

Order Form

Framework agreement reference:

SBS/19/AB/WAB/9411

Date of order	19/12/2022	Order Number	14181
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FROM

Customer	NHS Business Services Authority	"Customer"
Customer's Address	Stella House, Goldcrest Way, Newburn Riverside Business Park, Newcastle upon Tyne, NE15 8NY	
Invoice Address	Stella House, Goldcrest Way, Newburn Riverside Business Park, Newcastle upon Tyne, NE15 8NY	
Contact Ref:	Name: [REDACTED] e-mail: [REDACTED]	

TO

Sub-Contractor Name ("Sub-Contractor")

Sub-Contractor name	BDS Solutions Ltd
Registered office is at	Heyford House, 12 High Street, Cullompton, Devon, EX15 1AA

Insight ("Insight")

Insight	Insight Direct (UK) Ltd
Registered office is at	The Technology Building, Insight Campus, Terry Street, Sheffield, S92BU
Contract Ref:	Name: [REDACTED] e mail: [REDACTED]

1. TERM
(1.1) Commencement Date 28/11/2022
(1.2) Expiry Date 27/11/2022
2. GOODS AND SERVICES REQUIREMENTS
(2.1) Goods and/or Services - I - I Service Profile – <i>[Guidance: Include a description of the core Services which are applicable to the Customer together with any specific Service requirements.]</i>

(2.2) Premises N/A
(2.3) Lease/ Licenses N/A
(2.4) Standards N/A
(2.5) Security Requirements Security Policy N/A Additional Security Requirements N/A Processing personal data under or in connection with this contract Set out within the BD7326-2 Insight DPS.dox (Appendix 1)
(2.6) Exit Plan (where required) N/A
(2.7) Environmental Plan N/A

3. SUPPLIER SOLUTION
(3.1) Supplier Solution As set out within the NHS Business Services Authority for NHSMail Migration – Offboarding BDS7326_2 (Appendix 1)
(3.2) Account structure including Key Personnel Account Manager: [REDACTED]
(3.3) Sub-contractors to be involved in the provision of the Services and/or Goods

BDS Solutions Ltd Heyford House, 12 High Street, Cullompton, Devon, EX15 1AA
(3.4) Outline Security Management Plan
N/A
(3.5) Relevant Convictions
N/A
(3.6) Implementation Plan
As set out within the NHS Business Services Authority for NHSMail Migration – Offboarding BDS7326_2 (Appendix 1)
4. PERFORMANCE QUALITY
(4.1) Key Performance Indicators
Milestones as set out within the NHS Business Services Authority for NHSMail Migration – Offboarding BDS7326_2 (Appendix 1)
(4.2) Service Levels and Service Credits
When providing the Goods and/or Services, the Supplier shall as a minimum ensure that it achieves the following service levels:
N/A
5. PRICE AND PAYMENT
(5.1) Contract Price payable by the Customer in accordance with the commercial schedule set out in the framework agreement (including applicable discount but excluding VAT), payment profile and method of payment (e.g. Government Procurement Card (GPC) or BACS))
Payment by BACS
(5.2) Invoicing and Payment
The Supplier shall issue invoices on completion of milestones to the required quality. The Customer shall pay the Supplier within thirty (30) days of receipt of a Valid Invoice, submitted in accordance with this paragraph 5.2, the payment profile set out in paragraph 5.1 above and the provisions of the Contract.
Specific arrangements relating to the above payment method are:
• Via email (preferred) to: nhsbsa.accountspayable@nhs.net • Or by post to: Stella House, Goldcrest Way, Newburn Riverside Park, Newcastle-Upon-Tyne, Tyne & Wear, NE15 8NY

6. SUPPLEMENTAL AND/OR ADDITIONAL CLAUSES**(6.1) Supplemental requirements**

List standard assumptions, as applicable;

- Unless specified this Statement of Works does not include any electrical, network or external communications infrastructure cabling specification or installation.
- All such cabling and associated sockets should be in their correct location and tested by the Client prior to the equipment installation date.
- An adequate area must be set aside for the engineer to complete his work, and all agreed equipment locations will be final and adequate power sockets must be available.
- No additional work will be undertaken if not included on this Statement of Works.
- Under no circumstances will the equipment be released or the Client given access to the equipment, until Insight has finished the installation.
- Any existing equipment belonging to the Client being utilised or connected must be fully operational and virus free, and fully accessible to the engineer during the installation.
- Delays on site caused by faulty equipment, not supplied by Insight, services not being ready, or access restrictions may incur additional charges.
- Client must have all relevant licences and suitable environment to accommodate the services.
- The Client is responsible for backing up all data, and neither Insight or any Sub-Contractor will have any liability for the loss of data resulting the Client's failure to back up data.

All invoices must include the Purchase Order Reference, as provided by the Buyer in the initial order

BY SIGNING AND RETURNING THIS ORDER FORM THE SUPPLIER AGREES to enter a legally binding contract with the Customer to provide the Goods and/or Services. The Parties hereby acknowledge and agree that they have read the NHS Conditions of Contract for purchase of goods and/or Services and by signing below agree to be bound by the terms of this Contract.

Principal Signatory Details
For the Buyer:

Title: Senior Commercial Manager
 Name: [REDACTED]
 Email: [REDACTED]

For the Supplier:

Title: Contract Manager
 Name: [REDACTED]
 Email: [REDACTED]

Signed	For and on behalf of the Supplier	For and on behalf of the Buyer
	[REDACTED] [REDACTED] Public Sector Business Development Director Dec 22, 2022	[REDACTED] [REDACTED] Senior Commercial Manager 22 December 2022

Appendix 1

Data Processing Schedule Completed [REDACTED]	NHS Business Services Authority for NHSMail Migration - Offboarding BDS7326_2 [REDACTED]	Maintenance and Support Schedule The service level agreement will be supplied directly to the end user by BDS Solutions Ltd	End User Licence Agreement The licensing documentation will be supplied directly to the end user by BDS Solutions Ltd
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Final Audit Report

2022-12-22

Created:	2022-12-22
By:	[REDACTED]
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"14181 - SOW - NHS Business Services Authority - BDS Solutions Ltd - Customer final" History

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Signature Date: 2022-12-22 - 1:01:09 PM GMT - Time Source: server
-  Agreement completed.
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