## Framework Schedule 6 (Order Form, Statement of Work and Call-Off Schedules)

### Order Form

Call-Off Reference: CCIT24A26

Call-Off Title: Provision of OSBC New Website Development

Call-Off Contract Description: The current website is very limited which is impacting the user journey and the OSBCs ability to communicate effectively.  We require a new and improved website which will deliver the level of platform we need to have the impact we seek to achieve

The Buyer: [Small Business Commissioner](https://crowncommercial.lightning.force.com/lightning/r/Account/0010N00004AL0GEQA1/view)

Buyer Address:  **[REDACTED TEXT under FOIA Section 40 Personal Information.](https://www.google.com/maps?q=Victoria%20Square%20House%0D%0AVictoria%20Square%0ABirmingham%0AB2%204AJ%0AUnited%20Kingdom" \t "_blank)**

The Supplier: Connect Internet Solutions

Supplier Address: **REDACTED TEXT under FOIA Section 40 Personal Information.**

Registration Number: 04424350

DUNS Number: 424367295

#### Applicable Framework Contract

This Order Form is for the Provision of the Call-Off Deliverables and dated **Friday 11th July 2025**

It’s issued under the Framework Contract with the reference number RM1043.8 for the Provision of Digital Outcomes Deliverables.

The Parties intend that this Call-Off Contract will not, except for the first Statement of Work which shall be executed at the same time that the Call-Off Contract is executed, oblige the Buyer to buy or the Supplier to supply Deliverables.

The Parties agree that when a Buyer seeks further Deliverables from the Supplier under the Call-Off Contract, the Buyer and Supplier will agree and execute a further Statement of Work (in the form set out in Annex 1 to this Framework Schedule 6 (Order Form, Statement of Work and Call-Off Schedules).

Upon the execution of each Statement of Work it shall become incorporated into the Buyer and Supplier’s Call-Off Contract.

#### Call-Off Lot

Lot 1: Digital Outcomes.

#### 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) RM1043.8
3. Framework Special Terms
4. The following Schedules in equal order of precedence:

* Joint Schedules for RM1043.8
  + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + Joint Schedule 6 (Key Subcontractors)
  + Joint Schedule 8 (Guarantee)
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data) RM1043.8
* Call-Off Schedules for RM1043.8
  + Call-Off Schedule 1 (Transparency Reports)
  + Call-Off Schedule 3 (Continuous Improvement)
  + Call-Off Schedule 5 (Pricing Details)
  + Call-Off Schedule 6 (Intellectual Property Rights and Additional Terms on Digital Deliverables)
  + Call-Off Schedule 7 (Key Supplier Staff)
  + Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
  + Call-Off Schedule 9 (Security)
  + Call-Off Schedule 10 (Exit Management)
  + Call-Off Schedule 13 (Implementation Plan and Testing)
  + Call-Off Schedule 20 (Call-Off Specification)
  + Call-Off Schedule 26 (Cyber Essentials Scheme)

1. CCS Core Terms (version 3.0.11)
2. Joint Schedule 5 (Corporate Social Responsibility) RM1043.8
3. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

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

Not Applicable

#### Call-Off Deliverables

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

#### Warranty Period

The Supplier shall provide digital and Software Deliverables with a minimum warranty of at least 90 days against all obvious defects, and in relation to the warranties detailed in Paragraphs 4 (licensed Software warranty) and 9.6.2 (Specially Written Software and New IPRs) of Call-Off Schedule 6 (IPRs and Additional Terms on Digital Deliverables).

#### Buyer’s Standards

From the Start Date of this Call-Off Contract, the Supplier shall comply with the relevant (and current as of the Call-Off Start Date) Standards referred to in Framework Schedule 1 (Specification).

#### Cyber Essentials Scheme

The Buyer requires the Supplier, in accordance with Call-Off Schedule 26 ([Cyber Essentials Scheme](file:///C:\Users\hamza.kiani\Downloads\Cyber%20Essentials%20Scheme) - https://www.ncsc.gov.uk/cyberessentials/overview) to provide a Cyber Essentials Certificate (Cyber Essentials Plus Certificate also accepted) prior to commencing the provision of any Deliverables under this Call-Off Contract.

#### Maximum Liability

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms as amended by the Framework Award Form Special Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **£30,800.00 (exc VAT)** Estimated Charges in the first 12 months of the Contract.

#### Call-Off Charges

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

#### Payment Method

All invoices must include the tender reference number and a valid agreed purchase order (PO) number.

#### Buyer’s Invoice Address

**REDACTED TEXT under FOIA Section 40 Personal Information.**

#### Buyer’s Authorised Representative

**REDACTED TEXT under FOIA Section 40 Personal Information.**

#### Buyer’s Environmental Policy

Not Applicable

#### Buyer’s Security Policy

Not Applicable

#### 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

Fortnightly

#### Progress Meeting Frequency

Weekly

#### Key Staff

**REDACTED TEXT under FOIA Section 40 Personal Information.**

#### Key Subcontractor(s)

Non-Applicable

#### Commercially Sensitive Information

As per Joint Schedule 4 – Commercially Sensitive Information

#### Balanced Scorecard

Not Applicable

#### Material KPIs

Not Applicable

#### Service Credits

Non 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)

#### Statement of Works

During the Call-Off Contract Period, the Buyer and Supplier may agree and execute completed Statement of Works. Upon execution of a Statement of Work the provisions detailed therein shall be incorporated into the Call-Off Contract to which this Order Form relates.

**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: 11/07/2025

**For and on behalf of the 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: 10/07/2025

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

### Annex 1

### Data Processing

Prior to the execution of this Statement of Work, the Parties shall review Annex 1 of Joint Schedule 11 (Processing Data) and if the contents of Annex 1 does not adequately cover the Processor / Controller arrangements covered by this Statement of Work, Annex 1 shall be amended as set out below and the following table shall apply to the Processing activities undertaken under this Statement of Work only:

[Template Annex 1 of Joint Schedule 11 (Processing Data) Below]

|  |  |
| --- | --- |
| Description | Details |
| Identity of Controller for each Category of Personal Data | The Relevant Authority is Controller and the Supplier is Processor  The Parties acknowledge that in accordance with Paragraph 3 to Paragraph 16 and for the purposes of the Data Protection Legislation, the Relevant Authority is the Controller and the Supplier is the Processor.  The Office of the Small Business Commissioner (OSBC) shall be the sole controller of any personal data stored on the existing and new website, including the names of blog authors. These might be processed by the supplier as part of the wider transfer of content from the existing to the new website. |
| Duration of the Processing | June 2025 – October 2025 |
| Nature and purposes of the Processing | Relevant Authority as Controller  Any personal data stored on the existing OSBC website and required on the new site will be sent to the supplier by OSBC staff as part of the wider content transfer for the new site. This content, including personal data, might be shared by the supplier with its staff (including relevant subcontractors) but must not be shared with third parties without the consent of the controller. |
| Type of Personal Data | Names, mobile numbers, email addresses |
| Categories of Data Subject | Staff (including in the Department for Business and Trade), blog authors |
| Plan for return and destruction of the data once the Processing is complete  UNLESS requirement under Union or Member State law to preserve that type of data | Relevant Authority as Controller  Any personal data included in the wider content of the website may be stored by the supplier as a record, a back-up and a source for any tweaks / changes that are required as part of the launch of the new website. It may not be shared with any third parties without the prior consent of the controller, and must be stored in keeping with the supplier’s Data Protection Policy, but its retention or destruction will be left to the discretion of the supplier. |