# Order Form and Call-Off Schedules

# Order Form

CALL-OFF REFERENCE: CCIT22A02 (ECM\_10364)

THE BUYER: The Department for Work and Pensions (DWP)

BUYER ADDRESS REDACTED TEXT under FOIA Section 40, Personal Information

THE SUPPLIER: Computacenter (UK) Limited

SUPPLIER ADDRESS: REDACTED TEXT under FOIA Section 40, Personal Information

REGISTRATION NUMBER: 01584718

DUNS NUMBER: 226023463

SID4GOV ID: TBC

## APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 26/07/2022

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)
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
* Call-Off Schedules for RM6068
  + Call-Off Schedule 4 (Call-Off Tender)
  + Call-off-schedule-5-pricing-details
  + Call-Off Schedule 8 (Business Continuity & Disaster Recovery) Part B
  + Call-Off Schedule 9 (Security) Part A
  + Call-Off Schedule 10 (Exit Management) Part A
  + Call-Off Schedule 14 (Service Levels)
  + Call-Off Schedule 15 (Call-Off Contract Management)
  + Call-Off Schedule 16 (Benchmarking)
  + Call-Off Schedule 20 (Call-Off Specification)

1. CCS Core Terms (version 3.0.6)
2. Joint Schedule 5 (Corporate Social Responsibility) RM6068

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:

Special Term 1: At the Authority’s reasonable request, but not within the first six (6) months after Call-Off Contract commencement, the Supplier shall carry out one (1) benchmarking exercise within the duration of this Call-Off Contract, benchmarking a list agreed with the Authority of Software Vendors and competitor products to ensure that the Authority is obtaining best value for money in all purchases, providing a completed benchmarking report to the Authority within forty-five (45) working days after receipt of the Authority’s request.

Special Term 2: This Call-Off Contract includes one (1) break clause which can be enacted by the Authority at 6 months from contract start date by providing written notice to the Supplier.

CALL-OFF START DATE: 01/08/2022

CALL-OFF EXPIRY DATE: 31/07/2023

CALL-OFF INITIAL PERIOD: 12 Months

CALL-OFF OPTIONAL EXTENSION 12 Months

PERIOD

This Call-Off Contract can be extended by the Buyer for one (1) period of twelve (12) months, by giving the Supplier ninety (90) calendar days written notice before its expiry. Pricing and terms for each extension period will need to be agreed between the buyer and supplier subject to the Variation procedure as set out in Joint Schedule 2 (Variation Form). For any increase in charges the Supplier would be required to demonstrate to additional costs being incurred or value to be delivered to the Buyer to substantiate the increase.

## CALL-OFF DELIVERABLES

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

## LOCATION FOR DELIVERY

Not Applicable

## DATES FOR DELIVERY OF THE DELIVERABLES

1. Includes software renewals and software support and maintenance (various expiry dates as detailed within Call-Off Schedule 5 - Pricing Details) for the duration of the Call-Off Contract Initial Period and any subsequent Extension Period.

## TESTING OF DELIVERABLES

None

## 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 £4,800,000.

## CALL-OFF CHARGES

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

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

The Supplier shall submit invoices directly to the billing address as per the Customer’s order. The Supplier shall invoice the Customer for Goods on despatch and for Services as per Supplier’s quotation. Payment to be made by BACS payment.

Each Invoice must include:

the PO No.

a detailed breakdown of goods purchased

Start and End dates of the licences procured

The DWP Commercial Vehicle Tracking No (CVID). This will be provided on the PO.

## BUYER’S INVOICE ADDRESS:

Electronic Invoices (attached to E-Mails) should be sent to:

REDACTED TEXT under FOIA Section 40, Personal Information

## BUYER’S AUTHORISED REPRESENTATIVE

## REDACTED TEXT under FOIA Section 40, Personal Information

## BUYER’S ENVIRONMENTAL POLICY

[Environmental and sustainability policy - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/environmental-and-sustainability-policy)

## BUYER’S SECURITY POLICY

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

## SUPPLIER’S AUTHORISED REPRESENTATIVE

REDACTED TEXT under FOIA Section 40, Personal Information

## SUPPLIER’S CONTRACT MANAGER

REDACTED TEXT under FOIA Section 40, Personal Information

## PROGRESS REPORT FREQUENCY

The Supplier will provide the Authority with an MI report on or before the 5th calendar day of each month.

## PROGRESS MEETING FREQUENCY

Monthly Service Reviews and any other meetings to be agreed by both parties

## KEY STAFF

## REDACTED TEXT under FOIA Section 40, Personal Information

## KEY SUBCONTRACTOR(S)

No Applicable

## COMMERCIALLY SENSITIVE INFORMATION

See details in Joint Schedule 4 (Commercially Sensitive Information)

## 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:

Signature: REDACTED TEXT under FOIA Section 40, Personal Information

Name: REDACTED TEXT under FOIA Section 40, Personal Information

Role: REDACTED TEXT under FOIA Section 40, Personal Information

Date:

For and on behalf of Buyer:

Signature: REDACTED TEXT under FOIA Section 40, Personal Information

Name: REDACTED TEXT under FOIA Section 40, Personal Information

Role: REDACTED TEXT under FOIA Section 40, Personal Information

Date: