

# Data and Application Solutions (RM3821)

## Catalogue award - how to complete the Schedule 6 Order Form

This guide is to be used solely when buying products and services listed on the Data and Application Solutions Government eMarketplace. Should you require any of the removed schedules to be included in our contract, you will need to engage in a further competition process and not catalogue award.

### 1. Call-off terms

The buyer is required to remove the following schedules (highlighted in yellow in Schedule 6 Order Form):

- Joint Schedules: 4, 6, 7, 8, and 9
- Call-off Schedules: 3, 4, 5, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18 & 20

### 2. Call-off Schedule 19: Scottish Law

This can be included in your Call-off if required.

### 3. Sections to be marked as not applicable on Schedule 6 Order Form

The following remaining sections of the order form will need to be marked as “not applicable” as they relate to schedules no longer included:

- Call-off special terms
- service credits
- guarantee
- social value
- minimum period of notice for no fault termination

### 4. Sections to be altered on Schedule 6 Order Form

- delete - Call-off deliverables - Option B
- maximum liability - any proposed change to the liability listed in 11.2 of the core terms
- delete - Call-off charges - Option B

### 5. Schedule 6 Order Form - part B

Do not include the schedules out of scope so that it matches the list on Schedule 6 Order Form Part A.

### 6. Schedules to be reviewed by buyer

#### a. Joint Schedule 11

This schedule covers the processing of personal data associated with the performance of your contract (GDPR). The buyer will be the controller, specifying the purpose and means of processing personal data, while the supplier will be the processor, carrying out such processing under the instructions of the controller.

#### b. Call-off Schedule 1

The schedule relates to the requirements of procurement policy note 1/17.

#### c. Call-off Schedule 2

This is a complex legal area and specialist legal advice may be needed on which elements of the template schedule are required.

Part C will apply if there will be no staff transfer at the start of the Call-off contract.

#### d. Call-off Schedule 6

The schedule includes additional due diligence terms relevant to ICT service provision.



# Next steps

- ➔ **Email the completed but unsigned Schedule 6 Order Form to the chosen supplier within 30 days.**
- ➔ **The supplier will provide their authorised representative and contract manager, they also have the option to include their own relevant terms under Call-off Schedule 21.**
- ➔ **Once the supplier sends the signed Schedule 6 Order Form back, check and review the added terms in Call-off Schedule 21.**
- ➔ **If satisfied sign and send back to supplier.**
- ➔ **Now you have a contract!**

If you have any further questions about Data and Application Solutions or any of our agreements, please get in touch:  
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