

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

Order Form (Lots 3 to 10)

CALL-OFF REFERENCE: **PR 018 2022**

THE BUYER: **Crown Prosecution Service (CPS)**

BUYER ADDRESS **102 Petty France, London, SW1H 9EA**

THE SUPPLIER: **DX Network Services Ltd (DX)**

SUPPLIER ADDRESS: **Ditton Park, Riding Court Road, Datchet, SL3 9GL**

REGISTRATION NUMBER:

DUNS NUMBER:

SID4GOV ID:

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 1st April 2022.
It's issued under the Framework Contract with the reference number **RM6017** for the provision of the Document Exchange Service.

CALL-OFF LOT(S):

Lot Number	Lot Description	Relevant (Yes / No)
3	Collection and Delivery of Letters, Large Letters and Parcels	YES
4	Collection and Delivery of Letters, Large Letters and Parcels to International Destinations	
5	Audits, Efficiency Reviews and Niche Consultancy	
6	Business Process Outsourcing, Mailroom, Document and Data Managed Service	
7	Hybrid Mail, Digital and Transformational Communications	
8	Inbound Delivery Services	
9	Mail Opening and Digital Scanning Services	
10	Security Screening Services	

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 and Interpretation) **RM6017**
3. The following Schedules in equal order of precedence:

- Joint Schedules for **RM6017**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 9 (Minimum Standards of Reliability)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 13 (Continuous Improvement)
 - Joint Schedule 14 (Benchmarking)
- Call-Off Schedules for **PR 018 2022**
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 5 (Pricing Details)
 - 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 14 (Service Levels)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 18 (Background Checks)
 - Call-Off Schedule 20 (Call-Off Specification)

4. CCS Core Terms (version 3.0.6)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6017**

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: 01st April 2022

CALL-OFF EXPIRY DATE: 31st March 2024

CALL-OFF INITIAL PERIOD: 24 Months with the option to extend for a further six (6) years as follows for example but not limited to +2+2+2

CALL-OFF DELIVERABLES

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

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 [REDACTED]

CALL-OFF CHARGES

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

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Specific Change in Law

REIMBURSABLE EXPENSES (LOT 5 ONLY)

Not Applicable

PAYMENT METHOD

The Customer shall make payments to the Supplier within thirty (30) days of receipt of a Valid Invoice, submitted in accordance with Call-Off Schedule 5 (Pricing Details)

BUYER'S INVOICE ADDRESS:

Electronic Invoices received via Oracle system

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

BUYER'S SECURITY POLICY



CPS Security Policy
1.0 - Final.pdf

The Supplier can confirm that it has read the attached Buyer's Security Policy with the following amendments:

- Clause 2.3 – The Supplier can confirm that all employed staff to deliver the goods and services are not subject to signing the Official Secrets Act as this is not relevant to the services we provide. The Supplier delivers sealed packages, which have no markings on the outer of the packages. The Supplier's staff will not have access to the contents.
- Due to the nature of the delivery services provided, the Supplier will not be processing data marked under "Official Sensitive" or will be sending "Official Sensitive" transmitted electronically via the Criminal Justice Secure Email (CJSM) system.

SUPPLIER'S AUTHORISED REPRESENTATIVE

SUPPLIER'S CONTRACT MANAGER

PROGRESS REPORT FREQUENCY

See Schedule 20 (Call off Specification)

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter

COMMERCIALLY SENSITIVE INFORMATION

The subscription fees set out in Schedule 5 Pricing Details and the mail tariffs detailed within Schedule 5 are Commercially Sensitive Information for the purposes of this Call-Off Contract. Any subsequent subscription fees or mail tariffs agreed between the Customer and Supplier shall also be considered Commercially Sensitive Information. This Commercially Sensitive Information shall be treated confidentially for the duration of the Call Off Contract, including any periods of extension and shall not be disclosed by the Customer or any Authority.

Information provided by the Supplier as showing unique service solutions shall also be treated as Commercially Sensitive Information and may be amended or updated from time to time.

SERVICE CREDITS

Service Credits – not used

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

There's a guarantee of the Supplier's performance provided for all Call-Off Contracts entered under the Framework Contract

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)]

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	27/4/2022	Date:	4/05/22

