

NFC166 Microsoft Aggregation – Order Form and Contract

Contents

ORDER FORM
ORDER FORM ATTACHMENT 3 – STATEMENT OF REQUIREMENTS
PURPOSE
LIST OF CONTRACTING AUTHORITIES
BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT
DEFINITIONS
SCOPE OF REQUIREMENT
THE REQUIREMENT
KEY MILESTONES AND DELIVERABLES
MANAGEMENT INFORMATION/REPORTING
VOLUMES
CONTINUOUS IMPROVEMENT
SOCIAL VALUE
QUALITY
PRICE
STAFF AND BUYER SERVICE
SERVICE LEVELS AND PERFORMANCE
SECURITY AND CONFIDENTIALITY REQUIREMENTS
PAYMENT AND INVOICING
ACCOUNT MANAGEMENT PLAN
LOCATION
ORDER FORM ATTACHMENT 4 – PRICE SCHEDULE
CORE TERMS
JOINT SCHEDULE 1 (DEFINITIONS)
JOINT SCHEDULE 2 (VARIATION FORM)



NFC166 – Order Form and Contract

JOINT SCHEDULE 3 (INSURANCE REQUIREMENTS)

JOINT SCHEDULE 4 (COMMERCIALLY SENSITIVE INFORMATION)

JOINT SCHEDULE 5 (CORPORATE SOCIAL RESPONSIBILITY)

JOINT SCHEDULE 10 (RECTIFICATION PLAN)

JOINT SCHEDULE 11 (PROCESSING DATA)

CALL-OFF SCHEDULE 4 (CALL OFF TENDER)

CALL-OFF SCHEDULE 6 (ICT SERVICES)

CALL-OFF SCHEDULE 7 (KEY SUPPLIER STAFF)

CALL-OFF SCHEDULE 14 (SERVICE LEVELS)

ANNEX TO CORE TERMS: FRAMEWORK AWARD FORM

Note: There is no Attachment 1 or 2 to the Order Form and the Joint and Call-Off Schedules are those utilised in this contract (the numbers not seen are not part of this contract).

1. ORDER FORM

CALL-OFF REFERENCE: NFC166 - CCTS23A24 (Internal CO reference CO Digital 33)

THE BUYER: The Minister for the Cabinet Office Acting as part of the Crown

BUYER ADDRESS 100 Parliament Street, Westminster, Lond, SW1A 2BQ

THE SUPPLIER: Softcat Plc

SUPPLIER ADDRESS: Fieldhouse Lane, Marlow, Bucks SL7 1LW

REGISTRATION NUMBER: 02174990

DUNS NUMBER: 397333253

SID4GOV ID: 397333253

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 8th May 2024
It's issued under the Framework Contract with the reference number RM6098 for the provision of
Technology Products & Associated Service 2.

CALL-OFF LOT(S):

Lot 3 Software

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 Attachments.
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 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)

NFC166 – Order Form and Contract

- Call-Off Schedules for RM6098
 - Call-Off Schedule 6 (ICT Services) including Annexe B
 - Call-Off Schedule 7 (Key Supplier Staff)
 - Call-Off Schedule 14 (Service Levels)

0. CCS Core Terms (version 3.0.11) as amended by the Framework Award Form
0. Joint Schedule 5 (Corporate Social Responsibility) RM6098
0. 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.

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. For the avoidance of doubt, the Buyer will still be bound by the terms of their Enterprise Agreement with Microsoft, which is a separate signed document and outside of this Call-Off Contract.

CALL-OFF SPECIAL TERMS

The following Special Terms are incorporated into this Call-Off Contract:

None

The later date of signature by either Supplier or Buyer on this Order Form

Three (3) Years after the initial enrolment date (except where the Optional Extension Period is taken, then the Call-Off Expiry Date shall be Four (4) Years after the initial enrolment date). Call-Off Contract to co-term and expire at the same date as agreement with Microsoft.

CALL-OFF INITIAL PERIOD: Three (3) Years from the initial enrolment date

CALL-OFF DELIVERABLES

See Attachment 3 Statement of Requirements

LOCATION FOR DELIVERY

There is no physical delivery required.

DATES FOR DELIVERY

Expiry of existing licensing is outlined in Attachment 4 Price Schedule. Initial licensing and enrolment must be completed in line with 18.1 of Attachment 3 Statement of Requirements.

TESTING OF DELIVERABLES

None

WARRANTY PERIOD

NFC166 – Order Form and Contract

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 set out in Attachment 4 Price Schedule.

CALL-OFF CHARGES

See Attachment 4 Price Schedule and see details in Attachment 3 Statement of Requirements

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Buyer shall pay by BACs following receipt of a valid Invoice

BUYER'S INVOICE ADDRESS:

Invoices will be sent to: APinvoices-CAB-U@gov.sscil.com and a copy to apps-team-licenses@cabinetoffice.gov.uk

BUYER'S AUTHORISED REPRESENTATIVE

Sarah Hamlyn
Commercial Lead

BUYER'S ENVIRONMENTAL POLICY

<https://www.gov.uk/government/publications/cabinet-office-environmental-policy-statement/cabinet-office-environmental-policy-statement>

BUYER'S SECURITY POLICY

<https://www.gov.uk/government/publications/security-policy-framework>

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
Softcat PLC, Thames Industrial estate, Fieldhouse Lane, Marlow, Bucks, SL7 1LW
[REDACTED]

SUPPLIER'S CONTRACT MANAGER

Name: [REDACTED]
Role: [REDACTED]
Address: Softcat Plc, Bldg Five Universal Square, Devonshire St N, Manchester M12 6JH
Email: [REDACTED]
Tele: [REDACTED]

SUPPLIER'S DATA PROTECTION OFFICER

PROGRESS REPORT FREQUENCY

Bid Pack for NFC166 Provision of Microsoft Licenses and related services
Framework Ref: RM6098
Contract Ref: CCTS23A24 and Internal reference CO Digital 33
Model Version: v3.8, Project Version: v2.0

NFC166 – Order Form and Contract

As Per Call-Off Schedule 14 and the Account Management Plan outlined in Attachment 3 Statement of Requirements.

PROGRESS MEETING FREQUENCY

As Per the Account Management Plan outlined in Attachment 3 Statement of Requirement.

KEY STAFF

Name: [REDACTED]
Role: [REDACTED]
Address: Softcat Plc, Bldg Five Universal Square, Devonshire St N, Manchester M12 6JH
Email: [REDACTED]
Tele: [REDACTED]

KEY SUBCONTRACTOR(S)

N/A

COMMERCIALLY SENSITIVE INFORMATION

As set out in
Call-Off Schedule 4 – Commercially Sensitive Information; and
Order Form Attachment 4 – Price Schedule

SERVICE CREDITS

As detailed on Schedule 14

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	[REDACTED]	Role:	[REDACTED]
Date:	[REDACTED]	Date:	[REDACTED]