

# NFC166 Microsoft Aggregation – Order Form and Contract

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**CALL-OFF SCHEDULE 4 (CALL OFF TENDER)**

**CALL-OFF SCHEDULE 6 (ICT SERVICES)**

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**CALL-OFF SCHEDULE 14 (SERVICE LEVELS)**

**ANNEX TO CORE TERMS: FRAMEWORK AWARD FORM**

Note: There is no Attachment 1 or 2 to the Order Form and the Joint and Call-Off Schedules are those utilised in this contract (the numbers not seen are not part of this contract).



## 1. ORDER FORM

CALL-OFF REFERENCE: NFC166 - CCTS23A24 (Internal CO reference CO Digital 33)

THE BUYER: The Minister for the Cabinet Office Acting as part of the Crown

BUYER ADDRESS 100 Parliament Street, Westminster, London, SW1A 2BQ

THE SUPPLIER: Softcat Plc

SUPPLIER ADDRESS: Fieldhouse Lane, Marlow, Bucks SL7 1LW

REGISTRATION NUMBER: 02174990

DUNS NUMBER: 397333253

SID4GOV ID: 397333253

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 8th May 2024  
It's issued under the Framework Contract with the reference number RM6098 for the provision of  
Technology Products & Associated Service 2.

### CALL-OFF LOT(S):

Lot 3 Software

### 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 Attachments.
2. Joint Schedule 1 (Definitions and Interpretation) RM6098
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6098
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)

- Call-Off Schedules for RM6098
  - Call-Off Schedule 6 (ICT Services) including Annexe B
  - Call-Off Schedule 7 (Key Supplier Staff)
  - Call-Off Schedule 14 (Service Levels)

0. CCS Core Terms (version 3.0.11) as amended by the Framework Award Form
0. Joint Schedule 5 (Corporate Social Responsibility) RM6098
0. 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. For the avoidance of doubt, the Buyer will still be bound by the terms of their Enterprise Agreement with Microsoft, which is a separate signed document and outside of this Call-Off Contract.

#### CALL-OFF SPECIAL TERMS

The following Special Terms are incorporated into this Call-Off Contract:

None

The later date of signature by either Supplier or Buyer on this Order Form

Three (3) Years after the initial enrolment date (except where the Optional Extension Period is taken, then the Call-Off Expiry Date shall be Four (4) Years after the initial enrolment date). Call-Off Contract to co-term and expire at the same date as agreement with Microsoft.

CALL-OFF INITIAL PERIOD: Three (3) Years from the initial enrolment date

#### CALL-OFF DELIVERABLES

See Attachment 3 Statement of Requirements

#### LOCATION FOR DELIVERY

There is no physical delivery required.

#### DATES FOR DELIVERY

Expiry of existing licensing is outlined in Attachment 4 Price Schedule. Initial licensing and enrolment must be completed in line with 18.1 of Attachment 3 Statement of Requirements.

#### TESTING OF DELIVERABLES

None

#### WARRANTY PERIOD



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The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be 90 days.

### 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 set out in Attachment 4 Price Schedule.

### CALL-OFF CHARGES

See Attachment 4 Price Schedule and see details in Attachment 3 Statement of Requirements

### REIMBURSABLE EXPENSES

None

### PAYMENT METHOD

Buyer shall pay by BACs following receipt of a valid Invoice

### BUYER'S INVOICE ADDRESS:

Invoices will be sent to: [APinvoices-CAB-U@gov.sscl.com](mailto:APinvoices-CAB-U@gov.sscl.com) and a copy to apps-team-licenses@cabinetoffice.gov.uk

### BUYER'S AUTHORISED REPRESENTATIVE

Sarah Hamlyn  
Commercial Lead

### BUYER'S ENVIRONMENTAL POLICY

<https://www.gov.uk/government/publications/cabinet-office-environmental-policy-statement/cabinet-office-environmental-policy-statement>

### BUYER'S SECURITY POLICY

<https://www.gov.uk/government/publications/security-policy-framework>

### SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]  
Softcat PLC, Thames Industrial estate, Fieldhouse Lane, Marlow, Bucks, SL7 1LW  
[REDACTED]

### SUPPLIER'S CONTRACT MANAGER

Name: [REDACTED]  
Role: [REDACTED]  
Address: Softcat Plc, Bldg Five Universal Square, Devonshire St N, Manchester M12 6JH  
Email: [REDACTED]  
Tele: [REDACTED]

### SUPPLIER'S DATA PROTECTION OFFICER

### PROGRESS REPORT FREQUENCY

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As Per Call-Off Schedule 14 and the Account Management Plan outlined in Attachment 3 Statement of Requirements.

### PROGRESS MEETING FREQUENCY

As Per the Account Management Plan outlined in Attachment 3 Statement of Requirement.

### KEY STAFF

Name:

Role:

Address: Softcat Plc, Bldg Five Universal Square, Devonshire St N, Manchester M12 6JH

Email:

Tele:

### KEY SUBCONTRACTOR(S)

N/A

### COMMERCIALLY SENSITIVE INFORMATION

As set out in

Call-Off Schedule 4 – Commercially Sensitive Information; and  
Order Form Attachment 4 – Price Schedule

### SERVICE CREDITS

As detailed on Schedule 14

### 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)

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	

Bid Pack for NFC166 Provision of Microsoft Licenses and related services

Framework Ref: RM6098

Contract Ref: CCTS23A24 and Internal reference CO Digital 33

Model Version: v3.8, Project Version: v2.0