**RM6100 Technology Services 3**

**Framework Schedule 4 Annex 1**

**Lot 1 Order Form**

# Order Form

This Order Form is issued in accordance with the provisions of the Technology Services 3 Framework Agreement RM6100 dated 01 February 2022, 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 [insert link]. 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 Deliverables 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 (Definitions) of the Call-Off Terms.

This Order Form shall comprise:

1. This document headed “Order Form”;
2. Attachment 1 – Services Specification;
3. Attachment 2 – Schedule of Processing, Personal Data and Data Subjects; 4. Attachment 3 – Transparency Reports; and

5. Annex 1 – Call-Off Terms.

The Order of Precedence shall be as set out in Clause 2.2 of the Call-Off Terms being:

1. the Framework, except Framework Schedule 18 (Tender);
2. the Order Form and its Attachments;
3. the Call-Off Terms; and
4. Framework Schedule 18 (Tender).

## Section A General information

|  |  |
| --- | --- |
| **Contract Details**  |  |
| **Contract Reference:**  | 711248453DInfoCom0263  |
|   |  |
| **Contract Title:**  | Enterprise Architecture Support Partner  |

|  |  |
| --- | --- |
| **Contract Description:**  | The provision of a Core EA service to the Info DA to support the evolution of Architecture Governance in the Army and to develop and deliver the Army Ref & Baseline Arch as well as the technical products that support EA. Secondly, the provision of specialist EA support for the AOM and the Design Authority construct within it owned by ACGS and production of wider architecture designs and products in support of AHQ and wider Army Programmes, products and a Pan-Army EA capability as and when required and funded.  |

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| --- | --- |
| **Commencement Date:** this should be the date of the last signature on Section D of this Order Form  | 01/04/2024.  |

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| **Buyer details**  |
| **Buyer organisation name** XXXXXXXXXXXXXXXX |

|  |
| --- |
| **Billing address** Your organisation’s billing address - please ensure you include a postcode XXXXXXXXXXXXXXXXXXXXXXX  |
| **Buyer representative name** The name of your point of contact for this Order XXXXXXXXXXXX.  |

### Buyer representative contact details

Email and telephone contact details for the Buyer’s representative. This must include an email for the purpose of Clause 34.2 of the Contract. XXXXXXXXXXX

|  |
| --- |
| **Supplier details**  |
| **Supplier name**  |
| The supplier organisation name, as it appears in the Framework Agreement XXXXXXXXX   |
| **Supplier address** Supplier’s registered address XXXXXXXXXXXXXXXXXXXX  |
| **Supplier representative name** The name of the Supplier point of contact for this Order XXXXXXXX   |
| **Supplier representative contact details** Email and telephone contact details of the supplier’s representative XXXXXXXXXXXXXXXXXXXX  |

### 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. Click here to enter text.

**Section B**

## Part 1 - The Services Requirement

**Commencement Date**

See above in Section A

### Contract Period

*Guidance Note – this should be a period in months from the Commencement Date, up to the maximum permitted Contract Period of 24 months (2 years)*

01 April 2024 – 31 March 2026

24 months

**Services**

The Supplier shall provide the Services to the Buyer outlined in the Attachment 1 - Specification

### Deliverables

The Supplier shall provide the following Deliverables to the Buyer as part of the Services:

The Deliverables are described in Attachment 1 - Services Specification

### Sites for the provision of the Services

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

The Supplier shall provide the Services and/or Deliverables from the following Sites**:**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

### Additional Standards

Guidance *Note: see Clause 7 (Standards) and the definition of Standards in Schedule 1 of the Call-Off Terms. Specify any particular standards that should apply to this Contract over and above the Standards.*

The Open Group Architecture Framework (TOGAF), MOD Architecture Framework (MODAF), NATO Architecture Framework (NAF)

### Key Supplier Personnel

*Guidance Note: see Clauses 6.4 – 6.8 of the Call-Off Terms. Include any Key Supplier Personnel (and their Key Roles).*

 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

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**Buyer Property**

*Guidance Note: see definition of Buyer Property in Schedule (Definitions) of the Call-Off Terms. Include details of any property other than real property or IPR below.*

 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**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.*

JSP 440, The Defence Manual of Security, Resilience and Business Continuity

JSP 604, Defence Manual for Information and Communications Technology (ICT)

### Buyer Enhanced Security Requirements

*Guidance Note: if the Supplier has access to the Buyer System then the Buyer should consider including additional enhanced security requirements here to govern the Supplier’s use of such system – this might include incorporating an ICT policy. These requirements are in addition to those set out in the Security Policy (if any) above.*

Not Applicable

### 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 (£) - NA

Professional Indemnity Insurance (£) - NA

### Key Sub-Contractors

*Guidance Note: see Framework Schedule 7 (Key Sub-Contractors) for detail and include here details of any Key SubContractors which are applicable to this Contract.*

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## Part 2 – Charges, Payment and Invoicing

**Contract Charges (excluding VAT)**

*Guidance Note - insert the applicable Charges having regard to Framework Schedule 3 (Framework Prices and Charging Structure) and include details of time and materials and any fixed price. Also include details of any agreed expenses and terms relating to such expenses.*

XXXXXXXXXXXXXX

XXXXXXXXXXXXXX

All Charges shall be payable by the Buyer in accordance with the Payment Profile set out below.

### Payment Profile

*Guidance Note – insert details of payment profile which may be monthly or quarterly in arrears or the parties may agree to include payments associated with the achievement of milestones, in which case details of milestones payments should be included here.*

XXXXXXXXXXXXXXXXXXXXXXXXXXX

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| **Invoice Details** The Supplier will issue Electronic Invoices in accordance with the agreed Payment Profile.  All invoices must be sent to:  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXAll invoices must include:  * Contract reference,
* PO reference,
* Work undertaken
* Number of resources,
* Number of days,
* Day rate
* UIN against associated requirement

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### Method of Payment

*Guidance Note – insert method of payment e.g. BACS.*

The payment method for this Contract is CP&F / Exostar

|  |  |
| --- | --- |
| **Contract Anticipated Potential Value:** *Guidance Note: for procurement purposes the Buyer will need to include details of the overall anticipated potential value of this Contract over the Contract Period*  Overall Contract Value: £8,250,000.00 ex VAT Core Contract Value: £5,000,00.00 ex VAT AHTV Value: £3,250,000.00 ex VAT  |   |

## Part 3 – Additional and Alternative Buyer Terms

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Additional Schedules and Alternative Clauses** *(see Annex 3 of Framework Schedule 4)* *This Annex can be found on the RM6100 CCS webpage. The document is titled RM6100 Additional and Alternative Terms and Conditions Lot 1.* **Additional Schedules** *Guidance Note: Tick any applicable boxes below*

|  |  |
| --- | --- |
| **Additional Schedules**  | **X as applicable**  |
| S1: Business Continuity and Disaster Recovery  | ☐  |
| S2: Continuous Improvement  | X  |
| S3: Supply Chain Visibility  | ☐  |

Where selected above the Additional Schedules set out in document RM6100 Additional Terms and Conditions Lot 1 shall be incorporated into this Contract.  **Alternative Clauses** *Guidance Note: Tick any applicable boxes below*  The following Alternative Clauses will apply:

|  |  |
| --- | --- |
| **Alternative Clauses**  | **Tick as applicable**  |
| Scots Law  | ☐  |
| Northern Ireland Law  | ☐  |

 Where selected above, the Alternative Clauses set out in document RM6100 Additional and Alternative Terms and Conditions Lot 1 shall be incorporated into this Contract.   |

**Liability**

*Guidance Note: to the extent that the Buyer would like to* ***increase*** *the limits of liability contained in Clause 12.1 of the*

*Call-Off Terms, then specify the alternative limit below. Neither party is permitted to lower the limits set out in Clause 12.1 of the Call-Off Terms.*

The limitation of liability is set out in Clause 12.1 of the Call-Off Terms

### Termination for Convenience

*Guidance Note: insert details of the notice period for termination for convenience where such period needs to be shorter or longer than the standard position under the Call-Off Terms.*

The notice period for termination of convenience is set out in Clause 19.1 of the Call-Off Terms: 30 Working Days

## Section C 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.*

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## Section D Contract award

This 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  | XXXXXXXX |
| Job role/title  | XXXXXXXXXXX |
| Signature  | XXXXXXXXXXXX |
| Date  | 21 March 2024 | 07:31 PDT |

### For and on behalf of the Buyer

|  |  |
| --- | --- |
| Name  | XXXXXXXXXXX  |
| Job role/title  | XXXXXXXXXX  |
| Signature  |  XXXXXXXXXXX |
| Date  |  21 March 2024 |

## Attachment 1 –

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**Attachment 2 -**

**XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX**

**Attachment 3 – Transparency Reports – Not Applicable**

**Annex 1 – Call-Off Terms and Additional Schedules and Alternative Clauses**

## Annex 2 – Pricing Matrix

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