Technology Services 2 Agreement RM3804 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 provide the 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 ordering Services under the Technology Services 2 Framework Agreement ref. RM3804 in accordance with the provisions of Framework Schedule 5.

The Call Off Terms, referred to throughout this document, are available from the Crown Commercial Service website <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm3804>

The Customer must provide a draft Order Form as part of the Further Competition Procedure.

**Section A**

**General information**

This Order Form is issued in accordance with the provisions of the Technology Services 2 Framework Agreement RM3804.

|  |
| --- |
| **Customer details** |
| **Customer organisation Home Office** |
| **Billing address**  Your organisation’s billing address - please ensure you include a postcode  Home Office, Shared Service Centre, HO Box 5015, Newport, Gwent NP20 988 |
| **Customer representative name**  The name of your point of contact for this Order  Andy Flynn |
| **Customer representative contact details**  Email and telephone contact details for the Customer’s representative  [Andy.Flynn@homeoffice.gov.uk](mailto:Andy.Flynn@homeoffice.gov.uk) |

|  |
| --- |
| **Supplier details** |
| **Supplier name**  The Supplier organisation name, as it appears in the Framework Agreement  Park Place Technologies Ltd |
| **Supplier address**  Supplier’s registered address  6 Mitre Passage, 7th Floor, London SE10 0ER |
| **Supplier representative name**  The name of the Supplier point of contact for this Order  **REDACTED** |
| **Supplier representative contact details**  Email and telephone contact details of the supplier’s representative  **REDACTED** |
| **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  **RM3804-Park Place Technologies-Lot3a-296481** |

**Section B**

**Overview of the requirement**

**Framework Lot under which this Order is being placed**

*Tick one box below as applicable (unless a cross-Lot Further Competition)*

**Customer project reference**

*Please provide the customer project reference number.*

1. TECHNOLOGY STRATEGY & SERVICES DESIGN ☐ Click here to enter text.

2. TRANSITION & TRANSFORMATION

* **Call Off Commencement Date**

3. OPERATIONAL SERVICES

*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*

a: End User Services ☒

b: Operational Management

☐

31/03/2021

c: Technical Management

☐

d: Application and Data Management

☐

1. PROGRAMMES & LARGE PROJECTS
   1. OFFICIAL

☐

a. SECRET (& above) ☐

Call Off Contract Period (Term)

*A period which does not exceed the maximum durations specified per Lot below:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Lot** | **Maximum Initial Term**  **– Months (Years)** | **Extension Options – Months (Years)** | **Maximum permissible overall duration – Years (composition)** |
| **3** | 12 Months (One Year) | 12 Months (One Year) |  |

**\*** *There is a minimum 5 year term for this Lot*

Call Off Initial Period Months

12 Months

Call Off Extension Period (Optional) Months

Click12 Months.

Minimum Notice Period for exercise of Termination Without Cause

(Calendar days) *Insert right (see Call Off Clause 30.7)*

Thirty Days.

Additional specific standards or compliance requirements

*Include any conformance or compliance requirements over and above the Standards (including those listed at paragraph*

*2.3 of Framework Schedule 2) which the Services must meet. List below if applicable*

Click here to enter text.

Customer’s ICT and Security Policy

*Where the Supplier is required to comply with the Customer’s ICT Policy and Security Policy then append to this Order Form as a clearly marked document*

Security Management Plan

*Where the Supplier is required to provide the Customer with the Security Management Plan then append to this Order Form as a clearly marked document*

**Section C**

**Customer Core Services Requirements**

Please provide details of all Services required including the locations where the Supplier is required to provide the Services Ordered**.**

Services

*List below or append as a clearly marked document to confirm the Services which the Supplier shall provide to the Customer (which could include the Customer’s requirement and the Supplier’s response to the Further Competition Procedure). If a Direct Award, please append the Supplier’s Catalogue Service Offer.*

The requirement is for continuation of the Egenera software & hardware support for the BX900 blade frames. – PPT Infrastructure Management Support.

Location/Site(s) for provision of the Services

Hendon Data Centre and Disaster Recovery site

**Additional Clauses** *(see Annex 3 of Framework Schedule 4)*

*This Annex can be found on the RM3804 CCS webpage. The document is titled RM3804 Alternative and additional t&c’s v4.*

*Those Additional Clauses selected below shall be incorporated into this Call Off Contract*

Applicable Call Off Contract Terms Additional Clauses and Schedules

Optional Clauses

*Can be selected to apply to any Order*

*Tick any applicable boxes below Tick any applicable boxes below*

**A: SERVICES – Mandatory**

**The following clauses will automatically apply where Lot 3 services are provided (this includes Lot 4a & 4b where Lot 3 services are included).**

A3: Staff Transfer A4: Exit Management

C: Call Off Guarantee ☐

D: Relevant Convictions ☐

☐

E: Security Requirements ☐

**A: PROJECTS - Optional**

A1: Testing ☐

F: Collaboration Agreement

Where required please complete and append to this ☐

Order Form as a clearly marked document (see Call Off Schedule F)

A2: Key Personnel ☐ G: Security Measures ☐

**B: SERVICES - Optional**

*Only applies to Lots 3 and 4a and 4b*

B1: Business Continuity and Disaster Recovery

H: MOD Additional Clauses ☐

☐

B2: Continuous Improvement & Benchmarking

* **Alternative Clauses**

*To replace default English & Welsh Law, Crown Body and FOIA subject base Call Off Clauses*

B3: Supplier Equipment ☐

B4: Maintenance of the ICT Environment ☐ *Tick any applicable boxes below*

B5: Supplier Request for Increase of the Call Off Contract Charges

* Scots Law ☐

Or

B6: Indexation ☐ Northern Ireland Law ☐

B7: Additional Performance Monitoring Requirements

* Non-Crown Bodies ☐

Non-FOIA Public Bodies ☐

**Collaboration Agreement** *(see Call Off Schedule F) This Schedule can be found on the RM3804 CCS webpage. The document is titled RM3804 Collaboration agreement call off schedule F v1.*

|  |  |
| --- | --- |
| **Organisations required** An executed Collaboration Agreement shall be delivered Click **to collaborate** from the Supplier to the Customer within the stated here to (Collaboration Suppliers) number of Working Days from the Call Off enter Click here to enter text. Commencement Date *insert right* text.  **OR**  An executed Collaboration Agreement from the Supplier  has been provided to the Customer and is attached to this ☐  Order Form.  *tick box (right) and append as a clearly marked complete document* | |
| **Licensed Software** Where Software owned by a party other than the Customer is used in the delivery of the Services list product details under each relevant heading below  **Supplier Software Third Party Software**  Click here to enter text. Click here to enter text. | |
| **Customer Property** *(see Call Off Clause 21)*  Items licensed by the Customer to the Supplier (including any Customer Software, Customer Assets, Customer System, Customer Background IPR and Customer Data)  *List below if applicable*  Click here to enter text. | |
| **Call Off Contract Charges and Payment Profile** *(see Call Off Schedule 2)*  Include 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)  *List below or append as a clearly marked document. If a Direct Award, please append the Price Card attached to the Supplier’s Catalogue Service Offer.*  £137,473.20 – Method of payment: BACS: Before payment can be considered, each invoice MUST state a valid PO a number as issued by the Authority. Invoices should include a detailed elemental breakdown of work completed and the associated costs. Payment will be made 30 days following receipt of a correctly submitted invoice. The Authority will raise a purchase order on award of the contract. | |
| **Undisputed Sums Limit (£)**  *Insert right (see Call Off Clause 31.1.1)* | N/A |
| **Delay Period Limit (calendar days)**  *Insert right (see Call Off Clause 5.4.1(b)(ii))* | N/A |
| **Estimated Year 1 Call Off Contract Charges (£)**  For Call Off Contract Periods of over 12 Months | £137,473.20 |
| **Enhanced Insurance Cover**  Where a specific Call Off Contract requires a higher level of insurance cover than the £1m default in Framework Schedule 14 please specify below | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Content** | **Format** | **Frequency** |
| [Performance] |  |  |  |
| [Call Off Contract Charges] |  |  |  |
| [Key Sub-Contractors] |  |  |  |
| [Technical] |  |  |  |
| [Performance management] |  |  |  |

|  |
| --- |
| Third Party Public Liability Insurance (£) Click here to enter text.  Professional Indemnity Insurance (£) Click here to enter text. |
| **Transparency Reports** *(see Call Off Schedule 6)*  *If required by the Customer populate the table below to describe the detail (titles are suggested examples)* |
| **Quality Plans** *(see Call Off Clause 7.2)*  Time frame for delivery of draft Quality Plans from the Supplier to the Customer Click here to  – from the Call Off Commencement Date (Working Days) enter text.  *Where applicable insert right* |
| **Implementation Plan** *(see Call Off Clause 5.1.1)*  Time frame for delivery of a draft Implementation Plan from the Supplier to the  Customer – from the Call Off Commencement Date (Working Days) Click here to  *Where applicable insert right. If a Direct Award, please append the Implementation Plan* enter text.  *attached to the Supplier’s Catalogue Service Offer.* |
| **BCDR** *(see Call Off Schedule B1)*  *This can be found on the CCS RM3804 webpage. The document is titled RM3804 Alternative and additional t&c’s v4.*  ☐ An executed BCDR Plan from the Supplier is required prior to entry into the Call Off Contract *tick box (right) and append as a clearly marked complete document*  **OR**  Time frame for delivery of a BCDR Plan from the Supplier to the Customer – Click here to from the Call Off Commencement Date (Working Days) enter text.  *Where applicable insert right*  Disaster Period (calendar days) Click here to  enter text. |
| **GDPR** (see Call Off Clause 23.6) N/A  **Supplier Equipment** *(see Call Off Clause B3)*  *This can be found on the RM3804 CCS webpage. The document is titled RM3804 Alternative and additional t&c’s v4.*  X - Service Failures (number) Click here to Y – Period (Months) Click here to enter  *Where applicable insert right* enter text. *Where applicable insert right* text. |
| **Key Personnel & Customer Responsibilities** *(see Call Off Clause A2)* |

|  |
| --- |
| *List below or append as a clearly marked document to include Key Roles*  **Key Personnel Customer Responsibilities**  *List below or append as a clearly marked document to List below or append as a clearly marked document*  *include Key Roles*  Click here to enter text. Click here to enter text. |
| **Relevant Conviction(s)**  Where applicable the Customer to include details of Conviction(s) it considers relevant to the nature of the Services.  *List below or append as a clearly marked document (see Call Off Clause D where used)*  Click here to enter text. |
| **Appointment as Agent** *(see Call Off Clause 19.5.4)*  *Insert details below or append as a clearly marked document*  Specific requirement and its relation to the Other CCS framework agreement(s) to be Services used  Click here to enter text. Click here to enter text. |

SERVICE LEVELS

Service Levels:

Service Description:

Park Place Technologies (PPT) shall provide support services, and service coordination for the maintenance, repair, and/or up to the replacement of equipment, if applicable, for the equipment listed on Schedule #343590-0

Park Place will identify the details relating to the Services in the Schedule for maintenance services, which can be found below. The Schedule will also identify locations at which the Services will be provided and the equipment serial number(s) that will receive maintenance service.

Fees will be invoiced according to the frequency listed on the Schedule. Fees that are invoiced more frequently than annually, will reflect changes that occurred during that period, and may not occur in equal amounts.

What You Can Expect:

REDACTED

**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

N/A

**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. If a Direct Award, please refer to the Price Card as attached to the Supplier’s Catalogue Service Offer.

£137,473.20

**Section E**

**Call Off Contract award**

This Call Off Contract is awarded in accordance with the provisions of the Technology Services 2 Framework Agreement RM3804.

The Supplier shall provide the 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 | **REDACTED** |
| Signature | **REDACTED** |
| Date | **REDACTED** |

For and on behalf of the Customer

|  |  |
| --- | --- |
| Name | Steve Butler |
| Job role/title | Commercial Lead |
| Signature |  |
| Date | 19/03/2021 |