

Call-Off Schedule 20 (Call-Off Specification)

PURPOSE

The Authority (Prime Minister's Office) requires the supply of a Microsoft Enterprise Agreement to provide licensing and software assurance for their Microsoft software products.

SCOPE OF REQUIREMENT

The Authority requires an Enterprise Agreement which includes the following licenses:

REDACTED

License	Quantity
REDACTED	REDACTED
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REDACTED	REDACTED

REDACTED

License	Quantity
REDACTED	REDACTED

REDACTED

License	Quantity
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REDACTED

REDACTED

THE REQUIREMENT

The Authority requires a three (3) year Microsoft Enterprise Agreement with the licenses listed in section 5.1.

The Authority requires the ability to quickly add additional M365 E5 licenses to the agreement during the term of the agreement.

Additional Azure usage above that included in the Azure prepayment should be billed at the end of each month.

KEY MILESTONES AND DELIVERABLES

Start of the contract must be no later than 1st April 2021.

The following Contract milestones/deliverables shall apply:

Milestone/Deliverable	Description	Timeframe or Delivery Date
1	Start date of contract	By 1 st April 2021

PRICE

Prices are to be submitted via the e-Sourcing Suite Attachment 4 – Price Schedule excluding VAT and including all other expenses relating to Contract delivery.

STAFF AND CUSTOMER SERVICE

The Supplier shall ensure that staff understand the Authority's vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

SERVICE LEVELS AND PERFORMANCE

The Authority will measure the quality of the Supplier's delivery by:

KPI/SLA	Service Area	KPI/SLA description	Target
1	Delivery	Start date of the contract is 01/04/2021	100%

PAYMENT AND INVOICING

Payment will be made in full on successful delivery of all the goods, in-line with the leasing agreement and in accordance with the following points.

All invoices must be sent to:

Cabinet Office
PO Box 405

SSCL, Phoenix House
Celtic Springs Business Park
Newport, NP10 8FZ

Email: APinvoices-CAB-U@gov.sscl.com

Only invoices which state a valid purchase order number and appropriate description will be accepted.

All unstructured e-invoices sent via email will also need to adhere to the following guidelines to ensure processing of your invoice:

All files/invoices must be in PDF format.

One PDF per invoice – all supporting documentation must be included within this PDF. Do not attach additional/separate supporting documentation as a separate file.

Multiple invoices can be attached to one email but each invoice must be in a separate PDF (with no additional supporting files).

CONTRACT MANAGEMENT

The supplier must provide contact details for a contract manager for the duration of the Enterprise Agreement.

LOCATION

All licences will be delivered by e-mail.