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

Order Form

CALL-OFF REFERENCE:	**[Insert** Buyer's contract reference number]
THE BUYER:	**[Insert** Buyer's name]
BUYER ADDRESS	[**Insert** business address]
THE SUPPLIER:	[**Insert** name of Supplier]
SUPPLIER ADDRESS:	[**Insert** registered address (if registered)]
REGISTRY:	[[**Insert** name of register, eg "Companies House"]
REGISTRATION NUMBER:	[**Insert** registration number (if registered)]

[Buyer Guidance: This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

If an electronic purchasing system is used instead of signing as a hard-copy, text below must be copied into the electronic order form starting from 'APPLICABLE FRAMEWORK CONTRACT' and up to, but not including, the Signature block.

It is essential that if you, as the Buyer, add to or amend any aspect of any Call-Off Schedule, then you must send the updated Schedule with the Order Form to the Supplier.]

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated [**Insert** date of issue].

The unique identifier (OCID) for this Framework is RM1557.15.

It's issued under the Framework with the reference number RM1557.15 for the provision of [**Insert** name of goods and services].

CALL-OFF LOT(S):

Lot 1a: RM1557.15.1a

Lot 1b: RM1557.15.1b

Lot 2a: RM1557.15.2a

Lot 2b: RM1557.15.2b

Lot 3: RM1557.15.3

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.
2. Joint Schedule 1 *(Definitions)* RM1557.15
3. Framework Special Terms
4. The Supplier Terms, subject to the provisions set out under the heading of "Applicability of Supplier Terms" in this Order Form.
5. The following Schedules in equal order of precedence:

   [Buyer Guidance: delete any highlighted Schedules that you do not need for this Call-Off Contract. Add any additional Schedule needed, providing it is within scope of the framework agreement. Remove any highlighting remaining before finalising this Order Form. Remove this guidance too.]

   - Joint Schedules for RM1557.15
     - Joint Schedule 2 *(Variation Form)*
     - Joint Schedule 3 *(Insurance Requirements)*
     - Joint Schedule 4 *(Commercially Sensitive Information)*
     - Joint Schedule 5 *(Sustainability)*
     - Joint Schedule 6 *(Key Subcontractors)*
     - Joint Schedule 7 *(Financial Difficulties)*
     - Joint Schedule 8 *(Guarantee)*
     - Joint Schedule 9 *(Rectification Plan)*
     - Joint Schedule 10 *(Processing Data)*
   - Call-Off Schedules for **[Insert** Call-Off reference number]
     - Call-Off Schedule 1 *(Intellectual Property Rights)*
     - Call-Off Schedule 2 *(Staff Transfer)*
     - [Call-Off Schedule 3 *(Continuous Improvement)*]

- [Call-Off Schedule 5 *(Pricing Details)*]
- [Call-Off Schedule 6 *(ICT Services)*] *[**Buyer Guidance: Call-Off Schedule 6 is optional for Contracts entered into under Lot 2a, Lot 2b and Lot 3 only. It is mandatory for Contracts entered into under Lot 1a and Lot 1b. Remove this guidance for all Lots.**]*
- [Call-Off Schedule 7 *(Key Supplier Staff)*]
- [Call-Off Schedule 8 *(Business Continuity and Disaster Recovery)*] [***Buyer Guidance: Call-Off Schedule 8 is mandatory for Contracts entered into under Lot 1a and Lot 1b . It is optional for Contracts entered into under Lot 3 only. It is not applicable to Contracts entered into under Lot 2a and Lot 2b, and should be deleted from this list, as Framework Special Term 4 shall apply instead. Remove this guidance for all Lots.***]
- [Call-Off Schedule 9A *(Security: Short Form)*][Call-Off Schedule 9B *(Security: Consultancy)*][Call-Off Schedule 9C *(Security: Development)*][Call-Off Schedule 9D *(Security: Supplier-led Assurance)*][Call-Off Schedule 9E *(Security: Buyer-led Assurance)*]/[the Buyer-provided Security Requirements identified under the heading of "Security Requirements (If Applicable)" *below*]/[the Supplier-provided Security Requirements identified under the heading of "Security Requirements (If Applicable)" *below*] ***[Buyer Guidance: If Security Requirements are applied, delete as applicable to reflect which particular Security Requirements document has been selected under the heading of "Security Requirements (If Applicable)" below.]***
- [Call-Off Schedule 10 *(Exit Management)*]
- [Call-Off Schedule 11 *(Installation Works)*]
- [Call-Off Schedule 11A *(Installation Works – Crown Hosting (Lot 1a and Lot 1b only))*] ***[Buyer Guidance: Optional Schedule available for use under Call-Off Contracts under Lot 1a and Lot 1b only. Only one of Call-Off Schedule 11 and 11A should be used]***
- [Call-Off Schedule 12 *(Clustering)*]
- [Call-Off Schedule 13 *(Implementation Plan and Testing)*]
- [Call-Off Schedule 14 *(Performance Levels)*]
- [Call-Off Schedule 15 *(Call-Off Contract Management)*]
- [Call-Off Schedule 16 *(Benchmarking)*]
- [Call-Off Schedule 17 *(MOD Terms)*]
- [Call-Off Schedule 18 *(Background Checks)*]
- [Call-Off Schedule 19 *(Scottish Law)*]
- [Call-Off Schedule 20 *(Call-Off Specification)*]
- [Call-Off Schedule 21 *(Northern Ireland Law)*]

- [Call-Off Schedule 22 *(Lease Terms)*]
- [Call-Off Schedule 23 *(HMRC Terms)*]
- [Call-Off Schedule 24 *(Corporate Resolution Planning)*] ***[Buyer Guidance: Call-Off Schedule 24 is optional for Contracts entered into under Lot 2a, Lot 2b and Lot 3 only. It is mandatory for Contracts entered into under Lot 1a and Lot 1b. Remove this guidance for all Lots.]***
- [Call-Off Schedule 25 *(Additional Sustainability Requirements)*]
- [Call-Off Schedule 26 *(Carbon Reduction)*]
- [Call-Off Schedule 27 *(Cyber Essentials Scheme)*]
- **For Call-Off Contracts under Lot 1a or Lot 1b only,** Call-Off Schedule 28 *(Special Call-Off Schedule for Lot 1a and Lot 1b)*

6. CCS General Terms for RM1557.15
7. Supplier Service Descriptions (if any), as long as any parts of the Supplier Service Descriptions that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above
8. [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.]

[Buyer Guidance: Please note that the CCS General Terms for RM1557.15 (i.e. the document referred to in item 6 of the list above) have been amended by certain Framework Special Terms that are set out in the Framework Award Form for this Framework. Please refer to section 12 of the Framework Award Form for details of the amendments, including for details of the Lot(s) to which each of the amendments apply. Remove this guidance for all Lots.]

APPLICABILITY OF SUPPLIER TERMS

Other than any Supplier Terms expressly set out under the heading of "Supplier Terms" in this Order Form, no Supplier or third party terms that may be provided or proposed by the Supplier will form part of the Call-Off Contract. That includes any such other terms that may be written on the back of, added to this Order Form, or presented at the time of delivery.

The Supplier Terms (if any) set out under the heading of "Supplier Terms" in this Order Form shall:

1. only be applicable to the Call-Off Contract to the extent that they directly relate to the permitted subject matter of the relevant Supplier Terms, as set out in the definitions of Supplier Acceptable Use Policy, Supplier Data Processing Agreement, Supplier Specific Shared Responsibility Model, Supplier SLA or Supplier Licence Terms (as applicable) in Joint Schedule 1 *(Definitions)*; and
2. not be applicable to the Call-Off Contract (and shall be deemed to be ineffective) to the extent that they include:
    a. any Additional Third Party Terms and/or Inapplicable Additional Terms;

b. any indemnities (or clauses of a similar nature to indemnities); and/or

c. any provisions which would have any material impact on:

   i. the potential liability of either Party under the Call-Off Contract; and/or

   ii. the balance of risks under the Call-Off Contract from the Buyer's perspective (including the creation of new or increased potential liabilities, new or materially different operational responsibilities for the Buyer and/or any Buyer Users and/or new or increased constraints on the Buyer's rights of termination),

in each case when compared to the other terms of the Call-Off Contract (i.e. other than the Supplier Terms) as listed under the heading of "Call-Off Incorporated Terms" in this Order Form.

SUPPLIER TERMS

The Supplier Terms (if any) applicable to this Call-Off Contract are as listed below.

Supplier Standard Terms

1. The Supplier Acceptable Use Policy listed below:

   [**Insert** Not Applicable or name of Supplier Acceptable Use Policy document and hyperlink to document (unless document is attached to the Order Form)]

2. The Supplier Data Processing Agreement listed below:

   [**Insert** Not Applicable or name of Supplier Data Processing Agreement document and hyperlink to document (unless document is attached to the Order Form)]

3. The Supplier Specific Shared Responsibility Model listed below:

   [**Insert** Not Applicable or name of Supplier Specific Shared Responsibility Model document and hyperlink to document (unless document is attached to the Order Form)]

Supplier Service Specific Terms

1. The Supplier SLA listed below:

   [**Insert** Not Applicable or name of Supplier SLA document and hyperlink to document (unless document is attached to the Order Form)]

2. The Supplier Licence Terms listed below:

   [**Insert** Not Applicable or name of Supplier Licence Terms document and hyperlink to document (unless document is attached to the Order Form)]

SUPPLIER DATA PROCESSING AGREEMENT

IntaForensics Ltd – Supplier Data Processing Agreement (DPA), Version 1.0, dated 30 January 2026, attached at Appendix A to this Order Form.

CALL-OFF SPECIAL TERMS

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

[Insert terms to revise or supplement General Terms, Joint Schedules, Call Off Schedules; or none]

[Special Term 1]

[Special Term 2.]

[Special Term 3.]

[None]

CALL-OFF START DATE: **[Insert** Day Month Year]

CALL-OFF EXPIRY DATE: **[Insert** Day Month Year]

CALL-OFF INITIAL PERIOD: **[Insert** Years, Months]

CALL-OFF OPTIONAL EXTENSION PERIOD: **[Insert** Years, Months]

[Buyer Guidance: The Call-Off Initial Period and (if used) Call-Off Optional Extension Period are subject to the Maximum Call-off Duration applicable to the relevant Call-Off Contract). See Framework Special Term 1 as set out in the Framework Award Form.]

CALL-OFF DELIVERABLES

[Buyer Guidance: Complete option A or, if Deliverables are too complex for this form, use option B and Call-Off Schedule 20 instead. Delete the option that is not used.]

[Option A: [Name of Deliverable][Quantity][Delivery date][Details]]

[Option B: See details in Call-Off Schedule 20 (Call-Off Specification)]

The applicable Supplier Service Description(s) are:

[Insert name(s) of applicable Supplier Service Description documents and hyperlink to document (unless the document is attached to the Order Form) or Platform Service ID number] ***[Buyer Guidance: In the case of a Call-Off Contract awarded under an Award without Competition, insert the Platform Service ID number, which will be the 15 digit number found on the relevant Digital Platform Item service listing.]***

[Buyer Guidance: For Call-Off Contracts under Lot 1a, Lot 1b, Lot 2a or Lot 2b only, complete the wording below to reflect the means by which it will be acceptable for the Supplier to notify proposed modifications to the Supplier Service Descriptions or Supplier Service Specific Terms (e.g. by email to the

Buyer Authorised Representative, or through online notifications etc.). See Clause 2.16 and 2.17 of the General Terms introduced by Framework Special Term 15 in the Framework Award Form.]

For Call-Off Contracts under Lot 1a, Lot 1b, Lot 2a or Lot 2b, any proposed Service Modifications or proposed modifications to Supplier Service Specific Terms pursuant to Clauses 2.16 and/or 2.17 of the General Terms (those Clauses 2.16 and 2.17 having been inserted in the General Terms pursuant to Framework Special Term 15 as set out in the Framework Award Form) can be notified by the Supplier by [**Insert** details of method of notification to Buyer].

[Buyer Guidance: For Call-Off Contracts under Lot 1a, Lot 1b, Lot 2a or Lot 2b only, complete the wording below to reflect the period of prior notice that the Supplier will give of proposed modifications to the Supplier Service Descriptions or Supplier Service Specific Terms, i.e. to reflect whether the standard period of 30 days under Clause 2.16 and 2.17 of the General Terms will apply, or any specific notice timescales for different types of modifications.]

The Supplier shall provide notice of any proposed Service Modifications or proposed modifications to Supplier Service Specific Terms [in accordance with the timescales set out in Clauses 2.16 or 2.17 (as applicable) **OR** [in accordance with the following timescales: [**Insert** details of notice period(s), e.g. if different notice periods will apply for different types of modifications]]

SERVICE REQUEST PROCESS

[Buyer Guidance: Complete the wording below to reflect the means by which Service Requests can be submitted by the Buyer in accordance with Clause 3.6 of the General Terms (as introduced by Framework Special Term 5 in the Framework Award Form), and any restrictions on who is authorised to issue Service Requests on behalf of the Buyer.]

Service Requests may be submitted by the Buyer in accordance with Clause 3.6 of the General Terms (that Clause 3.6 having been inserted in the General Terms pursuant to Framework Special Term 5 as set out in the Framework Award Form) by [the Supplier Portal]/[email to the Supplier Authorised Representative]/[**Insert** details of any other permitted means of issuing Service Requests] and/or such other means as may be agreed between the Buyer Authorised Representative and the Supplier Authorised Representative from time to time. [Service Requests may only be submitted by [the Buyer Authorised Representative]/[**Insert** any other restrictions on the Buyer personnel that can issue Service Requests].

ANTICIPATED CONTRACT VALUE

[Buyer Guidance: Insert anticipated total value of the Contract below. This is relevant for the purposes of Clause 3.6 of the General Terms (introduced by Framework Special Term 5 in the Framework Award Form), which sets a "cap" on the maximum value of Service Requests which, when considered together with any other Charges payable under the Contract, cannot be exceeded other than with the prior written approval of the Buyer Authorised Representative. If

there are to be any Optional Extension Period(s), the Buyer may also wish to separately specify the anticipated total value associated with any Optional Extension Period(s).]

[**Insert** anticipated total value of the Contract]

CALL-OFF CHARGES

[Buyer Guidance: Use option A or, if charging model is too complex to detail in this form or must be embedded, use option B and Call-Off Schedule 5 instead. Delete the option that is not used.]

[Option A: **Insert** the Charges for the Deliverables]

[Option B: See details in Call-Off Schedule 5 (Pricing Details)]

[**Delete** if not used: All changes to the Charges must use procedures that are equivalent to those in Paragraphs 5 and 6 in Framework Schedule 3 (Framework Prices)]

[Delete if by Award Without Competition or if not otherwise used: 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:

- [Indexation]
- [Specific Change in Law]
- [Benchmarking using Call-Off Schedule 16 (Benchmarking)]

MINIMUM COMMITMENT(S) (IF APPLICABLE)

[Buyer Guidance: Complete the wording below to reflect any Minimum Commitments and/or Reserved Instances that will apply under the Call-Off Contract. See Clause 4.12 (as inserted pursuant to Framework Special Term 6 in the Framework Award Form)].

[**Insert** [Not Applicable] or [For this Call-Off Contract:-

- The Minimum Commitment(s) are as follows: [**Insert** Not Applicable or details of any minimum or fixed volume commitments, including duration of volume commitment].
- The Reserved Instance(s) and the period of their reservation are as follows: [**Insert** Not Applicable or details of any Reserved Instances and the period for which they are reserved]
- If the Call-Off Contract is terminated by the Buyer pursuant to Clause 13.2.2 of the General Terms before the end of the period of the Minimum Commitment set out above, the Losses that are recoverable by the Supplier under Clause 13.5.3(b) shall be [**Insert** the amount or basis for calculation of the amount that will be payable by the Buyer if it terminates the Call-Off Contract for convenience under Clause 13.2.2]

CURRENCY CONVERSION MECHANISM (IF APPLICABLE)

[Buyer Guidance: Where Framework Prices are expressed in US dollars the Buyer should complete the wording below to confirm the currency conversion mechanism by which the Framework Prices shall be converted to British pound sterling. The mechanism should apply for the duration of the Call-Off Contract. The Buyer should include all relevant details below and refer to the Treasury guidance https://www.gov.uk/government/publications/guidance-for-the-management-of-foreign-exchange-exposure prior to populating. Where the Charges are impacted by currency conversion, leaving this section blank may leave the Buyer open to increased foreign exchange risk/exposure.]

[**Delete** if currency conversion not applicable to Charges: Currency Conversion Mechanism: [**Insert** details of chosen currency conversion mechanism.]

[Buyer Guidance: Payment of Charges is permitted only in British pounds sterling.]

INDEXATION

Indexation Index: [**Insert** chosen indexation index here e.g.:

- For Lot 1a/1b – HQVC - SPPI INDEX OUTPUT DOMESTIC - J Information and communication services

  Data: https://www.ons.gov.uk/economy/inflationandpriceindices/timeseries/hqvc/sppi

- Description: https://onsdigital.github.io/dp-classification-tools/standard-industrial-classification/data/SICmetadata.html?sic=Jxxxxx

- For Lot 2a/2b – D7BT - Consumer Price Index (CPI)

  Data: https://www.ons.gov.uk/economy/inflationandpriceindices/timeseries/d7bt/mm23

  Description: https://www.ons.gov.uk/economy/inflationandpriceindices/articles/ukconsumerpriceinflationbasketofgoodsandservices/2025

- For Lot 3 – HSGG - SPPI INDEX OUTPUT DOMESTIC - M Professional, scientific and technical services

  Data: https://www.ons.gov.uk/economy/inflationandpriceindices/timeseries/hsgg/sppi

  Description: https://onsdigital.github.io/dp-classification-tools/standard-industrial-classification/data/SICmetadata.html?sic=Mxxxxx

Or state if a fixed rate price increase e.g. percentage rise, (or hybrid option) will be used]

Where the Charges or any component or other amount are stated as being subject to indexation, indexation will only apply from the [**Insert** time e.g. 2nd 3rd] anniversary of the [**Insert** applicable start date e.g. Call-Off Start Date or other agreed date depending on circumstances].

REIMBURSABLE EXPENSES

[**Insert** None **or insert** Recoverable as stated in the Framework Contract]

PAYMENT METHOD

[**Insert** payment method(s) and necessary details]

BUYER'S INVOICE ADDRESS:

[**Insert** name]

[Insert role]

[**Insert** email address]

[Insert address]

BUYER'S AUTHORISED REPRESENTATIVE

[**Insert** name]

[Insert role]

[**Insert** email address]

[Insert address]

PROGRESS REPORT FREQUENCY

[Insert report frequency: E.g. on the first Working Day of each calendar month. See Clause 6.1 of the General Terms]

PROGRESS MEETING FREQUENCY

[Insert meeting frequency: E.g. quarterly on the first Working Day of each quarter. See Clause 6.1 of the General Terms]

INTELLECTUAL PROPERTY RIGHTS

In accordance with Clause 10.4 of the General Terms, the IPR Option that is applicable to this Call-Off Contract is set out in the Framework Award Form.

[**Or Insert** The Buyer wishes to amend the IPR Option to [insert preferred IPR Option]]

[Buyer Guidance: you can change the IPR Option from the "default" IPR Option set out in the Framework Award Form where you have made an appropriate risk assessment and sought the necessary management

approvals. If you wish to view alternative options available, see details in Call-off Schedule 1 (Intellectual Property Rights). Should you wish to proceed with amending the "default" IPR Option, indicate your preferred IPR Option above]

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 14.2 of the General Terms (as that Clause 14.2 has been amended pursuant to Framework Special Term 12 as set out in the Framework Award Form).

[Buyer Guidance: You can change the cap on liability in Clause 14.2 where you have made an appropriate risk assessment and sought the necessary management approvals.]

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **[Insert** Estimated Charges in the first 12 months of the Contract. The Buyer must always provide a figure here]

BUYER'S ENVIRONMENTAL POLICY

[Insert details [Document name] [version] [date] [available online at:]

or insert: [Appended at Call-Off Schedule X]

See Clause 33 of the General Terms]

ADDITIONAL INSURANCES

[Insert Not applicable OR

or insert details of Additional Insurances required in accordance with Joint Schedule 3 (Insurance Requirements)]

COMMERCIALLY SENSITIVE INFORMATION

[**Insert** Not applicable **or insert** Supplier's Commercially Sensitive Information]

ADDITIONAL KEY SUBCONTRACTOR(S)

[Insert Not applicable or insert name (registered name if registered) of any specific authorised Key Subcontractors (i.e. in addition to those already listed in the centralised Supplier Register of Key Subcontractors)]

ADDITIONAL AUTHORISED SUBPROCESSORS (Lot 1a/Lot 1b only)

[Insert Not applicable or insert name (registered name if registered) of any specific authorised Subprocessors (i.e. in addition to those already listed in the centralised Supplier Register of Subprocessors)]

GUARANTEE

[**Insert** Not applicable

or insert The Supplier must have a Call-Off Guarantor to guarantee their performance using the form in Joint Schedule 8 *(Guarantee)*

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

ICT POLICY (IF APPLICABLE)

[Insert details [Document name] [version] [date] [available online at:]

[For the purposes of Call-Off Schedule 6 *(ICT Services)* Supplier [is/is not] required to comply with the ICT Policy.]

[Guidance: this is relevant for the ICT Services Schedule, if used (see Call-Off Schedule 6). Delete or mark as "Not Used" if not relevant. Please note that Call-Off Schedule 6 is mandatory for Call-Off Contracts under Lot 1a and Lot 1b.]

PRODUCT ROADMAP (IF APPLICABLE)

The Supplier will communicate the product roadmap for Cloud Products and COTS Software by **[Insert** details of the means by which the Supplier will communicate e.g. by email to the Buyer Authorised Representative or by the Supplier Portal (if any)]. The product roadmap will be communicated at least [**Insert** frequency e.g. monthly, quarterly annually] and in any event at least [Insert period, e.g. three months, six months, a year] before any new version or upgrade of the Cloud Products or COTS Software is released (other than an emergency update required to address Malicious Software).

[Guidance: this is relevant for the ICT Services Schedule, if used (see Call-Off Schedule 6). Delete or mark as "Not Used" if not relevant. Please note that Call-Off Schedule 6 is mandatory for Call-Off Contracts under Lot 1a and Lot 1b.]

QUALITY PLANS

[Insert Not applicable] **OR**

[**If Call-Off Schedule 6 (ICT Services) is used and Quality Plans are to be provided by the Supplier, insert timescales** To be provided within X [weeks][months] of the Call-Off Contract Start Date]

[Buyer guidance: Please refer to Paragraph 6 of Call-Off Schedule 6 (ICT Services)]

MAINTENANCE OF THE ICT ENVIRONMENT

[Insert Not applicable] **OR**

[If Call-Off Schedule 6 (ICT Services) is used and Maintenance Schedule is to provided by the Supplier, insert confirmation Maintenance Schedule to be provided by the Supplier [YES][NO]

[Buyer Guidance: please refer to Paragraph 8 of Call-Off Schedule 6 (ICT Services). Please note that Call-Off Schedule 6 is mandatory for Call-Off Contracts under Lot 1a and Lot 1b.]

KEY STAFF AND KEY ROLES

[**Insert** name]

[Insert role]

[**Insert** email address]

[Insert address]

[Insert contract details]

BUYER'S SECURITY REQUIREMENTS AND ICT POLICY

SECURITY REQUIREMENTS (IF APPLICABLE)

[Buyer Guidance: Buyers may include their own security requirements in the Call-Off Order Form, use the security requirements provided by the relevant Supplier on its relevant Digital Platform Item entry (if they are acceptable to the Buyer), or use one of the optional Security Schedules that are set out in Call-Off Schedules 9A to 9E.

See the separate Guidance Document (https://www.security.gov.uk/policy-and-guidance/contracting-securely/) about when to use an optional Security Schedule in Call-Off Schedules 9A to 9E, and what version of the Security Schedule is most appropriate. Buyers can only choose one of those Security Schedules, which will need to be completed (in line with the Buyer guidance set out in each document) and then referred to in the Call-Off Order Form below. The default option for Call-Off Contracts entered into under Lots 1a, 2a, 2b and 3 of G Cloud 15 is the Short Form Schedule, however Buyers may select an alternative Call-Off Schedule if appropriate to the contract. The default option for Call-Off Contracts entered into Lot 1b of G Cloud 15 is Call-Off Schedule 9D (Supplier-led Assurance).

If the Buyer wishes to apply more than one of (i) a Security Schedule in Call-Off Schedule 9A to 9E, (ii) its own specific requirements, and/or (iii) the Supplier's security requirements, the Buyer should complete this section accordingly. In such a situation the Buyer should take steps to avoid any conflicts between the relevant documents, and should consider expressly setting out in this section how any conflicts between those documents would be resolved.

Buyer's should ensure, in particular, that whichever security requirements are included, such requirements clearly specify the permitted location(s) in which the Supplier is entitled to Handle/Process particular types/categories of Government Data.

If there are no specific Security Requirements under the Call-Off Contract, include the relevant optional wording below.]

[There are no Security Requirements for the purposes of this Call-Off Contract] OR [***[Buyer Guidance: Include if the Call-Off Contract is awarded under Lot 1a, 2a, 2b or 3]*** The Security Requirements for this Call-Off Contract are set out in Call-Off Schedule 9A *(Security: Short Form)*] OR [***[Buyer Guidance: Include if the Call-Off Contract is awarded under Lot 1b]*** The Security Requirements for this Call-Off Contract are set out in [Call-Off Schedule 9D *(Security: Supplier-led Assurance)*]

[Buyer Guidance: If a Buyer considers that an alternative security schedule is appropriate it can delete the wording above and include the following wording. The Buyer should only, however, use Call-Off Schedule 9E (Buyer-led Assurance) as an alternative to Call-Off Schedule 9D if the Call-Off Contract is being awarded under Lot 1b]

[The Security Requirements for this Call-Off Contract are set out in *[Insert only one of the following]*

- Call-Off Schedule 9A *(Security: Short Form)* [OR]
- Call-Off Schedule 9B *(Security: Consultancy)* [OR]
- Call-Off Schedule 9C *(Security: Development)* [OR]
- Call-Off Schedule 9D *(Security: Supplier-led Assurance)* [OR]
- Call-Off Schedule 9E *(Security: Buyer-led Assurance)*

[Buyer Guidance: If a Buyer has its own security requirements, it can delete the wording above and include the following wording]

[The Security Requirements for this Call-Off Contract are set out in:

- **The following document(s): [Insert details [Document name] [version] [date] [available online at: [insert address].** ***[Buyer Guidance: Where the Supplier will store and process data in the cloud, or use cloud platforms to build and host your services, you should consider requiring the Supplier to (i) document; and (ii) provide on Buyer request how they comply with the 14 Cloud Security Principles available at: https://www.ncsc.gov.uk/collection/cloud/the-cloud-security-principles, both for their own Supplier system and for any cloud services they use.]***

[Buyer Guidance: If a Buyer wishes to use the security requirements provided by the relevant Supplier in its Supplier Platform entry for the relevant Deliverables, it can delete the wording above and include the following wording]

[The Security Requirements for this Call-Off Contract are set out in:

- *[Insert name(s) of applicable Supplier security requirements document and hyperlink to document (unless the document is attached to the Order Form)]*

For the avoidance of doubt, the document above constitutes the Security Requirements for this Call-Off Contract and does not constitute Supplier Terms for the purposes of this Call-Off Contract.]

STAFF VETTING REQUIREMENTS (ALL LOTS OTHER THAN LOT 1B)

[Buyer Guidance: This section should be deleted if the Call-Off Contract is awarded under Lot 1b]

The Buyer's staff vetting requirements are: (i) as set out in the Security Schedule (if used); or (ii) if a Security Schedule is not used, the vetting requirements set out in this Order Form, which are: [**Insert** requirements, and whether this is to apply to all Supplier Staff (which includes Subcontractor staff), or only a limited subset of staff)]; or (iii) if a Security Schedule is not used and there are no vetting requirements specified in the Order Form, Supplier Staff are to have Baseline Personnel Security Standard. ***[Buyer Guidance: If the Buyer is not using a Security Schedule and it wants Supplier/Subcontractor staff, or some of these staff, to be subject to a specific type of vetting, the Buyer will need to list the requirements here. The Buyer will need to specify whether it wants this to apply to all Supplier/Subcontractor staff, or just a subset of these (see the specific definitions of "Subcontractor" and "Supplier Staff" in the Security Schedules for an example of what these might be). If the Buyer is not using a Security Schedule and does not want Supplier/Subcontractor Staff to be subject to vetting, the Buyer should also specify that here – otherwise all Supplier Staff (which includes Subcontractor staff) will need to have Baseline Personnel Security Standard.]***

STAFF VETTING REQUIREMENTS (LOT 1B ONLY)

[Buyer Guidance: This section should be deleted if the Call-Off Contract is not being awarded under Lot 1b. If the Call-Off Contract is being awarded under Lot 1b, insert details below of the Buyer's Staff vetting requirements for the Call-Off Contract]

The Buyer's staff vetting requirements are:

- As a minimum, for all Supplier Staff to have Baseline Personnel Security Standard (BPSS) clearance.
- For the following Supplier Staff or categories of Supplier Staff to have Security Clearance (SC): [**Insert** Not applicable **OR** description of which particular Supplier Staff or categories of Supplier Staff are to have Security Clearance].
- For the following Supplier Staff or categories of Supplier Staff to have Developed Vetting (DV) clearance: [**Insert** Not applicable **OR** description of which Supplier Staff particular Supplier Staff or categories of Supplier Staff (if any) are to have DV clearance].

SECURITY ASPECTS LETTER (LOT 1A AND LOT 1B ONLY)

[Buyer Guidance: This section should be deleted if the Call-Off Contract is not being awarded under Lot 1a or Lot 1b. If the Call-Off Contract is being awarded under Lot 1a or Lot 1b, insert details below of the Buyer's Security Aspects Letter for the Call-Off Contract – an example of a template Security Aspects Letter can be found at https://assets.publishing.service.gov.uk/media/66f2cb9b7da73f17177640c1/Security_Aspects_Letters_and_Contractual_Security_Conditions.pdf. Buyers should review the proposed Security Aspects Letter to ensure they are consistent with any other Security Requirements that apply to the Call-Off

Contract as set out above, and may wish to consider including wording that clarifies which document will take precedence in the event of a conflict]

[Insert details [Document name] [version] [date] [available online at:]

or insert: [Appended to this Order Form]

CYBER ESSENTIALS CERTIFICATION

[Buyer Guidance: Cyber Essentials (self-assessment) is a mandatory requirement for all Suppliers on the Framework. Outline here whether Cyber Essentials Plus certification is required or whether it's not applicable to your Call-Off Contract. Cyber Essentials Plus is a mandatory requirement for all Call-Off Contracts awarded under Lot 1a and Lot 1b]

[**Insert** Not applicable] **OR** [**Insert** Cyber Essentials Scheme [Plus] Certificate (or equivalent). Details in Call-Off Schedule 27 (Cyber Essentials Scheme) if applicable]

SPECIFIC EXIT MANAGEMENT ASSISTANCE (LOT 1A AND LOT 1B ONLY)

[Buyer Guidance: This section should be deleted if the Call-Off Contract is not being awarded under Lot 1a or Lot 1b.]

[**Insert:** Not Applicable] **OR** [The Supplier agrees to provide the following specific assistance in connection with the expiry or earlier termination of the Call-Off Contact:

- [**Insert** details of any specific exit management assistance that will be provided by the Supplier, including (if applicable) details of the Charges that will be payable for such assistance] ***[Buyer Guidance: The specific assistance set out here could, for example, include a duty on the Supplier to retain (and not destroy) all Buyer Content held by or within the Services or Deliverables provided by the Supplier until the Buyer expressly confirms it has removed the Buyer Content, with an associated obligation on the Supplier to continue to pay all or part of the hosting fees until the Buyer Content has been removed by the Buyer.]***

VIRTUAL LIBRARY

The Supplier shall create the Virtual Library [in accordance with the timescale set out in Paragraph 2 of Call-Off Schedule 10 *(Exit Management)*][within **[Insert period]** of the [Effective Date]/[Start Date]].

SERVICE CREDITS

[Insert Not applicable**] OR**

[**or insert** Service Credits will accrue in accordance with Call-Off Schedule 14 *(Performance Levels)*.

The Service Credit Cap is: **[Insert** £value].

The Service Period is: **[Insert duration:** one Month]

A Critical KPI Failure is: [**Buyer** to define]

SUPPLIER'S AUTHORISED REPRESENTATIVE

[**Insert** name]

[Insert role]

[**Insert** email address]

[Insert address]

SUPPLIER'S CONTRACT MANAGER

[**Insert** name]

[Insert role]

[**Insert** email address]

[Insert address]

SOCIAL VALUE COMMITMENT

[**Insert** Not applicable **or insert** 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)* and report on the Social Value KPIs as required by Call-Off Schedule 14 *(Performance Levels)* (if used)]

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

[Buyer Guidance: execution by seal / deed where required by the Buyer]

APPENDIX A

IntaForensics Ltd – Supplier Data Processing Agreement (DPA)

Version: 1.0
Date: [Insert Date]
Supplier: IntaForensics Ltd
Customer: [Insert Customer Name]
Framework: G-Cloud 15 (RM1557.15)
Call-Off Contract: As set out in the applicable Order Form (Framework Schedule 6)

1. Purpose and Scope

1.1 This Data Processing Agreement ("DPA") applies where the Supplier processes Personal Data on behalf of the Customer in connection with the Services.
1.2 This DPA forms part of the Call-Off Contract and applies to all Processing carried out by the Supplier for the Customer under that Call-Off Contract.
1.3 If there is any inconsistency between this DPA and the Call-Off Contract, the Call-Off Contract will take precedence.

2. Definitions

2.1 **"Data Protection Laws"** means UK GDPR, the Data Protection Act 2018, and any other applicable data protection legislation.
2.2 **"Personal Data", "Processing", "Controller", "Processor", "Data Subject"** have the meanings given in Data Protection Laws.
2.3 **"Customer Personal Data"** means Personal Data processed by the Supplier on behalf of the Customer under the Call-Off Contract.
2.4 **"Sub-processor"** means any third party appointed by the Supplier to process Customer Personal Data.

3. Roles of the Parties

3.1 The Customer is the **Controller** of Customer Personal Data.
3.2 The Supplier is the **Processor** of Customer Personal Data, and will process Customer Personal Data only on documented instructions from the Customer, as set out in the Call-Off Contract and this DPA.
3.3 Each Party will comply with its obligations under Data Protection Laws.

4. Details of the Processing (Article 28(3) UK GDPR)

4.1 **Subject matter:** Processing of Personal Data necessary to deliver the Services.
4.2 **Duration:** For the term of the Call-Off Contract, plus any retention period set out in section 11.
4.3 **Nature and purpose:** To deliver the Services including (as applicable) service delivery, support, system administration, incident response, reporting, and security

monitoring.
4.4 **Types of Personal Data:** May include names, contact details, usernames, identifiers, device identifiers, log data, case references, and any Personal Data contained in Customer-provided data sources.
4.5 **Categories of Data Subjects:** Customer employees, contractors, customers, service users, and other individuals whose data is included in Customer systems or evidence.
4.6 **Special Category Data / Criminal Offence Data:** [Confirm if applicable]. Where included within Customer Personal Data, such Processing will only occur where necessary for the Services and on Customer instruction.

5. Processor Instructions

5.1 The Supplier will process Customer Personal Data only:
a) to deliver the Services as described in the Call-Off Contract; and/or
b) in accordance with the Customer's written instructions.
5.2 The Supplier will immediately inform the Customer if, in the Supplier's opinion, an instruction infringes Data Protection Laws.

6. Confidentiality

6.1 The Supplier will ensure that persons authorised to process Customer Personal Data are subject to confidentiality obligations (contractual or statutory).

7. Security Measures (Article 32 UK GDPR)

7.1 The Supplier will implement appropriate technical and organisational measures to protect Customer Personal Data against accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to Customer Personal Data.
7.2 Measures will include, as appropriate:

- access control and authentication
- least-privilege permissions
- encryption in transit and, where applicable, at rest
- secure logging and audit trails
- vulnerability and patch management
- backup and recovery arrangements
- incident detection and response procedures

7.3 The Supplier will maintain information security policies and procedures appropriate to the Services.
7.4 Where the Customer requires specific security controls, these must be agreed in the Call-Off Contract.

8. Sub-processing

8.1 The Customer provides general authorisation for the Supplier to appoint Sub-processors where required to deliver the Services.
8.2 The Supplier will maintain a list of Sub-processors used for the Services and will make this available to the Customer on request.
8.3 The Supplier will ensure Sub-processors are engaged under written terms that provide at least the same level of protection for Customer Personal Data as this DPA.
8.4 The Supplier remains responsible to the Customer for the performance of Sub-processors.

Sub-processor list (if any):

- [Insert Sub-processor name / purpose / location]
- [Insert Sub-processor name / purpose / location]

9. Data Subject Rights Assistance

9.1 Taking into account the nature of the Processing, the Supplier will assist the Customer (where reasonably required) in responding to requests from Data Subjects to exercise their rights under Data Protection Laws.
9.2 The Supplier may charge reasonable costs where the assistance is beyond the standard scope of the Services.

10. Personal Data Breach Notification

10.1 The Supplier will notify the Customer **within 48 hours** after becoming aware of a Personal Data Breach involving Customer Personal Data, unless the breach is unlikely to result in a risk to individuals.
10.2 The notification will include, where available:

- the nature of the breach
- categories and approximate number of individuals and records concerned
- likely consequences
- measures taken or proposed to address the breach

10.3 The Supplier will cooperate with the Customer and provide reasonable assistance for breach investigation, mitigation, and any required regulatory notification.

11. Return and Deletion of Data

11.1 At the end of the Services (or upon Customer request where feasible), the Supplier will return or securely delete Customer Personal Data, unless retention is required by law.
11.2 **Retention period:** [Insert retention period / state "no longer than necessary to deliver Services"].
11.3 The Supplier will confirm deletion/return upon request.

12. Audit and Compliance

12.1 The Supplier will make available information reasonably necessary to demonstrate compliance with this DPA.
12.2 The Customer may audit the Supplier's compliance with this DPA on reasonable notice, during normal business hours, and subject to confidentiality and security constraints.
12.3 Audits must not unreasonably disrupt Supplier operations and may be limited to relevant records and controls.

13. International Transfers

13.1 The Supplier will not transfer Customer Personal Data outside the UK (and where applicable, the EEA) unless:
a) the Customer has authorised the transfer; and
b) appropriate safeguards under Data Protection Laws are in place (e.g., UK IDTA or UK Addendum to SCCs).
13.2 **Processing location(s):** [Insert primary processing location(s)].

14. Records and Cooperation

14.1 The Supplier will maintain records of processing activities relating to the Services as required under Data Protection Laws.
14.2 The Supplier will reasonably assist the Customer with DPIAs and regulatory consultations where the assistance relates to the Services and Customer Personal Data.

15. Contact Details

Customer data protection contact: [Insert name / email]
Supplier data protection contact: [Insert name / email / role]