

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

Order Form

CALL-OFF REFERENCE: **C26032 Feedly Licence Requirement**

THE BUYER: The Secretary of State for The Home Department

BUYER ADDRESS: 2 Marsham Street, London, SW1 4DF

THE SUPPLIER: XMA Limited

SUPPLIER ADDRESS: Wilford Industrial Estate, Ruddington Lane,
Wilford, Nottingham, NG11 7EP

REGISTRATION NUMBER: [REDACTED]

DUNS NUMBER: [REDACTED]

SID4GOV ID: Not applicable

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 21/11/2023. It's issued under the Framework Contract with the reference number RM6068 for the provision of Technology Products and Associated Services.

CALL-OFF LOT(S):

- Lot 1 Hardwar & Software & Associated 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) RM6068
3. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6068
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)

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- Joint Schedule 4 (Commercially Sensitive Information)
- Joint Schedule 7 (Financial Difficulties)
- Joint Schedule 9 (Minimum Standard of Reliability)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)
- Joint Schedule 12 (Supply Chain Visibility)
- Call-Off Schedules for C26032
 - Call-Off Schedule 1 (Transparency Reports)]
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 5 (Pricing Details)
 - Call-Off Schedule 6 (ICT Services)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 15 (Call-Off Contract Management)
- 4. Call-Off Schedules for **C26032 Feedly Licence Requirement**
- 5. CCS Core Terms (version 3.0.6) as amended by the Framework Award Form
- 6. Joint Schedule 5 (Corporate Social Responsibility) RM6068
- 7. Call-Off Schedule 4 (Call-Off Tender)
- 8. Annexes A to E Call-Off Schedule 6 (ICT Services)

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

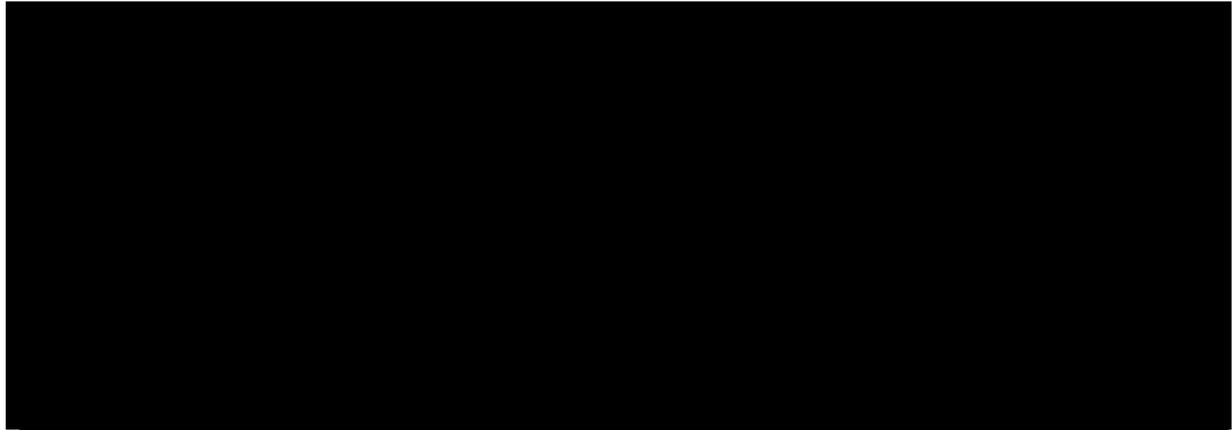
CALL-OFF START DATE: **19/12/2023.**

CALL-OFF EXPIRY DATE: **18/06/2025**

CALL-OFF INITIAL PERIOD: **18 Months**

CALL-OFF OPTIONAL EXTENSION PERIOD 12 months

CALL-OFF CHARGES



The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of a Specific Change in Law or Benchmarking using Call-Off Schedule 16 (Benchmarking) where this is used.

Payment will be made pro-rata monthly in arrears.

REIMBURSABLE EXPENSES

Not applicable

PAYMENT METHOD

BACS

BUYER'S INVOICE ADDRESS:

Invoices will be sent via email as the primary method for delivery to the address below:



Invoices can be submitted in hard copy via post to the address below, however this will significantly delay the processing of the payment to the Supplier.



 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

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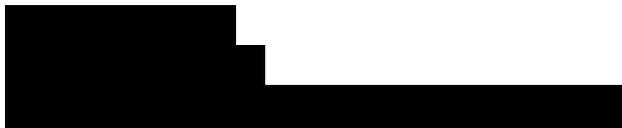
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- The contract reference number (C26032)
- The period of time pertaining to the Charges included on the invoice.
- A summary of the corresponding Services.
- The value of the VAT portion of the invoice expressed in Pounds Sterling.

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.

BUYER'S AUTHORISED REPRESENTATIVE



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 C

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

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

SUPPLIER'S AUTHORISED REPRESENTATIVE



SUPPLIER'S CONTRACT MANAGER



PROGRESS REPORT FREQUENCY

Not applicable

PROGRESS MEETING FREQUENCY

Not applicable

KEY STAFF

Not applicable

KEY SUBCONTRACTOR(S)

Not applicable

Framework Ref: RM6068

Project Version: v0.1

Model Version: v3.2

COMMERCIALLY SENSITIVE INFORMATION

[REDACTED]

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:
[REDACTED]	