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

**Order Form**

CALL-OFF REFERENCE: **TCA 3/7/1487**

THE BUYER: **Maritime and Coastguard Agency**

BUYER ADDRESS Spring Place, 105 Commercial Road, Southampton, SO15 1EG

THE SUPPLIER: TBD

SUPPLIER ADDRESS: TBD

REGISTRATION NUMBER: TBD

DUNS NUMBER: TBD

SID4GOV ID:TBD

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated [**TBD**].

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 Call-Off Special Terms and Call-Off Special Schedules.
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 6 (Key Subcontractors)~~
	+ ~~Joint Schedule 7 (Financial Difficulties)~~
	+ ~~Joint Schedule 8 (Guarantee)~~
	+ ~~Joint Schedule 9 (Minimum Standards of Reliability)~~
	+ Joint Schedule 10 (Rectification Plan)
	+ Joint Schedule 11 (Processing Data)
	+ ~~Joint Schedule 12 (Supply Chain Visibility)~~
* Call-Off Schedules for RM6098
	+ Call-Off Schedule 1 (Transparency Reports)
	+ Call-Off Schedule 2 (Staff Transfer)
	+ Call-Off Schedule 3 (Continuous Improvement)
	+ Call-Off Schedule 5 (Pricing Details)
	+ Call-Off Schedule 6 (ICT Services) including Annexes A to E
	+ Call-Off Schedule 7 (Key Supplier Staff)
	+ Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
	+ Call-Off Schedule 9 (Security) – PART A
	+ Call-Off Schedule 10 (Exit Management)
	+ ~~Call-Off Schedule 11 (Installation Works)~~
	+ ~~Call-Off Schedule 12 (Clustering)~~
	+ ~~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 17 (MOD Terms)~~
	+ ~~Call-Off Schedule 18 (Background Checks)~~
	+ ~~Call-Off Schedule 19 (Scottish Law)~~
	+ Call-Off Schedule 20 (Call-Off Specification)
	+ ~~Call-off Schedule 21 (Northern Ireland Law)~~
	+ ~~Call-off Schedule 22 (Lease Terms)~~
	+ ~~Call-Off Schedule 23 (HMRC Terms)~~
1. CCS Core Terms (version 3.0.11) as amended by the Framework Award Form
2. Joint Schedule 5 (Corporate Social Responsibility) RM6098
3. 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.

CALL-OFF SPECIAL TERMS

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

None

CALL-OFF START DATE: **1 July 2024**

CALL-OFF EXPIRY DATE: **30 June 2026**

CALL-OFF INITIAL PERIOD: **2 Years**

CALL-OFF DELIVERABLES

* Provide licensing and Azure hosting services from Microsoft, for the final 2-Years of MCA’s 3 year Microsoft Enterprise Agreement.
* Provide a value-added service to the MCA as a Microsoft Licensing Solution Partner (LSP)

LOCATION FOR DELIVERY

Remote, other than attendance at quarterly in-person contract review meetings.

DATES FOR DELIVERY

1 July 2024 – 30 June 2026

TESTING OF DELIVERABLES

None.

WARRANTY PERIOD

Minimum 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 isTBC

CALL-OFF CHARGES

TBC As per pricing schedule submitted at tender.

Year 1 Estimated charges: TBC

Year 2 Estimated charges: TBC

Charges are payable annually for licences, at the start of each 12 month licence period on receipt of the licences. Newly added licenses to be charged pro-rata and billed as they are ordered and added to the Contract.

Azure consumption to be pre-paid. Any additional consumption is to be billed in arrears.

Indexation will not apply during this 2-Year contract.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

BACS

BUYER’S INVOICE ADDRESS:

**DFT Shared Service Centre**

**5 Sandringham Park**

**Swansea Vale**

**Swansea, Wales**

**SA7 0EA**

**Please send invoices electronically to:** **SSa.invoice@sharedservicesarvato.co.uk** **ensuring the correct PO is quoted**

BUYER’S AUTHORISED REPRESENTATIVE

Andrew Wain

Senior Technical Architect (Applications)

Andrew.Wain@mcga.gov.uk

Spring Place, 105 Commercial Road, Southampton, SO15 1EG

BUYER’S ENVIRONMENTAL POLICY

DfTs operational sustainability strategy can be found on the following link:

<https://assets.publishing.service.gov.uk/media/61928b8ad3bf7f054f43dfde/dft-operational-sustainability-strategy.pdf.pdf>

BUYER’S SECURITY POLICY

* Security Aspects Letter INFOSEC 15.3 v4.2
* Information Security Statement 5.1.1

Provided with ITT pack.

SUPPLIER’S AUTHORISED REPRESENTATIVE

TBC

SUPPLIER’S CONTRACT MANAGER

TBC

PROGRESS REPORT FREQUENCY

On the first Working Day of each quarter (3 month period)

PROGRESS MEETING FREQUENCY

Quarterly – date to be agreed between both parties

KEY STAFF

All TBC

[**Insert** name]

**[Insert** role]

[**Insert** email address]

**[Insert** address]

**[Insert** contract details]

KEY SUBCONTRACTOR(S)

TBC**[Insert** name (registered name if registered)]

COMMERCIALLY SENSITIVE INFORMATION

TBC

SERVICE CREDITS

Not applicable

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: |  | Signature: |  |
| Name: |  | Name: |  |
| Role: |  | Role: |  |
| Date: |  | Date: |  |