

**RM6100 Technology Services 3 Agreement
Framework Schedule 4 - Annex 1 Lots
2, 3 and 5 Order Form**

Order Form

This Order Form is issued in accordance with the provisions of the Technology Services 3 Framework Agreement RM6100 dated 17th July 2025 between the Supplier (as defined below) and the Minister for the Cabinet Office (the "**Framework Agreement**") and should be used by Buyers after making a direct award or conducting a further competition under the Framework Agreement.

The Contract, referred to throughout this Order Form, means the contract between the Supplier and the Buyer (as defined below) (entered into pursuant to the terms of the Framework Agreement) consisting of this Order Form and the Call Off Terms. The Call-Off Terms are substantially the terms set out in Annex 2 to Schedule 4 to the Framework Agreement and copies of which are available from the Crown Commercial Service website [RM6100 Technology Services 3](#). The agreed Call-Off Terms for the Contract being set out as the Annex 1 to this Order Form.

The Supplier shall provide the Services and/or Goods specified in this Order Form (including any attachments to this Order Form) to the Buyer on and subject to the terms of the Contract for the duration of the Contract Period.

In this Order Form, capitalised expressions shall have the meanings set out in Schedule 1 (Definitions) of the Call-Off Terms

Section A General information

Contract Details	
Contract Reference:	CCIT25A16
Contract Title:	Provision of IT Managed Service Provider

Contract Description:

The Provision of an IT Manager Service Provider contract to support the global IT operations of a non-executive public body. This includes end-user helpdesk support, management of the core network infrastructure, and technical consultancy to deliver its technology roadmap.

Contract Anticipated Potential Value: this should set out the total potential value of the Contract

£261,559.34 excluding VAT

Estimated Year 1 Charges:

£70,173.83 excluding VAT

Commencement Date: this should be the date of the last signature on Section E of this Order Form

1st August 2025

Buyer details

Buyer organisation name

Westminster Foundation for Democracy

Billing address

Your organisation's billing address - please ensure you include a postcode

REDACTED TEXT under FOIA Section 40 Personal Information.

Buyer representative name

The name of your point of contact for this Order

REDACTED TEXT under FOIA Section 40 Personal Information.

Buyer representative contact details

REDACTED TEXT under FOIA Section 40 Personal Information.

Buyer Project Reference

Please provide the customer project reference number. CCIT25A16

Supplier details

Supplier name

The supplier organisation name, as it appears in the Framework Agreement
Roc Technologies Limited

Supplier address

Supplier's registered address

REDACTED TEXT under FOIA Section 40 Personal Information.

Supplier representative name

REDACTED TEXT under FOIA Section 40 Personal Information.

Supplier representative contact details

REDACTED TEXT under FOIA Section 40 Personal Information.

Order reference number or the Supplier's Catalogue Service Offer Reference Number

A unique number provided by the supplier at the time of the Further Competition Procedure. Please provide the order reference number, this will be used in management information provided by suppliers to assist CCS with framework management. If a Direct Award, please refer to the Supplier's Catalogue Service Offer Reference Number.

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Guarantor details

Guidance Note: Where the additional clause in respect of the guarantee has been selected to apply to this Contract under Part C of this Order Form, include details of the Guarantor immediately below.

Guarantor Company Name

The guarantor organisation name

Not Applicable

Guarantor Company Number

Guarantor's registered company number Not Applicable

Guarantor Registered Address

Guarantor's registered address Not Applicable

Section B Part A – Framework Lot

Framework Lot under which this Order is being placed

Tick one box below as applicable (unless a cross-Lot Further Competition or Direct Award, which case, tick Lot 1 also where the buyer is procuring technology strategy & Services Design in addition to Lots 2, 3 and/or 5. Where Lot 1 is also selected then this Order Form and corresponding Call-Off Terms shall apply and the Buyer is not required to complete the Lot 1 Order Form.

- | | |
|--|--------------------------|
| 1. TECHNOLOGY STRATEGY & SERVICES DESIGN | <input type="checkbox"/> |
| 2. TRANSITION & TRANSFORMATION | <input type="checkbox"/> |
| 3. OPERATIONAL SERVICES | |
| a: End User Services | X |
| b: Operational Management | X |
| c: Technical Management | X |
| d: Application and Data Management | X |
| 5. SERVICE INTEGRATION AND MANAGEMENT | <input type="checkbox"/> |

Part B – The Services Requirement

Commencement Date

See above in Section A

Contract Period

Guidance Note – this should be a period which does not exceed the maximum durations specified per Lot below:

Lot	Maximum Term (including Initial Term and Extension Period) – Months (Years)
2	36 (3)
3	60 (5)
5	60 (5)

Initial Term Months 48

Extension Period (Optional) Months N/A

Minimum Notice Period for exercise of Termination Without Cause

(Calendar days) *Insert right (see Clause 35.1.9 of the Call-Off Terms)*

183 days (6 months)

Sites for the provision of the Services

Guidance Note - Insert details of the sites at which the Supplier will provide the Services, which shall include details of the Buyer Premises, Supplier premises and any third party premises.

The Supplier shall provide the Services from the following Sites: **Buyer Premises:**

Not applicable

Supplier Premises:

REDACTED TEXT under FOIA Section 40 Personal Information.

Third Party Premises:

Not applicable

Buyer Assets

Guidance Note: see definition of Buyer Assets in Schedule 1 of the Call-Off Terms

Please refer to attachment 3a (Inventory)

Additional Standards

Guidance Note: see Clause 13 (Standards) and the definition of Standards in Schedule 1 of the Contract. Schedule 1 (Definitions). Specify any particular standards that should apply to the Contract over and above the Standards.

Not applicable

Buyer Security Policy

Guidance Note: where the Supplier is required to comply with the Buyer's Security Policy then append to this Order Form below.

Not applicable

Buyer ICT Policy

Guidance Note: where the Supplier is required to comply with the Buyer's ICT Policy then append to this Order Form below.

REDACTED TEXT under FOIA Section 40 Personal Information.

Insurance

Guidance Note: if the Call Off Contract requires a higher level of insurance cover than the £1m default in Framework Agreement or the Buyer requires any additional insurances please specify the details below.

Third Party Public Liability Insurance (£) - £1,000,000

Professional Indemnity Insurance (£) - £1,000,000

Buyer Responsibilities

Guidance Note: list any applicable Buyer Responsibilities below.

- Providing the Supplier access to WFD's London office, SW1, as required
- Purchase of hardware and software assets
- Dispatch of IT hardware to end-users
- Providing the supplier access to WFD's Microsoft tenant and other software portals which fall under the services to be delivered as part of this contract

Goods

Guidance Note: list any Goods and their prices. Not applicable

Governance – Option Part A or Part B

Guidance Note: the Call-Off Terms has two options in respect of governance. Part A is the short form option and Part B is the long form option. The short form option should only be used where there is limited project governance required during the Contract Period.

Governance Schedule	Tick as applicable
Part A – Short Form Governance Schedule	<input checked="" type="checkbox"/>
Part B – Long Form Governance Schedule	<input type="checkbox"/>

The Part selected above shall apply this Contract.

Change Control Procedure – Option Part A or Part B

Guidance Note: the Call-Off Terms has two options in respect of change control. Part A is the short form option and Part B is the long form option. The short form option should only be used where there is no requirement to include a complex change control procedure where operational and fast track changes will not be required.

Change Control Schedule	Tick as applicable
Part A – Short Form Change Control Schedule	<input checked="" type="checkbox"/>
Part B – Long Form Change Control Schedule	<input type="checkbox"/>

The Part selected above shall apply this Contract. Where Part B is selected, the following information shall be incorporated into Part B of Schedule 5 (Change Control Procedure):

- for the purpose of Paragraph 3.1.2 (a), the figure shall be £[insert details]; and -
- for the purpose of Paragraph 8.2.2, the figure shall be £[insert details].

Section C**Part A - Additional and Alternative Buyer Terms****Part B - Additional Information Required for Additional Schedules/Clauses Selected in Part A****Additional Schedule S3 (Security Requirements)**

Guidance Note: where Schedule S3 (Security Requirements) has been selected in Part A of Section C above, then for the purpose of the definition of “Security Management Plan” insert the Supplier’s draft security management plan below.

Security Management Plan to follow

Additional Schedule S4 (Staff Transfer)

Guidance Note: where Schedule S4 (Staff Transfer) has been selected in Part A of Section C above, then for the purpose of the definition of “Fund” in Annex D2 (LGPS) of Part D (Pension) insert details of the applicable fund below.

Not applicable

Additional Clause C1 (Relevant Convictions)

Guidance Note: where Clause C1 (Relevant Convictions) has been selected in Part A of Section C above, then for the purpose of the definition of "Relevant Convictions" insert any relevant convictions which shall apply to this contract below.

None

Additional Clause C3 (Collaboration Agreement)

Guidance Note: where Clause C3 (Collaboration Agreement) has been selected in Part A of Section C above, include details of organisation(s) required to collaborate immediately below.

Not Applicable

An executed Collaboration Agreement shall be delivered from the Supplier to the Buyer within the stated number of Working Days from the Commencement Date:

Not Applicable

Section D Supplier Response

Commercially Sensitive information

Any confidential information that the Supplier considers sensitive for the duration of an awarded Contract should be included here. Please refer to definition of Commercially Sensitive Information in the Contract – *use specific references to sections rather than copying the relevant information here.*

Technical Response Section

Documentation and associated attachments (All information contained and text included)

Commercial response documentation and associated attachments (All information contained and text included)

Section E Contract Award

This Call Off Contract is awarded in accordance with the provisions of the Technology Services 3 Framework Agreement RM6100.

SIGNATURES

For and on behalf of the Supplier

Name	REDACTED TEXT under FOIA Section 40 Personal Information.
Job role/title	REDACTED TEXT under FOIA Section 40 Personal Information.
Signature	REDACTED TEXT under FOIA Section 40 Personal Information.
Date	17 July 2025 14:05 BST

For and on behalf of the Buyer

Name	REDACTED TEXT under FOIA Section 40 Personal Information.
Job role/title	REDACTED TEXT under FOIA Section 40 Personal Information.
Signature	REDACTED TEXT under FOIA Section 40 Personal Information.
Date	18 July 2025

