

SOA Module Order Form 7 – ICT Professional Services

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| INSTRUCTIONS FOR USING THIS DOCUMENT (TO BE DELETED IN FINAL VERSION OF SOA MODULE)This is the SOA Module Order Form for use with SOA Module 7 – Professional Services under the SOA Comprehensive Contract Conditions – ICT Products and/or Services. The yellow highlighted sections need to be completed. |

# SOA Module Order Form 7 – ICT Professional Services

The following SOA Module Order Form 7 to be completed if the Customer is procuring ICT Professional Services (refer to clause 4).

1. ICT Professional Services

**Description of ICT Professional Services**

<<Insert description of ICT Professional Services to be provided by the Supplier, including any Requirements/Specifications. Include as much detail as possible to clearly describe the ICT Professional Services. The ICT Professional Services may include:

* strategy advice;
* writing reports;
* reviews or quality assurance activities;
* change management services;
* project management services; and
* knowledge transfer services.>>

**Deliverables**

<<Include any specific Deliverables to be supplied by the Supplier.>>

1. Service Period Clause 3 of SOA Module 7

**Start of Service Period**

<<Insert start date for the supply of the ICT Professional Services.>>

**End of Service Period**

<<Insert end date, or if no specific end date insert “until the ICT Professional Services have been fully performed by the Supplier in accordance with the Contract”.>>

**Extension options**

<<Insert whether the Customer can elect to extend the Service Period for an additional period (e.g. 2 x 1 year).>>

**Notice period for extension**

<<Insert the notice the Customer is required to provide the Supplier to extend the Support Period (e.g. 30 days).>>

1. Delivery Date Clause 4(a)(ii) of SOA Module 7

**Specify any Delivery Date(s) applicable to the ICT Professional Services**

<<Insert Delivery Date for the supply of the ICT Professional Services (if applicable).>>

**Specify the hours and days during which the Supplier must provide the ICT Professional Services**

<<Clause 4(b) provides that the ICT Professional Services will be provided during Business Hours unless specified otherwise in the SOA Module Order Form. Business Hours is defined as 9.00am – 5.00pm unless specified otherwise in the Details. If the ICT Professional Services will be provided at times other than Business Hours, insert the hours and days during which the Supplier must provide the ICT Professional Services.>>

1. Professional standards Clause 4(a)(iii) of SOA Module 7

<<Clause 4(a)(iii) provides that the ICT Professional Services must be suppliedin accordance with the professional standards applicable to the ICT Professional Services as specified in the SOA Module Order Form.>>

**Specify any professional standards which apply to the performance of the ICT Professional Services**

<<Insert if applicable, otherwise leave blank or write “Nil”.>>

1. Warranty Period Clause 6 of SOA Module 7

<<Where the supply of the ICT Professional Services involves the supply of Deliverables, specify the applicable Warranty Period for the Deliverables. The Warranty Period is defined to commence on the AAD of the Deliverable, unless otherwise specified in the Order Documents. Specify commencement and duration of Warranty Period.>>

1. Qualifications, admissions and memberships Clause 6(a)(iii) of SOA Module 7

<<Clause 6(a)(iii) provides that the ICT Professional Services must be supplied by Personnel who have the qualifications, admissions and memberships (if any) required by the Customer and as specified in the SOA Module Order Form.>>

**Specify any qualifications, admissions and memberships required by the Customer of the Personnel providing the ICT Professional Services**

<<Insert if applicable, otherwise leave blank or write “Nil”.>>

1. Notification Period Clause 7(a)(ii) of SOA Module 7

<<Where the supply of the ICT Professional Services does not involve the supply of specific Deliverables, clause 7(a)(ii) provides that the Customer may notify the Supplier of any failure of the ICT Professional Services to meet the requirements within 30 days of the delivery of the ICT Professional Services or such other period specified in the SOA Module Order Form, and the Supplier must then take all necessary steps to ensure that the ICT Professional Services comply with the requirements. Insert notification period (if applicable) if this is to be a different period to the default period of 30 days.>>