

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

## Order Form

CALL-OFF REFERENCE: **PS/24/28**

THE BUYER: **Driver and Vehicle Licensing Agency (DVLA)**

BUYER ADDRESS Longview Road, Swansea, SA6 7JL

THE SUPPLIER: Bytes Software Services

SUPPLIER ADDRESS: Bytes House, Randalls Way, Leatherhead, KT22 7TW

REGISTRATION NUMBER: **REDACTED**

DUNS NUMBER: **REDACTED**

SID4GOV ID: **REDACTED**

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated as below in Signature panel

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 3 Software

### CALL-OFF INCORPORATED TERMS

This is a Bronze Contract.

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:

## RM6098 Framework Schedule 6 (Order Form Template and Call-Off Schedules)

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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 7 (Financial Difficulties) including Annex 5 – Optional Terms for Bronze Contracts
    - Joint Schedule 11 (Processing Data)
  - Call-Off Schedules for RM6098
    - Call-Off Schedule 5 (Pricing Details)
    - Call-Off Schedule 6 (ICT Services) including Annexes A to E
    - Call-Off Schedule 8 (Business Continuity and Disaster Recovery) amended for a Bronze Contract as per paragraph 10 of Part A of that Schedule.
    - Call-Off Schedule 9 (Security) – Part A
    - Call-Off Schedule 10 (Exit Management)
    - 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

*None*

CALL-OFF START DATE: **25/04/24**

CALL-OFF EXPIRY DATE: **24/04/25**

CALL-OFF INITIAL PERIOD: **12 Months**

## CALL-OFF DELIVERABLES

Provision of subscription licences and support as detailed in the below table:

Description	Number of Users	Start Date	Expiry Date
Articulate 360 Teams annual subscription including support	29	25/04/24	24/04/25

The contract includes the option for DVLA to extend the contract by a further two 12 month periods (1+1+1). If DVLA wish to invoke the options to extend the contract, DVLA will request the quotes for the extensions at the appropriate time.

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

## LOCATION FOR DELIVERY

**Driver and Vehicle Licensing Agency, Longview Road, Swansea SA6 7JL**

## DATES FOR DELIVERY

**The contract must be in place to commence 25/04/24.**

## 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 **£29,791.41**

## CALL-OFF CHARGES

**£29,791.41 for 12 months**

## REIMBURSABLE EXPENSES

None

## PAYMENT METHOD

All invoice payments will be via BACS

**RM6098 Framework Schedule 6 (Order Form Template and Call-Off Schedules)**

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**BUYER'S INVOICE ADDRESS:**

Email Address: **REDACTED**

Invoice Procedures embedded below:

**REDACTED**

**BUYER'S AUTHORISED REPRESENTATIVE**

**REDACTED**

Commercial Specialist

**REDACTED**

Commercial Directorate, DVLA, Longview Road, Swansea SA6 7JL

**BUYER'S ENVIRONMENTAL POLICY**

Embedded below



dvla011-corporate-environmental-policy.p

**BUYER'S SECURITY POLICY**

None

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

**REDACTED**

**Sales Manager**

**REDACTED**

Bytes House, Randalls Way, Leatherhead, KT22

**SUPPLIER'S CONTRACT MANAGER**

**REDACTED**

**Account Manager**

**REDACTED**

Bytes House, Randalls Way, Leatherhead, KT22

**PROGRESS REPORT FREQUENCY**

Not Applicable

**PROGRESS MEETING FREQUENCY**

Not Applicable

**KEY STAFF**

To be agreed with successful supplier following contract award

KEY SUBCONTRACTOR(S)

**Articulate Global LLC**

**COMMERCIALY SENSITIVE INFORMATION**

To be agreed with successful supplier on contract award

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

Not applicable

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:	<b>REDACTED</b>	Signature:	<b>REDACTED</b>
Name:	<b>REDACTED</b>	Name:	<b>REDACTED</b>
Role:	Sales Manager	Role:	Commercial Specialist
Date:	10 <sup>th</sup> April 2024	Date:	11th April 2024