

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

PART B: Direct award Order Form Template

CALL-OFF REFERENCE:	C23282 ITOC Video Wall Requirements 2022
THE BUYER:	The Secretary of State for the Home Department (UK Home Office)
BUYER ADDRESS:	2 Marsham Street, Westminster, London SW1P 4DF
SUPPLIER REFERENCE	Q11631 – Hybrid Command Control Centre
THE SUPPLIER:	Clear Visual Communications Ltd
SUPPLIER ADDRESS:	Rowan House Delta Works, Chadwick Road, Eccles, Manchester, England, M30 0WU
REGISTRATION NUMBER:	07437847
DUNS NUMBER:	216982502
SID4GOV ID:	ccsmaill@clearvc.co.uk

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 19/12/2022. 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 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) RM3808
3. The following Schedules in equal order of precedence:

Joint Schedules for framework reference number RM3808

- Joint Schedule 2 (Variation Form)
- Joint Schedule 4 (Commercially Sensitive Information)
- Call-Off Schedules for **C23282 ITOC Video Wall Requirements 2022**
 - Call-Off Schedule 5 (Pricing Details)
 - Call-Off Schedule 20 (Call-Off Specification)
- 4. CCS Core Terms (version 3. 0.4)
- 5. Joint Schedule 5 (Corporate Social Responsibility)
- 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
- 7. Call – Off Schedule 14 Service Levels 1.1

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

Not applicable when the Call-Off Contract is awarded through a direct award procedure.

CALL-OFF START DATE 6 March 2023

CALL-OFF EXPIRY DATE 5 March 2026

CALL-OFF INITIAL PERIOD 3 Years (36 months)

CALL-OFF OPTIONAL EXTENSION PERIOD Up to 2 Years (24 months)

MINIMUM PERIOD OF NOTICE FOR WITHOUT REASON TERMINATION

1 month

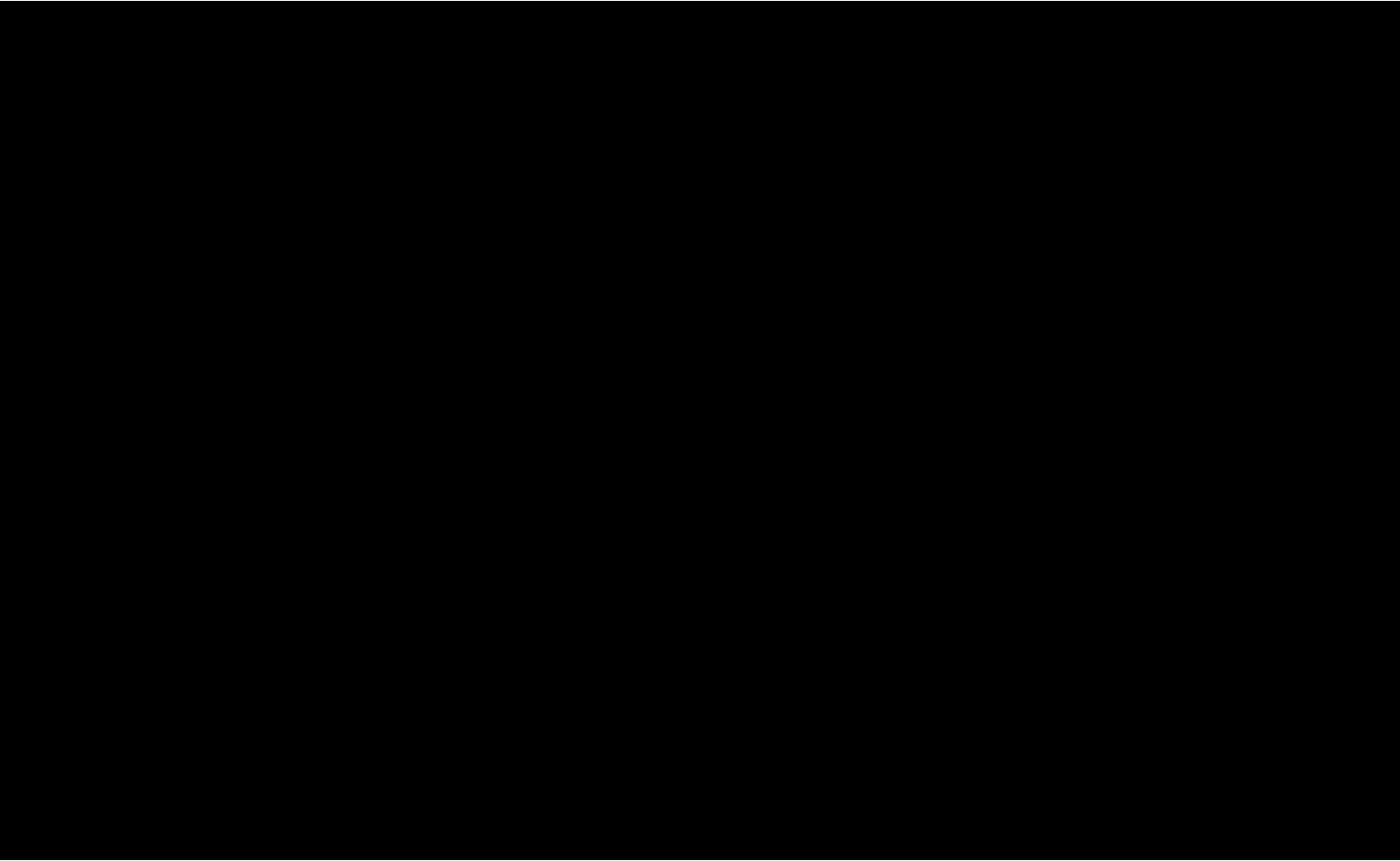
CATALOGUE SERVICE OFFER REFERENCE: RM3808 – Lot 8

CALL-OFF DELIVERABLES

Option B: See details in Call-Off Schedule 20 (Call-Off Specification)

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.



All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4 and 5 in Framework Schedule 3 (Framework Prices).

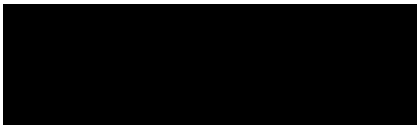
The Charges will not be impacted by any change to the Framework Prices.

REIMBURSABLE EXPENSES

Not recoverable

PAYMENT METHOD

BACS Bank Transfer



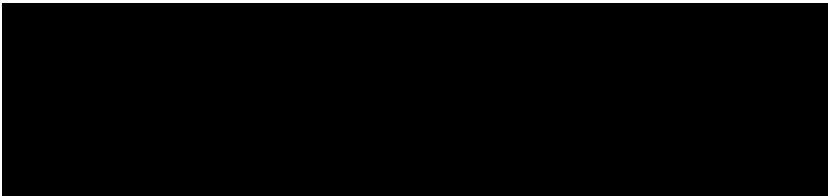
The Buyer shall accept and process for payment an electronic invoice submitted for payment by the Supplier where the invoice is undisputed and where it complies with the standard on electronic invoicing.

For the purposes of paragraph above, an electronic invoice complies with the standard on electronic invoicing where it complies with the European standard and any of the syntaxes published in Commission Implementing Decision (EU) 2017/1870.

All invoices must include:

- A valid Purchase Order number
- The contract reference number (C24300)
- The period of time pertaining to the Charges included on the invoice.
- A summary of the corresponding Services.
- The value of the VAT portion of the invoice expressed in Pounds Sterling.

Invoices should be submitted via email in pdf, tiff, jpeg or png format (Excel is not supported):

- a multipage invoice should be sent by the Supplier as one attachment to the email, however multiple invoices should be split across different attachments (1 attachment equals 1 invoice)
 - multiple invoices can be attached to one email up to a maximum size of 5mb
 - the supplier should be aware that any text in the body of their email, or attachments submitted in files formats other than those listed above will not be read by anyone.
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BUYER'S ENVIRONMENTAL POLICY

BUYER'S ENVIRONMENTAL POLICY

<https://www.gov.uk/government/publications/greeninggovernment-commitments-2016-to-2020/greening-government-commitments-2016-to-2020>

<https://www.gov.uk/government/collections/sustainable-procurement-thegovernment-buying-standards-gbs>

BUYER'S SECURITY POLICY



Home Office
Security Policy for Cc

<https://www.gov.uk/government/publications/security-policy-framework>
<https://www.gov.uk/government/publications/cyber-essentials-scheme-overview>

ADDITIONAL INSURANCES

Not applicable when the Call-Off Contract is awarded through a direct award procedure.

GUARANTEE

Not applicable when the Call-Off Contract is awarded through a direct award procedure.

SOCIAL VALUE COMMITMENT

Not applicable

STAFF TRANSFER

Not applicable

QUALITY PLAN

Not applicable when the Call-Off Contract is awarded through a direct award procedure.

MAINTENANCE OF ICT ENVIRONMENT

Not applicable when the Call-Off Contract is awarded through a direct award procedure.

BUSINESS CONTINUITY AND DISASTER RECOVERY



SECURITY REQUIREMENTS

Not Applicable

BUYER'S SECURITY POLICY

Not applicable when the Call-Off Contract is awarded through a direct award procedure.

INFORMATION SECURITY MANAGEMENT SYSTEM (ISMS)

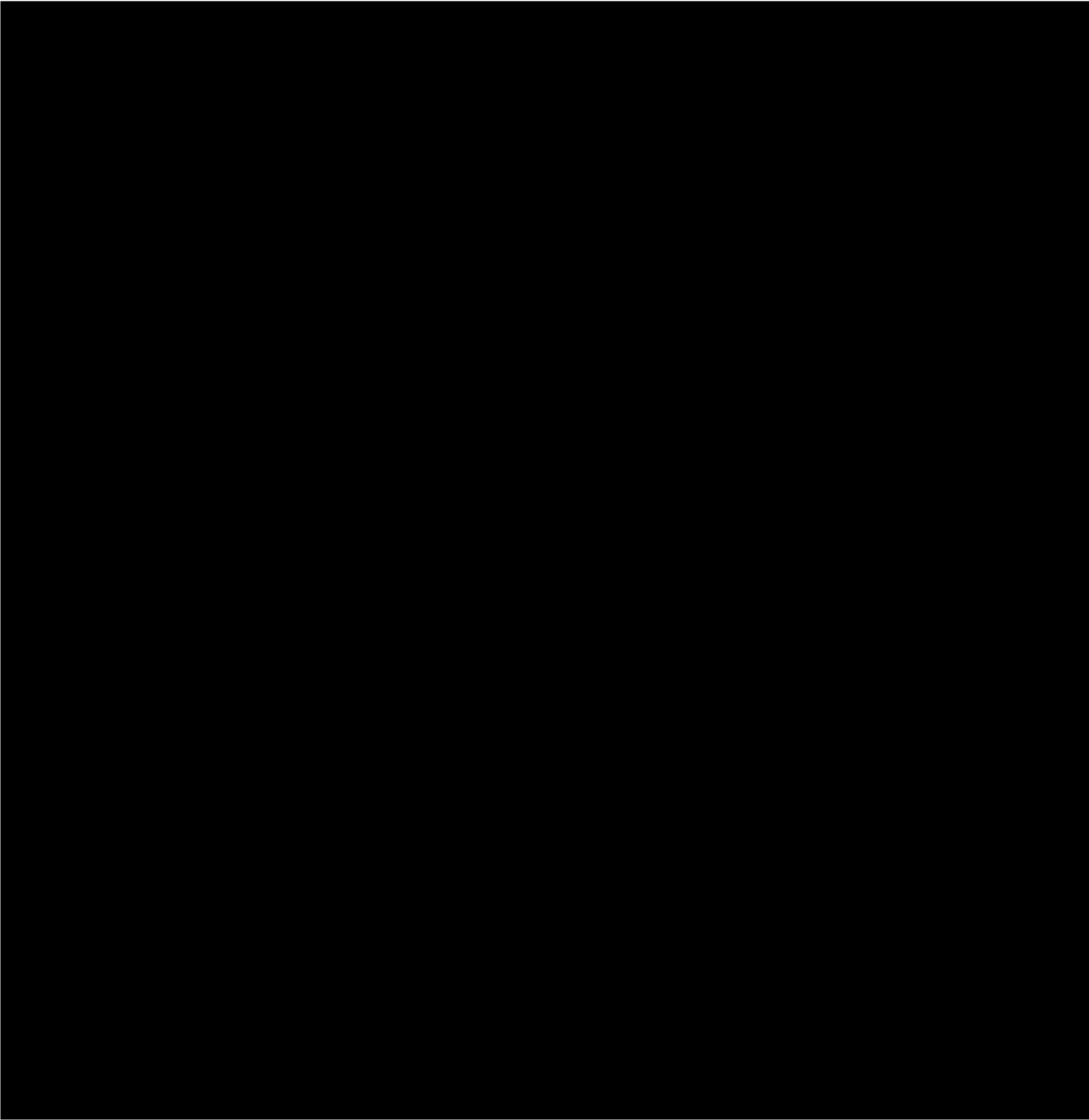
Not Applicable

CLUSTERING

Not Applicable

SERVICE LEVELS AND SERVICE CREDITS

The Service Period is for the duration of the contract



PROGRESS REPORT FREQUENCY

Weekly

PROGRESS MEETING FREQUENCY

Weekly

OPERATIONAL BOARD

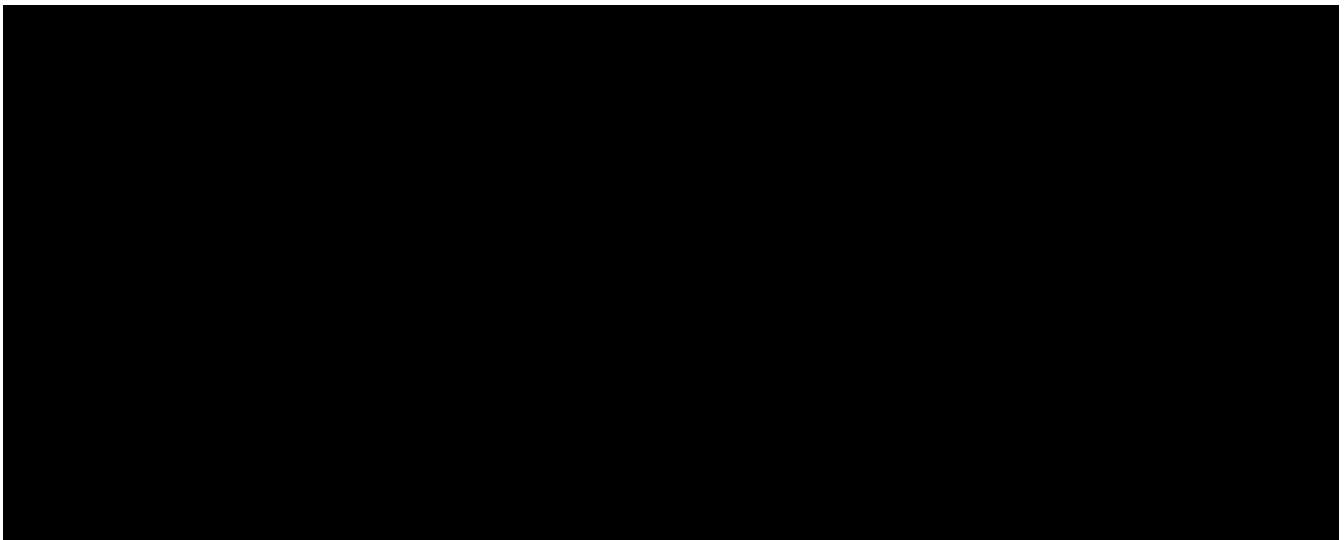
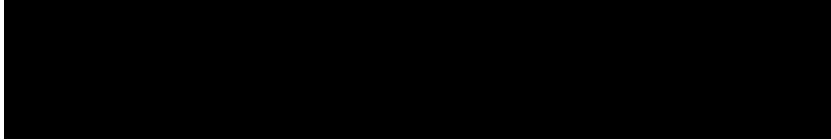
Not applicable when the Call-Off Contract is awarded through a direct award procedure.

KEY STAFF

Not Applicable

KEY SUBCONTRACTOR(S)

Not Applicable



RM3808 Call-Off Schedule 20 (Call-Off Specification)

This Schedule sets out the characteristics of the Deliverables that the Supplier will be required to make to the Buyer under this Call-Off Contract

Scope

Refresh of hardware controlling the two screen installations. Note that the existing video wall screens are not sought to be replaced, refreshed hardware must be compatible and workable with the existing screens

Assumption

Utilise the current footprint in the room, based on

- Power points in the existing wall
- Existing wall weight limits for screens
- Existing limits for viewing the screens – Structural beams in the room would prevent too much movement or additional screens

I would however recommend the expansion, if possible, of the screen “arrays” to include an output to two other independently wall mounted screens in the room.

Requirements

- Be useable 24/7, 365 days per year, with the necessary support contact for maintenance and fix on a 48 hour SLA.
- The video wall and relevant software must be capable of receiving data from multiple devices and then render the video outputs and group data, treating multiple screens as a single output..
- The video wall must be able to receive a screen cast from an authorised windows or Mac device
- Full end user training and quality end to end user instructions are a key requirement of any solution delivered.
- A central control system will be required to enable control of video wall processor and configure screens, examples of which are below. If possible, treatments could be applied to screens to highlight key information. The control system must be able to be located in the same room as the 10 screens.
- Video senders and receivers must not be capable of storing images sent from the desktop to the screen. If this is not possible, then we must follow the latest guides that may require any defective devices to be wiped and or destroyed.

Screens:

****Please note that at time of the creation of these user requirements it is assumed that the existing screens can be used and are not needed to be replaced**

If existing screens were needed to be replaced then further definition word will be required to agree sizing, pixels, lumens and quantity and to ensure compliance with the Home Office environment

Poise Devices

The Majority of data feeds originate via the POISE network

The devices must

- Be Kiosk builds –
 - Providing the video input from a personal device is not secure or practicable
- Be able to access the internet through Microsoft edge
- Be able to output to multiple screens
 - Must be able to output to 2 screens
 - Must output feeds via the same connections as an input to the input software and be able to carry both audio and visual data. Eg; HDMI
 - Nice – to be able to output to 3 screens
- Have Remote Desktop Protocol –
 - If desktops located in comms room ITOC monitoring would be required to access the device remotely [From the ITOC room]

Nice to Have

- Have access to
 - Network shares to display documents from the network
 - Office 365 products to display non feed related information

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