

## Order Form – Digital Workplace Solutions

## Framework agreement reference: SBS/19/AB/WAB/9333

<b>Date of order</b>	<b>Wednesday 9<sup>th</sup> October 2024</b>	<b>Order Number</b>	<b>DDaT24381</b> To be quoted on all correspondence relating to this Order
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## FROM

<b>Customer</b>	<b>UK Research and Innovation (UKRI)</b>	<b>"Customer"</b>
<b>Customer's Address</b>	Science & Technology Facilities Council Research Complex at Harwell (RCaH) Rutherford Appleton Laboratory, Harwell, Didcot, OX11 0FA United Kingdom	
<b>Invoice Address</b>	UK Research and Innovation Polaris House North Star Avenue Swindon SN2 1FL	
<b>Contact Ref:</b>	<b>Name</b> [REDACTED] <b>Address:</b> Science & Technology Facilities Council Research Complex at Harwell (RCaH), Rutherford Appleton Laboratory, Harwell, Didcot, OX11 0FA United Kingdom <b>e-mail</b> [REDACTED]	

## TO

<b>Supplier</b>	<b>Softcat PLC</b>	<b>"Supplier"</b>
<b>Supplier's Address</b>	<b>Fieldhouse Lane, Marlow, Bucks, SL7 1LW</b>	
<b>Account Manager</b>	<b>Name:</b> [REDACTED] <b>Address:</b> Fieldhouse Lane, Marlow, Bucks, SL7 1LW <b>Phone:</b> 0113 323 5521 <b>e-mail:</b> [REDACTED]	

**GUARANTEE**

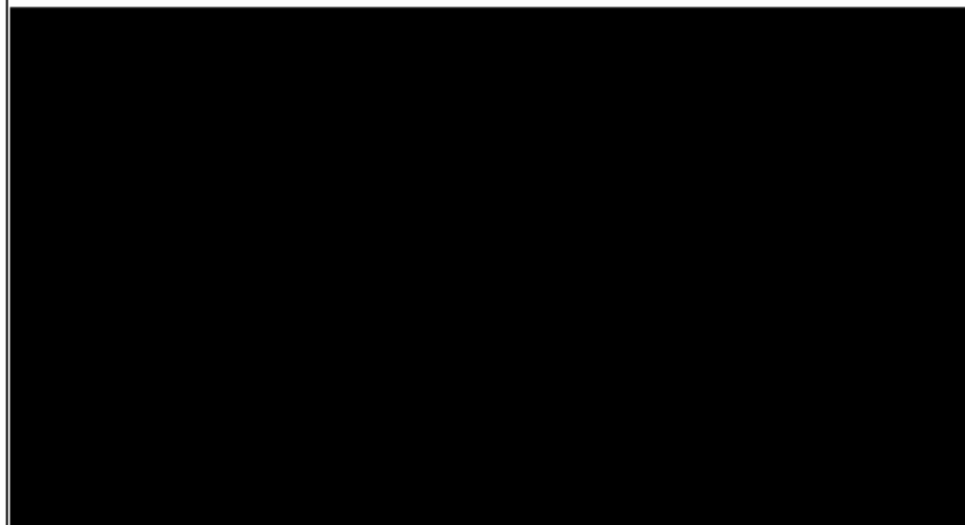
Guarantee to be provided	No
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**1. TERM****(1.1) Commencement Date**

The Contract shall commence on Monday 14<sup>th</sup> October 2024.

**(1.2) Expiry Date**

The Contract shall expire on Saturday 1<sup>st</sup> March 2025.

**2. GOODS AND SERVICES REQUIREMENTS****(2.1) Goods and/or Services**

Minimum Order Value £124,837.88 excluding VAT.

The Customer agrees to purchase all of its requirements for the Goods or equivalent goods from the Supplier.

**(2.2) Premises**

N/A

**(2.3) Lease/ Licenses**

N/A

**(2.4) Standards**

As per Doppio Electron Microscopy Application Enhancement 2024 proposal

**(2.5) Security Requirements**

<b>Security Policy</b> N/A <b>Additional Security Requirements</b> N/A <b>Processing personal data under or in connection with this contract</b> NO
<b>(2.6) Exit Plan (where required)</b> NO
<b>(2.7) Environmental Plan</b> NO

<b>3. SUPPLIER SOLUTION</b> <b>(3.1) Supplier Solution</b> <div style="background-color: black; height: 150px; width: 100%;"></div>
<b>(3.2) Account structure including Key Personnel</b>  Technical Lead – <div style="background-color: black; width: 100px; height: 20px; display: inline-block;"></div> Software Developer 1 (B1) – TBC Software Developer 2 (B1) – TBC
<b>(3.3) Sub-contractors to be involved in the provision of the Services and/or Goods</b> Softcat will sub-contract 100% of the project deliverables to Capgemini UK plc
<b>(3.4) Outline Security Management Plan</b> As per Doppio Electron Microscopy Application Enhancement 2024 proposal

**(3.5) Relevant Convictions**

N/A

**(3.6) Implementation Plan**

As per Doppio Electron Microscopy Application Enhancement 2024 proposal

**4. PERFORMANCE QUALITY****(4.1) Key Performance Indicators**

As per Doppio Electron Microscopy Application Enhancement 2024 proposal

**(4.2) Service Levels and Service Credits**

N/A

If the level of performance of the Supplier during the Contract Period:

- (i) fails to achieve a Service Level in respect of each element of the Service, then the Customer shall be entitled to deduct the Service Credits from the Contract Price; and/or
- (ii) constitutes a Critical Service Failure, the Customer shall be entitled to terminate this Contract.

**5. PRICE AND PAYMENT**

**(5.1) Contract Price payable by the Customer in accordance with the commercial schedule set out in the framework agreement (including applicable discount but excluding VAT), payment profile and method of payment (e.g. Government Procurement Card (GPC) or BACS))**

The total value of this contract shall not exceed £124,837.88 excluding VAT.

The Supplier shall issue invoices monthly in arrears. The Customer shall pay the Supplier within thirty (30) days of receipt of a Valid Invoice, submitted in accordance with this paragraph 5.2, the payment profile set out in paragraph 5.1 above and the provisions of the Contract.

Expenses will be claimed in addition, although we do not anticipate any for this project. Invoices will be monthly in arrears. The total is based on our estimate of the amount of effort to complete the work, but

you should bear in mind that this is not a fixed price contract, so we do not guarantee to provide a complete solution within the estimate.

Please ensure that the Purchase Order number is quoted on all invoicing. Invoices to be submitted to: UK Shared Business Services, Polaris House, Swindon, Wiltshire, SN2 1FF.  
Emails sent to: [REDACTED]

#### (5.2) Invoicing and Payment

The Supplier shall issue invoices monthly in arrears. The Customer shall pay the Supplier within thirty (30) days of receipt of a Valid Invoice, submitted in accordance with this paragraph 5.2, the payment profile set out in paragraph 5.1 above and the provisions of the Contract.

### 6. SUPPLEMENTAL AND/OR ADDITIONAL CLAUSES

#### (6.1) Supplemental requirements

As per Doppio Electron Microscopy Application Enhancement 2024 proposal

**BY SIGNING AND RETURNING THIS ORDER FORM THE SUPPLIER AGREES** to enter a legally binding contract with the Customer to provide the Goods and/or Services. The Parties hereby acknowledge and agree that they have read the NHS Conditions of Contract for purchase of goods and/or Services and by signing below agree to be bound by the terms of this Contract.

#### For and on behalf of the Supplier:

Name and Title	[REDACTED]
Signature	[REDACTED]
Date	10/30/2024

#### For and on behalf of the Customer:

Name and Title	[REDACTED]
Signature	[REDACTED]
Date	10/31/2024

#### Appendix A



Doppio Electron  
Microscopy App Ent