

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

## Order Form

CALL-OFF REFERENCE: **Project\_18850**

THE BUYER: **Home Office – Secretary of State for the Home Department**

BUYER ADDRESS Home Office, 2 Marsham Street, London, SW1P 4DF

THE SUPPLIER: **Legastat Ltd**

SUPPLIER ADDRESS: 57 Carey Street, WC2A 2JB

REGISTRATION NUMBER: 03807082

DUNS NUMBER: 23814337

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 16th May 2025.

It's issued under the Framework Contract with the reference number **RM6336** for the provision of Document Management System for the Manston Inquiry.

CALL-OFF LOT(S):  
**Lot 2**

### 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 and Call-Off Special Schedules.

2. Joint Schedule 1(Definitions and Interpretation) **RM6336**
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6336**
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - [Joint Schedule 6 (Key Subcontractors)
    - [Joint Schedule 7 (Financial Difficulties)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Call-Off Schedules for **project\_18850**
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 3 (Continuous Improvement)
    - [Call-Off Schedule 5 (Pricing Details)
    - [Call-Off Schedule 6 (ICT Services)
    - [Call-Off Schedule 7 (Key Supplier Staff)
    - [Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
    - [Call-Off Schedule 9 (Security)
    - [Call-Off Schedule 10 (Exit Management)
    - [Call-Off Schedule 15 (Call-Off Contract Management)
    - [Call-Off Schedule 20 (Call-Off Specification)
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) RM6336
7. [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.

#### CALL-OFF SPECIAL TERMS

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

Special Term 1. There will be a break clause at 18 months, this decision will be reviewed 16 months into the contract.

CALL-OFF START DATE: **20 May 2025**

CALL-OFF EXPIRY DATE: **20 May 2027**

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

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CALL-OFF INITIAL PERIOD: **24 months, with an 18 month break clause, and the option to extend by up to 6 months**

### CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification)

### 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 **<Redacted>** but may vary depending upon, for example, the exact volumes of material that will need to be processed by the Inquiry in due course.

### CALL-OFF CHARGES

See details in Call-Off Schedule 5 (Pricing Details)

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in Framework Schedule 3 (Framework Prices)

### REIMBURSABLE EXPENSES

None

### PAYMENT METHOD

Purchase Order and Invoice with payments via BACS. Payment will be aligned to the agreed deliverables and associated timing(s).

The electronic PDF invoice shall be emailed to:

[HOSupplierinvoices@homeoffice.gov.uk](mailto:HOSupplierinvoices@homeoffice.gov.uk)

### BUYER'S INVOICE ADDRESS:

**2 Marsham Street  
London.  
SW1P 4DF**

### BUYER'S AUTHORISED REPRESENTATIVE

**<Redacted>**

### BUYER'S ENVIRONMENTAL POLICY

[Environmental Policy](#)

### BUYER'S SECURITY POLICY

[Data Security Policy](#)

### SUPPLIER'S AUTHORISED REPRESENTATIVE

**<Redacted>**

Framework Ref: RM6336

Project Version: v1.0

Model Version: v3.8

**SUPPLIER'S CONTRACT MANAGER**

<Redacted>

**PROGRESS REPORT & MEETING FREQUENCY**

<Redacted>

**KEY STAFF**

<Redacted>

**KEY SUBCONTRACTOR(S)**

N/A

**COMMERCIALLY SENSITIVE INFORMATION**

<Redacted>

**SERVICE CREDITS**

Not applicable

**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)]

| <b>For and on behalf of the Supplier:</b> |                   | <b>For and on behalf of the Buyer:</b> |                                |
|---|-------------------|--|--------------------------------|
| Signature:                                | <Redacted>        | Signature:                             | <Redacted>                     |
| Name:                                     | <Redacted>        | Name:                                  | <Redacted>                     |
| Role:                                     | Managing Director | Role:                                  | Home Office Commercial manager |
| Date:                                     | 19/05/2025        | Date:                                  | 19 May 2025                    |

## **Annex 1 – Schedules**

### **Joint Schedules:**

<Redacted>

### **Amended Joint Schedules:**

<Redacted>

### **Order Schedules:**

<Redacted>

### **Amended Order Schedules:**

<Redacted>

### **Framework Schedules:**

<Redacted>

### **Core Terms:**

<Redacted>