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

**Part A**

**Order Form Template**

**CALL-OFF REFERENCE:** CCSO21A22

**THE BUYER:** HM Treasury

**BUYER ADDRESS**: REDACTION

**THE SUPPLIER:**  Fivium Limited

**SUPPLIER ADDRESS:** REDACTION

**REGISTRATION NUMBER:** 05775733

**DUNS NUMBER:** 349803788

**SID4GOV ID:** N/A

**APPLICABLE FRAMEWORK CONTRACT**

This Order Form is for the provision of the Call-Off Deliverables and dated [16/09/2021 date of issue].

It’s issued under the Framework Contract with the reference number RM3821 for the provision of Data and Applications Solutions.

**CALL-OFF LOT(S):**

Lot 1b: Workflow & Case Management Solutions

**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) RM3821
3. The following Schedules in equal order of precedence:

* Joint Schedules for framework reference number RM3821
  + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
* Call-Off Schedules for CCSO21A22]
  + Call-Off Schedule 1 (Transparency Reports)
  + Call-Off Schedule 6 (ICT Services)

1. CCS Core Terms (version 3. 0.3)
2. Joint Schedule 5 (Corporate Social Responsibility) RM3821
3. Call-Off Schedule 21 (Supplier-Furnished Terms)

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:

The following Special Term (detailed in the agreed Joint Schedule 2 - Variation Form) are incorporated into this Call-Off Contract and replaces the Specially Written Software definition of the Call-Off Schedule 6 – ICT Services:

Specially Written Software - any software (including database software, linking instructions, test scripts, compilation instructions and test instructions) created by the Supplier (or by a Sub-Contractor or other third party on behalf of the Supplier) specifically for the purposes of this Contract, including any modifications or enhancements to COTS Software, that is mutually agreed and designated as such in writing prior to the commencement of the creation of such software. For the avoidance of doubt Specially Written Software does not constitute New IPR.

**CALL-OFF START DATE:**  23/09/2021

**CALL-OFF EXPIRY DATE:** 22/09/2023

**CALL-OFF INITIAL PERIOD:** 2 years (Plus 1-year optional extension)

**CALL-OFF DELIVERABLES**

eCase - Correspondence, FOI, EIR, PQ and Complaints case management system.

This service will provide the following

eCase PSN service with the option to migrate to an internet-based service during the contract.

The service is costed on 37,500 annual case volumes.

For a full breakdown of the call off deliverables, please Annex A, Statement of Requirements.

**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 **£278,419.00**

**CALL-OFF CHARGES**

**£594,047.00** (Including 1-year optional extension)

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 5 and 6 in Framework Schedule 3 (Framework Prices)

The Charges will not be impacted by any change to the Framework Prices.

**REIMBURSABLE EXPENSES**

Recoverable as stated in the Framework Contract

**PAYMENT METHOD**

Invoicing and payment will be under standard HMT terms and as per agreed invoicing milestones in the Contract

Payment by BACS will be made following satisfactory delivery of pre-agreed certified products and deliverables.

Before payment can be considered, each invoice must include a detailed elemental

breakdown of work completed, the associated costs and Purchase Order number.

Invoices should be submitted to: REDACTION

**BUYER’S INVOICE ADDRESS**

Invoice Queries – REDACTION

**BUYER’S AUTHORISED REPRESENTATIVE**

REDACTION

**BUYER’S ENVIRONMENTAL POLICY**

Greening Government: ICT and Digital Services Strategy, 10/09/2020

[Greening government: ICT and digital services strategy 2020 to 2025 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/greening-government-ict-and-digital-services-strategy-2020-2025)

**BUYER’S SECURITY POLICY**

Information Security Policy Framework, 26/06/2021

[Information Security Policy Framework - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/information-security-policy-framework)

**SUPPLIER’S AUTHORISED REPRESENTATIVE**

REDACTION

**SUPPLIER’S CONTRACT MANAGER**

REDACTION

**PROGRESS REPORT FREQUENCY**

Monthly, on the first Working Day of each calendar month - via a Service Report

**PROGRESS MEETING FREQUENCY**

Monthly – via a Monthly Business Review

**KEY STAFF**

REDACTION

**KEY SUBCONTRACTOR(S)**

Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Not applicable

**SERVICE CREDITS**

Not applicable

**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

Not applicable

**MINIMUM PERIOD OF NOTICE FOR NO\_FAULT TERMINATION**

90 days

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | REDACTION | Signature: | REDACTION |
| Name: | REDACTION | Name: | REDACTION |
| Role: | REDACTION | Role: | REDACTION |
| Date: | REDACTION | Date: | REDACTION |

[**Buyer guidance:** execution by seal / deed where required by the Buyer].

**Part B**

**Call-Off Schedules**

* + - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 6 (ICT Services)
    - [Call-Off Schedule 21 (DAS)
    - Joint Schedule 1 (Definitions)
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing of Data)