



Crown
Commercial
Service

**Technology Products 2 Agreement RM3733
Framework Schedule 4 - Annex 1**

Order Form

In this Order Form, capitalised expressions shall have the meanings set out in Call Off Schedule 1 (Definitions), Framework Schedule 1 or the relevant Call Off Schedule in which that capitalised expression appears.

The Supplier shall supply the Goods and Services specified in this Order Form to the Customer on and subject to the terms of the Call Off Contract for the duration of the Call Off Period.

This Order Form should be used by Customers post running a Further Competition Procedure under the Technology Products 2 Framework Agreement ref. RM3733.

The Call Off Terms, referred to throughout this document, are available from the Crown Commercial Service website at <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm3733>



Section A General information

This Order Form is issued in accordance with the provisions of the Technology Products 2 Framework Agreement RM3733.

Customer details

Customer organisation name

Crown Commercial Service

Billing address

Your organisation's billing address - please ensure you include a postcode

REDACTED

Customer representative name

The name of your point of contact for this Order

REDACTED - Corporate PMO Specialist - Crown Commercial Service

Customer representative contact details

Email and telephone contact details for the Customer's representative

Email: REDACTED Contact Number: REDACTED

Supplier details

Supplier name:

The Supplier organisation name, as it appears in the Framework Agreement

SoftwareONE UK Ltd

Sub-Contractor name:

Wellington Limited

Supplier registered address:

SoftwareONE UK Ltd,
REDACTED

Sub-Contractor:

Wellington Limited

Registered address:

REDACTED



Supplier representative name

SoftwareONE UK Ltd
REDACTED Account Manager
Email: REDACTED @softwareone.com
Contact Number: REDACTED

Sub-Contractor representative name

Wellington Limited
REDACTED - Commercial Director
Email: REDACTED
Contact Number: REDACTED

Section B

Overview of the requirement

Framework Lot under which this Order is being placed

Tick one box below as applicable

- | | |
|---|-------------------------------------|
| 1. HARDWARE | <input type="checkbox"/> |
| 2. SOFTWARE | <input checked="" type="checkbox"/> |
| 3. COMBINED SOFTWARE AND HARDWARE REQUIREMENTS | <input type="checkbox"/> |
| 4. INFORMATION ASSURED PRODUCTS | <input type="checkbox"/> |
| 5. VOLUME HARDWARE REQUIREMENTS (DIRECT FROM OEM) | <input type="checkbox"/> |

Customer project reference

Please provide a project reference, this will be used in management information provided by suppliers to assist CCS with framework management
CCSO19A97 - Technology Products 2 (RM3733) Lot 2 Packaged Software

Call Off Commencement Date

The Call Off Commencement Date is the date on which the Call Off Contract is formed – this should be the date of the last signature on Section E of this Order Form

Call Off Contract Period (Term)

A period in Months which does not exceed 60 Months (5 years) - **leave blank if this is a simple transactional Goods purchase**. Where established as an initial and extension period complete the fields below



This is a Call-Off Contract for Goods and Services for a period of twelve (12) months, with no option to extend.

Call Off Initial Period Months
12 Months

Call Off Extension Period (Optional) Months
No Option to extend

Section C Customer Core Goods and/or Services Requirements

Please provide details of all Goods and/or Services required (including any items which are considered business critical) including the locations where the supplier will be required to deliver the service/s Ordered.

Goods and/or Services

Goods to include Packaged Software and Licences up to Contract value as below:

The order will be for an initial 34 licences. However, the Contracting Authority retains an option to buy up to a further licences during the Contract Period. Additional licences can be bought at any time and in any quantity at the Contracting Authority's discretion. In the event the purchase of additional licences is at extra cost, such costs will be agreed in advance between the parties, before an order is placed.

Product	Description	Term
Microsoft Project Project Plan 5	Project and Portfolio Management Software and associated Licences	1 Year (9 months co-termed to MPSA)

Services provided by REDACTED to include:

This is a call-off Contract for Services and as such the Contracting Authority retains an option to access the following Services during the Contract period at the Contracting Authority's discretion.

Service	Description
Training	Access to classroom based training.
Training	Creation of tailored on-line videos & how to guides for all users.
Training Materials	Hard copies / course companions for up to 20 Delegates



Consultancy & Configuration

To document the implementation roadmap / configuration requirements and deliver the solution. Effort is inclusive of project management.

Support and Maintenance:

- Support will be provided via Microsoft Support available 24/7 by Phone, Email and Portal.
- Additional support provided by REDACTED between the 09:00 to 17:30, Monday to Friday

Warranty Period, if applicable

Standard

Location/Site(s) for Delivery

The location of the services shall be carried out across all CCS locations: REDACTED For the purposes of the this contract the location will be CCS c/o REDACTED

Dates for Delivery of the Goods and/or the Services

Milestone/Deliverable	Description	Timeframe or Delivery Date
1	Stage 1 activities complete – rollout software to pilot group and provide training, including migration of existing content	By 24 February 2020
2	Stage 2 activities complete – rollout software to remaining users, and provide training	By 02 March 2020
3	Go live with new tool	By 31 March 2020
4	Post implementation review	By April 2020

Software List product details under each relevant heading below



Supplier Software

Microsoft Project Online

Third Party Software

Microsoft Project - Plan 5

Include license or link in Call
Off Schedule 3

Maintenance Agreement

Include terms or link in Call Off
Schedule 3

Items licensed by the Customer to the Supplier (including any Customer Software, Customer Background IPR and Customer Data)

Call Off Contract Charges payable by the Customer to the Supplier (including any applicable Milestone Payments and/or discount(s), but excluding VAT) and payment terms/profile including method of payment (e.g. Government Procurement Card (GPC) or BACS)

This is a Call-Off Contract for the Provision of Goods and Services.

For the avoidance of doubt the Total Contract Value shall not exceed £40,000.00 Excluding VAT and will be charged in-line with the costs below:

Goods

REDACTED

Services

REDACTED

Daily Rate Card

REDACTED

Is a Financed Purchase Agreement being used?

Tick as required

If so, append to Call Off Schedule 2 as
Annex A

Estimated Year 1 Call Off Contract Charges (£)

For Orders with a defined Call Off Contract Period

[Click here to enter text.](#)

Section D
Supplier response

Suppliers - use this section to provide any details that may be relevant in the fulfilment of the Customer Order



Commercially Sensitive information

Any information that the Supplier considers sensitive for the duration of an awarded Call Off Contract
[Click here to enter text.](#)

Total contract value

Please provide the total contract value (for the Call Off Initial Period) as detailed in your response to the Customer's statement of requirements.

This is a Call-Off Contract for the Provision of Goods and Services.

For the avoidance of doubt the Total Contract Value shall not exceed £40,000.00 Excluding VAT.



Section E
Call Off Contract award

This Call Off Contract is awarded in accordance with the provisions of the Technology Products 2 Framework Agreement RM3733.

The Supplier shall supply the Goods and/or Services specified in this Order Form to the Customer on and subject to the terms of this Order Form and the Call Off Terms (together referred to as “the Call Off Contract”) for the duration of the Call Off Contract Period.

SIGNATURES

For and on behalf of the Supplier

Name	REDACTED
Job role/title	Business Unit Manager
Signature	REDACTED
Date	25/02/2020

For and on behalf of the Customer

Name	REDACTED
Job role/title	
Signature	REDACTED
Date	