment)
* Reduce (the energy we use to heat our facility)
* Reuse (reuse packaging materials)
* Recycle (paper, plastic, glass and all electronic)

**Diverting Waste from Landfill**

All our IT equipment is recycled, and none is sent to landfill. To ensure this is carried out effectively, we have selected an approved carrier and a recycling centre with a valid certificate. Both the carrier and the recycling centre are required to hold a WEEE certificate (waste of electric, electronic equipment).

Similarly, surplus equipment is reused for the next project where possible, resold to the supplier or recycled.

For and on behalf of the Supplier:

Signature: 

Name: Adrian Baker

Role: Public Sector Account Director

Date: 31-Aug-23

For and on behalf of Buyer: Manchester University NHS Foundation Trust

Signature: 

Name: Jonathan Hinchcliffe

Role: Director of Digital Strategy, Governance & Assurance

Date:31-Aug-23

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

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