

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

Order Form

CALL-OFF REFERENCE:	Project_26251 laptop Devices 23/24 Tranche 4 DfC
THE BUYER:	Department for Work and Pensions
BUYER ADDRESS	Caxton House, Tothill Street, Westminster, London SW1 9HA
THE SUPPLIER:	Computacenter (UK) Ltd.
SUPPLIER ADDRESS:	Computacenter Ltd. Hatfield Avenue. Hatfield AL10 9TW
REGISTRATION NUMBER:	01584718
DUNS NUMBER:	22-602-3463
SID4GOV ID:	Not Applicable

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 19th January 2024.

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 2

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 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data) N/A
 - Call-Off Schedules for RM6098
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 5 (Pricing Details)
 - Call-Off Schedule 20 (Call-Off Specification)
5. CCS Core Terms (version 3.0.11) as amended by the Framework Award Form
6. Joint Schedule 5 (Corporate Social Responsibility) RM6098

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

Special Term 1: The Buyer shall not terminate the contract without cause.

CALL-OFF START DATE: **19/01/2024**

CALL-OFF EXPIRY DATE: **30/06/2024**

CALL-OFF INITIAL PERIOD: **5.5 months**

CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification)

LOCATION FOR DELIVERY

Initial Delivery of all Hardware will be to the Supplier's Hatfield site and stored as per the Supplier's Buy and Store Agreement Annex 1, onward Delivery will be to UK address specified by the Buyer at point of order. Storage is free for **4 months** under Computacenter's Buy and Store agreement as set out in Appendix 1 and £0.75 per item per month for any secure bonded storage provided post the initial four (4) months.

For the avoidance of doubt, the Buyer may request delivery of the devices in multiple batches.

Title to Goods is transferred to the Buyer on payment to the Supplier in full.

DATES FOR DELIVERY

See details in Call-Off Schedule 20 Point 1.5. The supplier shall deliver these devices to a mainland UK address specified by the authority. The address will be confirmed by the supplier no later than 1 week before required delivery date. The Supplier shall confirm their ability to make available and deliver the full volume of these devices to the Authority within a maximum of 6 weeks of contract award and no later than 22nd March 2024. See details in Call Off Schedule 20 1.3.

TESTING OF DELIVERABLES

None

WARRANTY PERIOD

The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be 12 (twelve) months manufacturer warranty as standard.

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 REDACTED excluding VAT

CALL-OFF CHARGES

See details in Call-Off Schedule 5 (Pricing Details)
REDACTED

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Payment method BACS

BUYER'S INVOICE ADDRESS:

Department for Work and Pensions

REDACTED

BUYER'S AUTHORISED REPRESENTATIVE

REDACTED

Peel Park Control Centre
Blackpool
Lancashire
FY4 5ES

BUYER'S ENVIRONMENTAL POLICY

Not applicable for standard supply transactions.

BUYER'S SECURITY POLICY

DWP Information Security Policy version 1

DWP Acceptable Use Policy version 2.5

DWP Physical Security Policy version 2.0 DWP Information Management Policy
version 4.1

Available at:

<https://www.gov.uk/government/publications/dwpprocurementsecurity>
<https://www.gov.uk/government/publications/dwp-procurementsecuritypoliciesandstandards>
<https://www.gov.uk/government/publications/dwp-procurement-security-policies-and-standards>

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED

Computacenter
100 Blackfriars
London
SE1 8HL

SUPPLIER'S CONTRACT MANAGER

REDACTED

Computacenter
100 Blackfriars
London
SE1 8HL

PROGRESS REPORT FREQUENCY

Not applicable

PROGRESS MEETING FREQUENCY

Not applicable

KEY STAFF

REDACTED

Computacenter
100 Blackfriars
London

SE1 8HL

KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Pricing

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.

REDACTED TABLE

Appendix 1

Buy and Store Agreement

“Buyer Nominated Site” means a Site nominated by the Buyer for Delivery of the Goods.

“Inventory” means an inventory of Goods provided by the Supplier to the Buyer containing the information set out in clause 6 (Inventory).

1. Receipt of Goods by Supplier and invoicing

1.1. The Supplier shall buy and take receipt of the Goods upon receipt of acceptance of or on request by the Buyer in relation to Buyer’s purchase order (“PO”). The Buyer shall ensure that the PO contains a request for the Goods detailed therein to receive and hold the same on behalf of the Buyer for a period which shall not exceed four months.

1.2. Once accepted by Supplier, the PO may not be cancelled without cause and the Price agreed shall not be subject to change.

1.3. Subject to the prior written consent of the Buyer, the Supplier may invoice the Buyer for the Call Off Contract Charges in respect of Goods that have been bought and received by the Supplier on or at any time after receipt by the Supplier of those Goods. Payment of invoices will against standard payment terms whether goods are stored at Supplier site or delivered to Buyer site.

2. Supplier’s obligations

2.1. The Supplier shall:

2.1.1. securely store and correctly handle the Goods in compliance with all relevant statutory and regulatory requirements;

2.1.2. (irrespective of ownership) insure all Goods to the lesser of the cost of repair or replacement of the Goods at current market value for a maximum period of four (4) months from receipt of Goods;

2.1.3. Make good any loss to, damage to or other failure of the Goods occurring prior to delivery to an Buyer site (including while stored at

- the Supplier's warehouse in Hatfield UK) such that the Buyer receives the total value of Goods procured through this Contract;
- 2.1.4. provide the Buyer with Inventories in accordance with clause 5 below (Inventory);
- 2.1.5. clearly identify and mark all Goods owned by the Buyer as being Goods owned by the Buyer; and
- 2.1.6. procure that all manufacturer's warranties in respect of the Goods take effect from the date the Goods are Delivered to the Buyer Nominated Site.

3. Buyer's right of inspection

- 3.1. The Buyer may inspect the Goods at the Supplier Sites, and may carry out the inspection during normal business hours and on reasonable notice.

4. Risk and title to Goods

- 4.1. In accordance with clause 2.7 of the Call Off Contract General Terms and Conditions, and without prejudice to paragraph 2.1.2 and 2.1.3, risk in the Goods shall pass to the Buyer on Delivery to the Buyer Nominated Site which in the case of Buy & Store shall be the Supplier's warehouse in Hatfield UK.

- 4.2. In accordance with clause 2.8 of the Call Off Contract General Terms and Conditions of the Call Off Contract, ownership to the Goods shall pass to the Buyer on the earlier of full payment for the Goods or Delivery of the Goods to an Buyer Nominated Site (which in the case of Buy & Store shall be the Supplier's warehouse in Hatfield UK).

5. Inventory

- 5.1. The Supplier shall provide the Buyer with:

- 5.1.1. an Inventory of all Goods that it receives at a site within twenty-four (24) hours of such receipt;
- 5.1.2. an Inventory of all Goods that it delivers to an Buyer Nominated Site at the time of such Delivery; and
- 5.1.3. an Inventory of all Goods that it holds at a site on the first (1st) day of each calendar month.

- 5.2. Each Inventory shall contain any pre-agreed information in relation to the Goods but in any event as a minimum will include without limitation the following:

- 5.2.1. asset categorisation;
- 5.2.2. manufacturer;
- 5.2.3. model number; 5.2.4. serial number; and

- 5.2.5. asset cost.

Joint Schedule 2 (Variation Form)

This form is to be used in order to change a contract in accordance with Clause 24 (Changing the Contract)

Contract Details		
This variation is between:	[delete] as applicable: CCS / Buyer] (" CCS " " the Buyer ") And [insert] name of Supplier] (" the Supplier ")	
Contract name:	[insert] name of contract to be changed] (" the Contract ")	
Contract reference number:	[insert] contract reference number]	
Details of Proposed Variation		
Variation initiated by:	[delete] as applicable: CCS/Buyer/Supplier]	
Variation number:	[insert] variation number]	
Date variation is raised:	[insert] date]	
Proposed variation		
Reason for the variation:	[insert] reason]	
An Impact Assessment shall be provided within:	[insert] number] days	
Impact of Variation		
Likely impact of the proposed variation:	[Supplier to insert] assessment of impact]	
Outcome of Variation		
Contract variation:	This Contract detailed above is varied as follows: <input type="checkbox"/> [CCS/Buyer to insert] original Clauses or Paragraphs to be varied and the changed clause]	
Financial variation:	Original Contract Value:	£ [insert] amount]
	Additional cost due to variation:	£ [insert] amount]
	New Contract value:	£ [insert] amount]

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1. This Variation must be agreed and signed by both Parties to the Contract and shall only be effective from the date it is signed by **[delete]** as applicable: CCS / Buyer]
2. Words and expressions in this Variation shall have the meanings given to them in the Contract.
3. The Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

Signed by an authorised signatory for and on behalf of the **[delete]** as applicable: CCS / Buyer]

Signature

Date

Name (in Capitals)

Address

Signed by an authorised signatory to sign for and on behalf of the Supplier

Signature

Date

Name (in Capitals)

Address

Joint Schedule 3 (Insurance Requirements)

1. The insurance you need to have

- 1.1 The Supplier shall take out and maintain, or procure the taking out and maintenance of the insurances as set out in the Annex to this Schedule, any additional insurances required under a Call-Off Contract (specified in the applicable Order Form) ("**Additional Insurances**") and any other insurances as may be required by applicable Law (together the "**Insurances**"). The Supplier shall ensure that each of the Insurances is effective no later than:

1.1.1 the Framework Start Date in respect of those Insurances set out in the Annex to this Schedule and those required by applicable Law; and

1.1.2 the Call-Off Contract Effective Date in respect of the Additional Insurances.

The Insurances shall be:

1.2.1 maintained in accordance with Good Industry Practice;

1.2.2 (so far as is reasonably practicable) on terms no less favourable than those generally available to a prudent contractor in respect of risks insured in the international insurance market from time to time;

1.2.3 taken out and maintained with insurers of good financial standing and good repute in the international insurance market; and

1.2.4 maintained for at least six (6) years after the End Date.

1.3 The Supplier shall ensure that the public and products liability policy contain an indemnity to principals clause under which the Relevant Authority shall be indemnified in respect of claims made against the Relevant Authority in respect of death or bodily injury or third party property damage arising out of or in connection with the Deliverables and for which the Supplier is legally liable.

2. How to manage the insurance

2.1 Without limiting the other provisions of this Contract, the Supplier shall:

2.1.1 take or procure the taking of all reasonable risk management and risk control measures in relation to Deliverables as it would be reasonable to expect of a prudent contractor acting in accordance with Good Industry Practice, including the investigation and reports of relevant claims to insurers;

2.1.2 promptly notify the insurers in writing of any relevant material fact under any Insurances of which the Supplier is or becomes aware; and

2.1.3 hold all policies in respect of the Insurances and cause any insurance broker effecting the Insurances to hold any insurance slips and other evidence of placing cover representing any of the Insurances to which it is a party. **3**

What happens if you aren't insured

3.1 The Supplier shall not take any action or fail to take any action or (insofar as is reasonably within its power) permit anything to occur in relation to it which would entitle any insurer to refuse to pay any claim under any of the Insurances.

3.2 Where the Supplier has failed to purchase or maintain any of the Insurances in full force and effect, the Relevant Authority may elect (but shall not be obliged) following written notice to the Supplier to purchase the relevant Insurances and recover the reasonable premium and other reasonable costs incurred in connection therewith as a debt due from the Supplier. **4 Evidence of insurance you must provide**

- 4.1 The Supplier shall upon the Start Date and within 15 Working Days after the renewal of each of the Insurances, provide evidence, in a form satisfactory to the Relevant Authority, that the Insurances are in force and effect and meet in full the requirements of this Schedule.

5 Making sure you are insured to the required amount

- 5.1 The Supplier shall ensure that any Insurances which are stated to have a minimum limit "in the aggregate" are maintained at all times for the minimum limit of indemnity specified in this Contract and if any claims are made which do not relate to this Contract then the Supplier shall notify the Relevant Authority and provide details of its proposed solution for maintaining the minimum limit of indemnity.

6 Cancelled Insurance

- 6.1 The Supplier shall notify the Relevant Authority in writing at least five (5) Working Days prior to the cancellation, suspension, termination or nonrenewal of any of the Insurances.
- 6.2 The Supplier shall ensure that nothing is done which would entitle the relevant insurer to cancel, rescind or suspend any insurance or cover, or to treat any insurance, cover or claim as voided in whole or part. The Supplier shall use all reasonable endeavours to notify the Relevant Authority (subject to third party confidentiality obligations) as soon as practicable when it becomes aware of any relevant fact, circumstance or matter which has caused, or is reasonably likely to provide grounds to, the relevant insurer to give notice to cancel, rescind, suspend or void any insurance, or any cover or claim under any insurance in whole or in part.

7 Insurance claims

- 7.1 The Supplier shall promptly notify to insurers any matter arising from, or in relation to, the Deliverables, or each Contract for which it may be entitled to claim under any of the Insurances. In the event that the Relevant Authority receives a claim relating to or arising out of a Contract or the Deliverables, the Supplier shall co-operate with the Relevant Authority and assist it in dealing with such claims including without limitation providing information and documentation in a timely manner.
- 7.2 Except where the Relevant Authority is the claimant party, the Supplier shall give the Relevant Authority notice within twenty (20) Working Days after any insurance claim in excess of 10% of the sum required to be insured pursuant to Paragraph 0 relating to or arising out of the provision of the Deliverables or this Contract on any of the Insurances or which, but for the application of the applicable policy excess, would be made on any of the Insurances and (if required by the Relevant Authority) full details of the incident giving rise to the claim.
- 7.3 Where any Insurance requires payment of a premium, the Supplier shall be liable for and shall promptly pay such premium.

7.4 Where any Insurance is subject to an excess or deductible below which the indemnity from insurers is excluded, the Supplier shall be liable for such excess or deductible. The Supplier shall not be entitled to recover from the Relevant Authority any sum paid by way of excess or deductible under the Insurances whether under the terms of this Contract or otherwise.

ANNEX: REQUIRED INSURANCES

The Supplier shall hold the following [standard] insurance cover from the Framework Start Date in accordance with this Schedule:

professional indemnity insurance with cover (for a single event or a series of related events and in the aggregate) of not less than one million pounds (£1,000,000) – all Lots ; public liability insurance with cover (for a single event or a series of related events and in the aggregate) of not less than one million pounds (£1,000,000) – all Lots;

employers' liability insurance with cover (for a single event or a series of related events and in the aggregate) of not less than five million pounds (£5,000,000) – all Lots product liability insurance with cover (for a single event or a series of related events and in the aggregate) of not less than one million pounds (£1,000,000) – all Lots

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
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	[insert date]	[insert details]	[insert duration]
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Joint Schedule 10 (Rectification Plan)

Request for [Revised] Rectification Plan			
Details of the Default:	[Guidance: Explain the Default, with clear schedule references as appropriate]		
Deadline for receiving the [Revised] Rectification Plan:	[add] date (minimum 10 days from request)]		
Signed by [CCS/Buyer] :		Date:	
Supplier [Revised] Rectification Plan]			
Cause of the Default	[add] cause]		
Anticipated impact assessment:	[add] impact]		
Actual effect of Default:	[add] effect]		
Steps to be taken to rectification:	Steps	Timescale	
	1.	[date]	
	2.	[date]	
	3.	[date]	

	4.	[date]	
	[...]	[date]	
Timescale for complete Rectification of Default	[X] Working Days		
Steps taken to prevent recurrence of Default	Steps	Timescale	
	1.	[date]	
	2.	[date]	
	3.	[date]	
	4.	[date]	
	[...]	[date]	
Signed by the Supplier:		Date:	
Review of Rectification Plan [CCS/Buyer] 			
Outcome of review	[Plan Accepted] [Plan Rejected] [Revised Plan Requested]		
Reasons for Rejection (if applicable)	[add reasons]		
Signed by [CCS/Buyer]		Date:	

Call-Off Schedule 1 (Transparency Reports)

1.1 The Supplier recognises that the Buyer is subject to PPN 01/17 (Updates to transparency principles v1.1

(<https://www.gov.uk/government/publications/procurement-policy-note-0117update-to-transparency-principles>). The Supplier shall comply with the

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Project Version: v2.0

Model Version: v3.8

provisions of this Schedule in order to assist the Buyer with its compliance with its obligations under that PPN.

- 1.2 Without prejudice to the Supplier's reporting requirements set out in the Framework Contract, within three (3) Months of the Start Date the Supplier shall submit to the Buyer for Approval (such Approval not to be unreasonably withheld or delayed) draft Transparency Reports consistent with the content requirements and format set out in the Annex of this Schedule.
- 1.3 If the Buyer rejects any proposed Transparency Report submitted by the Supplier, the Supplier shall submit a revised version of the relevant report for further Approval within five (5) days of receipt of any notice of rejection, taking account of any recommendations for revision and improvement to the report provided by the Buyer. If the Parties fail to agree on a draft Transparency Report the Buyer shall determine what should be included. Any other disagreement in connection with Transparency Reports shall be treated as a Dispute.
- 1.4 The Supplier shall provide accurate and up-to-date versions of each Transparency Report to the Buyer at the frequency referred to in the Annex of this Schedule.

Annex A: List of Transparency Reports

Transparency Reports			
Title	Content	Format	Frequency
Performance	<input type="checkbox"/> inventory in stock <input type="checkbox"/> order received order <input type="checkbox"/> delivered	To be agreed	1st Day of the Month
Call off contract Charges	<input type="checkbox"/> Monthly charge <input type="checkbox"/> Charges to date	To be agreed	1st Day of the Month

Call-Off Schedule 5 (Pricing Details)

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 Buyers under this Call-Off Contract

		The Authority shall have the right to audit all of its Goods held at the Supplier's warehouse. Notice of 10 working days will be given ahead of any audit.
1.5	Delivery	<p>Upon request, the Supplier shall deliver these devices to a mainland UK address specified by the Authority. This address shall be confirmed by the Authority no later than 1 week before the required delivery date. The Supplier shall ensure that the goods are securely delivered and work with the Authority's service supplier to ensure effective delivery: this includes any booking-in activity.</p> <p>For the avoidance of doubt, the Authority may request delivery of the devices in multiple batches.</p>

1.6	Invoicing	<p>The Supplier must provide accurate invoices and supporting Management Information at the point of transfer of ownership of the devices.</p> <p>The Authority shall create a Purchase Order (PO) per service line which the Supplier must invoice accurately against. In the case of the Supplier invoicing against the incorrect Purchase Order, the Authority will reject the invoice.</p> <p>The Supplier shall ensure that any invoice or credit note includes, without limitation, the following information:</p> <ol style="list-style-type: none"> 1. The Purchase Order reference 2. The date of the invoice 3. A unique, numerical invoice number 4. The period to which the charges relate 5. Details of the correct contract reference 6. A contact name and telephone number of a responsible person in the Supplier's Finance department in the event of any administrative queries 7. The banking details for payment to the Supplier via electronic transfer of funds (i.e., name and address of bank, sort code, account name and number) 8. Clear indication of whether it is a credit note or invoice 9. In the case of a credit note, detail of the invoice number the credit note is being raised against 10. The amounts charged, broken down at a summary level and matching the amounts detailed in the Management Information outlined below <p>Where any invoice or credit note does not conform to the Authority's requirements detailed above and therefore does not constitute a valid invoice or credit note, the Authority will reject this invoice or credit note.</p>
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		<p>Any invoice or credit note shall be accompanied with Management Information (MI). This MI shall include, without limitation, the following information:</p> <ol style="list-style-type: none"> 1. Serial numbers for the devices being delivered 2. Where invoicing for goods, proof of delivery 3. Details of the services/goods being charged including volumes and unit costs 4. The invoice and Purchase Order references that the MI pertains to <p>Invoices and credit notes shall be submitted to:</p> <ul style="list-style-type: none"> • APinvoices-DWP-U@gov.sscl.com • workplacecomputing.invoices@dwp.gov.uk <p>With all supporting documentation and management information also submitted to:</p> <ul style="list-style-type: none"> • workplacecomputing.invoices@dwp.gov.uk <p>At the point that the Authority notes a discrepancy in the billing, the Supplier shall respond within 3 working days with agreement or with further clarification. Discrepancies must be settled by the Supplier in the form of a credit note within 3 working days of such agreement. If this credit note is not raised within 10 working days of such agreement, the Authority may reject the invoice and ask the Supplier to reinvoice for the correct amount.</p> <p>The Authority shall have 6 months in which to raise any billing discrepancies. Any discrepancies raised after this point shall not be liable for remedy by the Supplier. For the avoidance of doubt, this 6-month deadline shall only apply where the Supplier has responded to invoicing queries within the agreed timescales outlined above.</p> <p>The Supplier must provide any invoices to the Authority within 6 months of the completion of delivery of the relevant Services to which the invoice relates. Invoices delivered after expiry of this period shall be invalid and the Authority shall have no liability in respect of such invoices.</p>
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1.7	Warranty	<p>All devices must be provided with a minimum of 1-year manufacturer's warranty at no extra cost. The Supplier shall provide details of the warranty, including:</p> <ul style="list-style-type: none"> • Repair/replacement turnaround terms; • Timescales; • Contact information. <p>The warranty period shall commence at the point of delivery to the Authority or the Authority's Services Supplier (whichever occurs first). Where the standard manufacturer's</p>
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		<p>warranty is greater than one year this shall be clearly stipulated in the Supplier's response.</p> <p>Warranty Management shall be performed by DWP's Device Support Supplier. Where required the Supplier shall support the Device Support Supplier with resolution of any Warranty Management issues.</p>										
1.8	Asset reporting	<p>The Supplier must comply with DWP Device Asset Management policies and procedures by providing all asset details to DWP Asset Management team, within 24 hours upon receipt of device order(s)</p> <p>A report must be provided and include:</p> <ul style="list-style-type: none">• Asset Categorisation• Manufacturer• Model number• Serial number• Asset Cost• Purchase Order Reference <p>Where the Supplier is storing the devices, a virtual stockroom shall be created in DWP Place Asset Repository. The Supplier shall provide contact details for a named Stockroom Manager within 10 days of contract signature.</p> <p>The serial numbers of the devices held physically by the Supplier must accurately mirror those held in the virtual stockroom on the DWP Place Asset Repository. The Supplier shall inform the Authority of any change to the device location, state or sub-state within 24 hours, via a process agreed as part of contract on-boarding.</p> <table><tr><th>State</th><th>Sub-State</th></tr><tr><td>In Stock</td><td>Available</td></tr><tr><td>In Transit</td><td>Reserved</td></tr><tr><td>In Use</td><td>Defective</td></tr><tr><td>In Maintenance</td><td>Pending Repair</td></tr></table>	State	Sub-State	In Stock	Available	In Transit	Reserved	In Use	Defective	In Maintenance	Pending Repair
State	Sub-State											
In Stock	Available											
In Transit	Reserved											
In Use	Defective											
In Maintenance	Pending Repair											

		Retired	Pending_install
		Missing	Pending_disposal
			Pending_transfer
			Disposed
			Lost
			Stolen
		<p>For the avoidance of doubt, devices must be able to be tracked at all stages so DWP can account for each device it has purchased and know the status of each device in order to undertake effective demand management.</p>	
1.9	Security	<p>In delivery of services to DWP, comply with DWP Security Policies and Standards https://www.gov.uk/government/publications/dwp-procurement-security-policies-and-standards</p>	

Clamshell

Ref #	Attribute	Requirement
2.1	Chassis	The customer requires a device in a clamshell form factor
2.2	Display size	Customer requires a display size between 13 and 14 inches minimum 1080p full HD with touch-screen capability
2.3	Keyboard	QWERTY keyboard with optional backlit keys with a trackpad with left/right buttons
2.4	Trackpad	Trackpad with left / right buttons
2.5	Graphics card / capability	UHD Graphics or equivalent that shall operate a minimum of 2 x 4k display screens at native resolution.
2.6	Processors	We require a processor that is in line with the CPU Spec spreadsheet found along with this ITT.
2.7	Operating System	DWP require compatibility with the current and future operating model therefore as a minimum the device shall be certified as being compatible with the Microsoft Windows 10 Operating System 22H2 or later and Windows 11.
2.8	Memory	16GB minimum 3200MHz DDR4 or better
2.9	Storage	A minimum of 256GB SSD
2.10	Audio Ports	1 Universal 3.5mm Audio port

2.11	Wireless / Bluetooth	Built in WiFi 6 (802.11g/n/ac/ax) & Bluetooth 5
2.12	Cameras	Integrated IR camera on front (facing user) for video conference that must be compatible with and support Windows Hello for business and provide a minimum of Highdefinition picture quality.
2.13	Security	Device must meet a minimum of Trusted Platform Module 2.0 (TPM) or equivalent.
2.14	Ports, Connectors	<ul style="list-style-type: none"> • 2 x USB-C Data and power • 2 x USB-A • 1 x HDMI v2.0
2.15	BIOS	Shall support Unified Extensible Firmware Interface (UEFI) / SecureBoot / Password Protection
2.16	Network Adapter	Must support 10/100/1000 Mbps
2.17	Fast-charging	Provided portable PSU for power / charging. Must support fast charging.
2.18	Weight	Maximum weight of 1.5kgs
2.19	Serviceability	The Supplier to confirm the levels of serviceability available to be carried out on the device and whether the device can be serviced at a component level.
2.20	AutoPilot Registration	Factory Services - Autopilot Devices Registration The devices shall be registered with Microsoft Intune Server @ point of manufacture.
2.21	Sound & graphics	□ Internal Speaker and microphone required
2.22	Docking station compatibility	The device must be compatible with a USB-C docking station that complies to the USB-IF standard or equivalent.
2.23	Physical Security	The device must have a security locking slot

