

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

Order Form

CALL-OFF REFERENCE:	PS/23/203
THE BUYER:	Driver and Vehicle Licensing Agency (DVLA)
BUYER ADDRESS	Longview Road, Swansea, SA6 7JL
THE SUPPLIER:	Jigsaw Systems Limited (T/A Jigsaw24)
SUPPLIER ADDRESS:	The Old Mill, 40 High Church Street, Nottingham NG7 7JA
REGISTRATION NUMBER:	02682904
DUNS NUMBER & SID4GOV ID:	77-105-9292

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated as below in the signature panel.

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 3 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)
- Joint Schedule 4 (Commercially Sensitive Information) (enclosed)

- Call-Off Schedules for **PS/23/203**
 - Call-Off Schedule 5 (Pricing Details) (enclosed)
 - Call-Off Schedule 6 (ICT Services)
 - Call-Off Schedule 8 (Business Continuity & Disaster Recovery) Part B
 - Call-Off Schedule 9 (Security) Part C
 - Call-Off Schedule 10 (Exit Management) Part B
 - Call-Off Schedule 20 (Call-Off Specification) (enclosed)
- CCS Core Terms (version 3.0.6)
- Joint Schedule 1 (Definitions)
- Joint Schedule 5 (Corporate Social Responsibility)
- Appendixes A to E and 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:	By 31st January 2024
CALL-OFF EXPIRY DATE:	By 30th January 2027
CALL-OFF INITIAL PERIOD:	36 Months
CALL-OFF OPTIONAL EXTENSION PERIOD:	No extension options

CALL-OFF DELIVERABLES

The requirement is to purchase 250 Adobe Acrobat Pro Enterprise licences per annum, as a baseline, via Adobe's Enterprise Team License Agreement (ETLA) and CCS MOU.

DVLA would also like to build in the option to call off a further 50 licenses per year, via Adobe's "True Up" process and therefore the total potential licences required for this contract will be up to a maximum of 300 per year.

LOCATION FOR DELIVERY

Driver and Vehicle Licensing Agency, Longview Road, Swansea SA6 7JL

DATES FOR DELIVERY OF THE DELIVERABLES

**** ALL SERVICES TO BE PROVIDED BY 31ST JANUARY 2024 ****

TESTING OF DELIVERABLES

Not applicable

WARRANTY PERIOD

The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be 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 is
£59,515.00

CALL-OFF CHARGES

Total contract value - **£206,842.50** when including the option of 150 additional licences across the term of the contract (50 per annum).

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.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

All invoice payments will be via BACS

BUYER'S INVOICE ADDRESS:

Email Address: ssa.invoice@sharedservicesarvato.co.uk

Invoice Procedures embedded below:



Invoicing Procedures
v2.1.pdf

BUYER'S AUTHORISED REPRESENTATIVE

REDACTED

Commercial Advisor

REDACTED@dvla.gov.uk

Commercial Directorate, DVLA, Longview Road, Swansea SA6 7JL

BUYER'S ENVIRONMENTAL POLICY



DVLA Corporate
Environmental Policy.

BUYER'S SECURITY POLICY

Not applicable

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED

Strategic Account Director

REDACTED@jigsaw24.com

REDACTED

SUPPLIER'S CONTRACT MANAGER

REDACTED

Director of Bids and Frameworks

REDACTED@jigsaw24.com

The Old Mill, 40 High Church Street, Nottingham NG7 7JA

PROGRESS REPORT FREQUENCY

Not applicable

PROGRESS MEETING FREQUENCY

Not applicable

KEY STAFF

To be agreed with successful supplier following contract award

KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

As per Joint Schedule 4 – unit pricing information to be considered Commercial Sensitive for the Agreement Term.

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	Director of Bids and Frameworks	Role:	
Date:	18 th January 2024	Date:	

Joint Schedule 4 (Commercially Sensitive Information)

1. What is the Commercially Sensitive Information?

- 1.1 In this Schedule the Parties have sought to identify the Supplier's Confidential Information that is genuinely commercially sensitive and the disclosure of which would be the subject of an exemption under the FOIA and the EIRs.
- 1.2 Where possible, the Parties have sought to identify when any relevant Information will cease to fall into the category of Information to which this Schedule applies in the table below and in the Order Form (which shall be deemed incorporated into the table below).
- 1.3 Without prejudice to the Relevant Authority's obligation to disclose Information in accordance with FOIA or Clause 16 (When you can share information), the Relevant Authority will, in its sole discretion, acting reasonably, seek to apply the relevant exemption set out in the FOIA to the following Information:

No.	Date	Item(s)	Duration of Confidentiality
1.	18 th January 2024	Adobe licence unit pricing	Term of the Agreement

Call-Off Schedule 5 (Pricing Details)

SECTION A								
Table 1 - Licence Costs								
CONTRACT TERM		Year 1		Year 2		Year 3		TOTAL CONTRACT COST
Product Description	Quantity (per annum)	Cost per Licence (£)	Annual Cost	Cost per Licence (£)	Annual Cost	Cost per Licence (£)	Annual Cost	
Adobe Acrobat Pro Enterprise Licences with professional support and version updates. To be provided by a platinum partner and in accordance with Adobe's Enterprise Term License Agreement (ETLA)	250	£ 226.06	£ 56,515.00	£ 226.06	£ 56,515.00	£ 226.06	£ 56,515.00	£ 169,545.00
TOTAL CONTRACT COST			£ 56,515.00		£ 56,515.00		£ 56,515.00	£ 169,545.00
SECTION B - OPTIONAL PRODUCTS (Note: Point 8 above)								
Table 2 - OPTIONAL PRODUCTS - Licence Costs								
CONTRACT TERM		Year 1		Year 2		Year 3		
Product Description	Quantity (per annum)	Cost per Licence (£)	Annual Cost	Cost per Licence (£)	Annual Cost	Cost per Licence (£)	Annual Cost	
Adobe Acrobat Pro Enterprise Licences with professional support and version updates. To be provided by a platinum partner and in accordance with Adobe's Enterprise Term License Agreement (ETLA)	50	£ 248.65	£ 12,432.50	£ 248.65	£ 12,432.50	£ 248.65	£ 12,432.50	
TOTAL CONTRACT COST			£ 12,432.50		£ 12,432.50		£ 12,432.50	

Call-Off Schedule 20 (Call-Off Specification)

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

Contract Name:-	Provision of Mobile Device Connectivity Services							
Contract Reference:-	PS / 23 / 145							
Pricing Schedule								
Company Name:	Please enter your FULL company name here							
Instructions for correct completion of pricing schedule:-								
1)	Suppliers to complete ONLY cells highlighted in yellow;							
2)	All costs associated with the product/service must be included in the pricing schedule;							
3)	All costs MUST be quoted in GBP (£);							
4)	Suppliers to enter all charges to two (2) decimal places;							
5)	Suppliers to enter 0 (zero) if there is no charge for a product/service;							
6)	Alternative products are not acceptable;							
7)	All costs must be inclusive of expenses and exclusive of VAT.							
8) ★	All data in SECTION B is for any optional products and is for "Information Only" purposes. It does not form part of the bid assessment and/or evaluation process.							
SECTION A								
Table 1 - Licence Costs								
CONTRACT TERM		Year 1		Year 2		Year 3		TOTAL CONTRACT COST
Product Description	Quantity (per annum)	Cost per Licence (£)	Annual Cost	Cost per Licence (£)	Annual Cost	Cost per Licence (£)	Annual Cost	
Adobe Acrobat Pro Enterprise Licences with professional support and version updates. To be provided by a platinum partner and in accordance with Adobe's Enterprise Term License Agreement (ETLA)	250		£ -		£ -		£ -	£ -
TOTAL CONTRACT COST			£ -		£ -		£ -	£ -
Total Contract Price Evaluation								
The score that will be evaluated is highlighted in blue								
The lowest priced tender will receive a full score of 100% and will be calculated by the following method:-								
Example of Pro-Rata Allocation of Points								
Three tenderers offer £20, £25 and £40 as their final price for service X. Service X has: 100% allocated for the lowest tender.								
Tenderer 1:	Price	£20	receives	100%				
Tenderer 2:	Price	£25	receives	80%				
Tenderer 3:	Price	£40	receives	50%				
For example, Tenderer 2 score of 80% is achieved as follows:-								
Lowest price received from all Tenderers x Allocation of price in Evaluation Criteria								
Price provided for contract by Tenderer 2								
$\frac{\text{£20}}{\text{divide by £25}} \times 100\% = 80\%$								
SECTION B - OPTIONAL PRODUCTS (Note: Point 8 above)								
Table 2 - OPTIONAL PRODUCTS - Licence Costs								
CONTRACT TERM		Year 1		Year 2		Year 3		
Product Description	Quantity (per annum)	Cost per Licence (£)	Annual Cost	Cost per Licence (£)	Annual Cost	Cost per Licence (£)	Annual Cost	
Adobe Acrobat Pro Enterprise Licences with professional support and version updates. To be provided by a platinum partner and in accordance with Adobe's Enterprise Term License Agreement (ETLA)	50		£ -		£ -		£ -	
TOTAL CONTRACT COST			£ -		£ -		£ -	