

RM3808 Network Services 2 | Crown Commercial copyright

Framework Ref: RM3808
ITT_5980 Meeting Room AV Equipment
Model Version: v3.1

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

RM3808 Framework Schedule 6 (Order Form Template and Call-Off Schedules)

Crown Copyright 2018

RM3808 Network Services 2 Crown Commercial copyright	1
Framework Schedule 6 (Order Form Template and Call-Off Schedules).....	1
PART A: Further Competition Order Form Template	3
APPLICABLE FRAMEWORK CONTRACT	3
CALL-OFF LOT(S):.....	3
CALL-OFF INCORPORATED TERMS:.....	3
CALL-OFF SPECIAL TERMS	4
MINIMUM PERIOD OF NOTICE FOR WITHOUT REASON TERMINATION	4
CALL-OFF DELIVERABLES	5
MAXIMUM LIABILITY	5
CALL-OFF CHARGES	5
REIMBURSABLE EXPENSES	6
PAYMENT METHOD	6
BUYER'S INVOICE ADDRESS.....	7
BUYER'S AUTHORISED REPRESENTATIVE	7
BUYER'S ENVIRONMENTAL POLICY	7
ADDITIONAL INSURANCES	7
GUARANTEE	7
SOCIAL VALUE COMMITMENT.....	7
STAFF TRANSFER	7
QUALITY PLAN	8
SECURITY REQUIREMENTS	8
BUYER'S SECURITY POLICY	8
INFORMATION SECURITY MANAGEMENT SYSTEM (ISMS)	8
CLUSTERING.....	8
SERVICE LEVELS AND SERVICE CREDITS	8
PERFORMANCE MONITORING	8
SUPPLIER'S AUTHORISED REPRESENTATIVES.....	8
SUPPLIER'S CONTRACT MANAGER	8
PROGRESS REPORT FREQUENCY.....	8
PROGRESS MEETING FREQUENCY	9
OPERATIONAL BOARD.....	9
KEY STAFF	9
KEY SUBCONTRACTOR(S).....	9
COMMERCIALLY SENSITIVE INFORMATION	9

PART A: Further Competition Order Form Template

CALL-OFF REFERENCE: ITT_5980 - Meeting Room AV Equipment
THE BUYER: The Secretary of State for Justice on behalf of the Ministry of Justice
BUYER ADDRESS: 10 South Colonnade, London, E14 4PU
SUPPLIER REFERENCE: OPP-3545780
THE SUPPLIER: Specialist Computer Centres PLC (SCC)
SUPPLIER ADDRESS: James House, Warwick Road, Birmingham, West Midlands, United Kingdom, B11 2LE
REGISTRATION NUMBER: 01428210
DUNS NUMBER: 227720521
SID4GOV ID: TBC

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 30.05.2022

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

CALL-OFF LOT(S):

Lot 8 Video Conferencing

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
3. The following Schedules in equal order of precedence:
 - Joint Schedules for framework reference number RM3808
 - Joint Schedule 1 (Definitions)
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 5 (Corporate Social Responsibility)
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)

RM3808 Framework Schedule 6 (Order Form Template and Call-Off Schedules)
Crown Copyright 2018

- Call-Off Schedules for ITT_5980 - Meeting Room AV Equipment
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 11 (Installation Works)
 - Call-Off Schedule 13 (Implementation Plan and Testing)
 - Call-Off Schedule 14 (Service Levels)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 16 (Benchmarking)
 - Call-Off Schedule 18 (Background Checks)
- 4. CCS Core Terms (version 3.0.4)
- 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

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

There are no special terms

CALL-OFF START DATE 30.05.2022

CALL-OFF EXPIRY DATE 30.05.2024

CALL-OFF INITIAL PERIOD 2 years, 0 months

CALL-OFF OPTIONAL EXTENSION PERIOD 2 periods of up to twelve (12) months each

MINIMUM PERIOD OF NOTICE FOR WITHOUT REASON TERMINATION

90 days

RM3808 Framework Schedule 6 (Order Form Template and Call-Off Schedules)

Crown Copyright 2018

CALL-OFF DELIVERABLES

SCC will deliver the refurbishment and refitting of AV facilities in all MoJ meeting rooms and all associated services agreed as part of the framework schedule for this contract.

The exact schedule is to be agreed via the MoJ RFS processes in conjunction with Demand Requests which are to be determined by individual MoJ stakeholders and end user customers over the term of this contract.

The detailed requirements and agreed cost model for this contract can be found in the following documents which are included as Call Off Schedules.

Below documents are part of this Framework Schedule 6 Order Form

ITT_5980 - Meeting Room AV Equipment MoSCoW REQUIREMENTS

ITT_5980 - Meeting Room AV Equipment cost model SCC_v1.1

SCC's solution response in Annex 1

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 £1,500,000.00

CALL-OFF CHARGES

Cost Model unit prices as detailed in ITT_5980 - Meeting Room AV Equipment cost model SCC_v1.1

will remain fixed for the Term of the agreement including any optional extensions.

Call off Contract value will be up to £3,000,000 over the 2-year Initial Term. For the avoidance of doubt there is no financial commitment to this figure on behalf of the Authority.

Room installations will be called off via the MoJ Request for Service Process (RFS).

Cost Model Submitted during the Tender Process

[REDACTED]

[REDACTED]

REIMBURSABLE EXPENSES

All expenses are captured in the ITT_5980 - Meeting Room AV Equipment cost model

PAYMENT METHOD

BACS

Payment Terms

30 days from Date of Invoice. Invoices will be issued immediately upon delivery of Goods or Services as per the Call-Off Deliverables.

BUYER'S INVOICE ADDRESS

Newport SSCL - Ministry of Justice
PO Box 743
Newport
NP10 8FZ

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

BUYER'S ENVIRONMENTAL POLICY

[Ministry of Justice and the environment - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

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)

KPI 1 - Social

2 x SCC employees to volunteer and support 4 career development workshops as part of the Prince's Trust TEAM programme, which SCC are significant contributors.

KPI 2 - Environmental

SCC to measure volume of recycled items (devices & packaging) target number vs actually recycled number. All data bearing devices to be destroyed or wiped to NCSC standards (i.e using Blancco software)

STAFF TRANSFER

N/A

RM3808 Framework Schedule 6 (Order Form Template and Call-Off Schedules)

Crown Copyright 2018

QUALITY PLAN

The Supplier must provide the Buyer with a Quality Plan when requested within 30 Working Days

SECURITY REQUIREMENTS

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

BUYER'S SECURITY POLICY

Security Policy Compliance required: Yes

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

the Government Security Classification policy:

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

INFORMATION SECURITY MANAGEMENT SYSTEM (ISMS)

Not Applicable

CLUSTERING

Not Applicable

SERVICE LEVELS AND SERVICE CREDITS

The required Service Maintenance Level is documented in ITT_5980 - Meeting Room AV Equipment Service Performance Management.doc. For the avoidance of doubt ITT_5980 - Meeting Room AV Equipment Service Performance Management.doc forms part of the Call-Off Schedule 14 Service Levels

PERFORMANCE MONITORING

Additional performance monitoring required:

Meeting Room AV Equipment Service Performance Management.doc.

SUPPLIER'S AUTHORISED REPRESENTATIVES

[REDACTED]

[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

PROGRESS REPORT FREQUENCY

TBC

Framework Ref: RM3808

ITT_5980 Meeting Room AV Equipment

Model Version: v3.1

PROGRESS MEETING FREQUENCY

TBC

OPERATIONAL BOARD

In accordance with Call-Off Schedule 15 (Call-Off Contract Management) the Operational Board members, frequency and location of board meetings and planned start date by which the board shall be established are detailed below:

Ministry of Justice Operational Board Members: [REDACTED]

SCC Ltd Operational Board Members: Key Staff members listed below

Meeting frequency: Monthly

Location: Remote

Planned start date: A month from contract start date

KEY STAFF

Account Management & Project Delivery

[REDACTED]

Operational Support & Escalations

[REDACTED]

KEY SUBCONTRACTOR(S)

N/A

COMMERCIALLY SENSITIVE INFORMATION

SCC's detailed cost model, (submitted as part of the tender process) is deemed commercially sensitive for the purpose of the public domain.

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]

ANNEX 1 - SCC ITT RESPONSE