

**Provision of Consultancy for Programme Management**

**Services for the**

**Civil Service Pension Scheme**

**TO**

**Cabinet Office**

**From**

**Acuity Business Solutions Ltd**

**Contract Reference: CCCC18B01**

## **FRAMEWORK SCHEDULE 5**

### **CALL OFF ORDER FORM AND CALL OFF TERMS FOR THE MANAGEMENT CONSULTANCY FRAMEWORK 2 AGREEMENT (RM6008)**

#### **PART 1 – CALL OFF ORDER FORM**

##### **SECTION A**

This Call Off Order Form is issued in accordance with the provisions of the Framework Agreement for the Provision of Consultancy for Programme Management Services for the Civil Service Pension Scheme dated 13<sup>th</sup> November 2018.

The Supplier agrees to supply the Services specified below on and subject to the terms of this Call Off Contract.

For the avoidance of doubt this Call Off Contract consists of the terms set out in this Template Call Off Order Form and the Call Off Terms.

Order Number	<b>To be advised by Contracting Authority post award</b>
From	<b>Cabinet Office ("CUSTOMER")</b>
To	<b>Acuity Business Solutions Ltd ("SUPPLIER")</b>

##### **SECTION B**

#### **1. CALL OFF CONTRACT PERIOD**

<b>1.1.</b>	<b>Commencement Date:</b> 1 <sup>st</sup> November 2018
	<b>Expiry Date:</b>  End date of Initial Period: 30 <sup>th</sup> April 2019.

## 2. SERVICES

<b>2.1</b>	<b>Services required:</b>  In Call Off Schedule 2 (Services)
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## 3. PROJECT PLAN

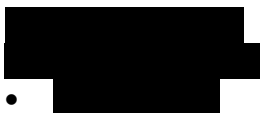
<b>3.1.</b>	<b>Project Plan:</b>		
	<b>Milestone</b>	<b>Description</b>	<b>Timeframe</b>
	1	Design initial plan on work to be carried out.	Within week 1 of Contract Award
	2	Production of comprehensive Programme Risk Register and supporting Dashboard. This will include producing a wide-ranging review of existing risk material, identification of new risks together with risk quantification and detail of mitigating actions.	Within 1 month of Contract Award
	3	Complete future programme activity plan	Within 3 months of Contract Award
	4	Closing handover plan to be delivered	Within one month of notification by the Authority that the plan needs to be delivered.

## 4. CONTRACT PERFORMANCE



<b>4.1.</b>	<b>Standards:</b>  In Clause 11 (Standards and Quality)  Applied
<b>4.2</b>	<b>Service Levels/Service Credits:</b>  Not applied
<b>4.3</b>	<b>Critical Service Level Failure:</b>  Not applied
<b>4.4</b>	<b>Performance Monitoring:</b>  Not applied

<b>4.5</b>	<b>Period for providing Rectification Plan:</b> In Clause 39.2.1(a) of the Call Off Terms
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## 5. PERSONNEL

<b>5.1</b>	<b>Key Personnel:</b> 
<b>5.2</b>	<b>Relevant Convictions</b> (Clause 28.2 of the Call Off Terms): Not applied

## 6. PAYMENT

<b>6.1</b>	<b>Call Off Contract Charges</b> (including any applicable discount(s), but excluding VAT): In Annex 1 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing) Applied
<b>6.2</b>	<b>Payment terms/profile</b> (including method of payment e.g. Government Procurement Card (GPC) or BACS): In Annex 2 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)
<b>6.3</b>	<b>Reimbursable Expenses:</b>  will be deemed the main base location. The requirement may involve travelling to meet with groups of members across a wide range of locations throughout Great Britain. However, the Authority will expect the provider's solution to keep any such meetings to a minimum. All travel and subsistence (T&S) will be payable in line with the Authority's T&S Policy, a copy of which will be available following contract commencement.
<b>6.4</b>	<b>Customer billing address</b> (paragraph 7.6 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): Cabinet Office, 

	<p>email: [REDACTED]</p>
<b>6.5</b>	<p><b>Call Off Contract Charges fixed for</b> (paragraph 8.2 of Schedule 3 (Call Off Contract Charges, Payment and Invoicing)):</p> <p>The life of the Call Off Contract from the Call Off Commencement Date</p>
<b>6.6</b>	<p><b>Supplier periodic assessment of Call Off Contract Charges</b> (paragraph 9.2 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)) will be carried out on:</p> <p>Not Applied</p>
<b>6.7</b>	<p><b>Supplier request for increase in the Call Off Contract Charges</b> (paragraph <b>Error! Reference source not found.</b> of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)):</p> <p>Not Permitted</p>

## 7. LIABILITY AND INSURANCE

<b>7.1</b>	<p><b>Estimated Year 1 Call Off Contract Charges:</b></p> <p>The sum of £98,250.00 (excluding VAT)</p>
<b>7.2</b>	<p><b>Supplier's limitation of Liability</b> (Clause 37.2.1 of the Call Off Terms);</p>
<b>7.3</b>	<p><b>Insurance</b> (Clause 38.3 of the Call Off Terms):</p> <p>In Clause 38.3 of the Call Off Terms</p>



## 8. TERMINATION AND EXIT

<b>8.1</b>	<p><b>Termination on material Default</b> (Clause 42.2 of the Call Off Terms)):</p> <p>In Clause 42.2.1(c) of the Call Off Terms</p>
<b>8.2</b>	<p><b>Termination without cause notice period</b> (Clause <b>Error! Reference source not found.</b> of the Call Off Terms):</p> <p>In Clause <b>Error! Reference source not found.</b> of the Call Off Terms</p>
<b>8.3</b>	<p><b>Undisputed Sums Limit:</b></p> <p>In Clause 43.1.1 of the Call Off Terms</p>
<b>8.4</b>	<p><b>Exit Management:</b></p> <p>Not applied</p>

## 9. SUPPLIER INFORMATION

<b>9.1</b>	<b>Supplier's inspection of Sites, Customer Property and Customer Assets:</b> Not Applied
<b>9.2</b>	<b>Commercially Sensitive Information:</b> Not Applicable

## 10. OTHER CALL OFF REQUIREMENTS

<b>10.1</b>	<b>Recitals</b> (in preamble to the Call Off Terms): Recital A Recital C - date of issue of the Statement of Requirements: 2 <sup>nd</sup> November 2018 Recital D - date of receipt of Call Off Tender: 7 <sup>th</sup> November 2018
<b>10.2</b>	<b>Call Off Guarantee (Clause 4 of the Call Off Terms):</b> Not required
<b>10.3</b>	<b>Security:</b> Short form security requirements .
<b>10.4</b>	<b>ICT Policy:</b> Not Applied
<b>10.6</b>	<b>Business Continuity &amp; Disaster Recovery:</b> In Call Off Schedule 8 (Business Continuity and Disaster Recovery)  <b>Disaster Period:</b> For the purpose of the definition of "Disaster" in Call Off Schedule 1 (Definitions) the "Disaster Period" shall be 30 days.
<b>10.7</b>	<b>NOT USED</b>
<b>10.8</b>	<b>Protection of Customer Data</b> (Clause 35.2.3 of the Call Off Terms) Applied
<b>10.9</b>	<b>Notices</b> (Clause 56.6 of the Call Off Terms): Customer's postal address and email address:   Supplier's postal address and email address: 

<b>10.10</b>	<b>Transparency Reports</b> In Call Off Schedule 13 (Transparency Reports)
<b>10.11</b>	<b>Alternative and/or additional provisions (including any Alternative and/or Additional Clauses under Call Off Schedule 14 and if required, any Customer alternative pricing mechanism):</b> Not applicable
<b>10.12</b>	<b>Call Off Tender:</b> In Schedule 15 (Call Off Tender)
<b>10.13</b>	<b>Publicity and Branding (Clause 36.3.2 of the Call Off Terms)</b> Not Applied
<b>10.14</b>	<b>Staff Transfer</b> Annex to Schedule 10, List of Notified Sub-Contractors (Call Off Tender).

## FORMATION OF CALL OFF CONTRACT

**BY SIGNING AND RETURNING THIS CALL OFF ORDER FORM (which may be done by electronic means) the Supplier agrees to enter a Call Off Contract with the Customer to provide the Services in accordance with the terms Call Off Order Form and the Call Off Terms.**

**The Parties hereby acknowledge and agree that they have read the Call Off Order Form and the Call Off Terms and by signing below agree to be bound by this Call Off Contract.**

**In accordance with paragraph 7 of Framework Schedule 5 (Call Off Procedure), the Parties hereby acknowledge and agree that this Call Off Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of the Call Off Order Form from the Supplier within two (2) Working Days from such receipt.**

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

Name and Title	██████████
Signature	██████████
Date	26/11/2018

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

Name and Title	██████████
Signature	██████████
Date	17/12/2018