

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

### Order Form

CALL-OFF REFERENCE:

THE BUYER:	Department for Work and Pensions
BUYER ADDRESS	Caxton House Tothill Street, Westminster London, SW1H 9NA
THE SUPPLIER:	Q5
SUPPLIER ADDRESS:	Thorney House, 34 Smith Square
REGISTRATION NUMBER:	OC343442

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 06th April 2022.

It is issued under the Framework Contract with the reference number (MCF3) RM6187 for the provision of High-level Operating Model review and Digital Accountabilities as set out in the Q5 proposal dated April 2022.

CALL-OFF LOT 3: Complex & Transformation.

## **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. The following Schedules in equal order of precedence:

### **Joint Schedules for RM6187 Management Consultancy Framework Three**

- Joint Schedule 1 (Definitions)
- Joint Schedule 2 (Variation Form)
- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 4 (Commercially Sensitive Information)
- Joint Schedule 11 (Processing Data)

### **Call-Off Schedules**

- Call-Off Schedule 1 (Transparency Reports)
- Call-Off Schedule 7 (Key Supplier Staff)
- Call-Off Schedule 15 (Call-Off Contract Management)

[Management Consultancy Framework Three \(MCF3\) - CCS  
\(crowncommercial.gov.uk\)](https://crowncommercial.gov.uk/Management-Consultancy-Framework-Three-MCF3-CCS)

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 START DATE: 07 April 2022

CALL-OFF EXPIRY DATE: 30th June 2022

CALL-OFF INITIAL PERIOD: As above

### **CALL-OFF DELIVERABLES:**

- 1: A high level as-is analysis giving a view of the issues & opportunities to address
- 2: Creating a working 'north star' will provide alignment on the impact and outcomes that the Department will need to deliver
- 3: A set of robust Design Principles to guide a more focused Op Model design (6-8 only)
- 4: A high level activity map aligning core tasks, workflows & capabilities
- 5: A number of High-level operating model options honed down to a working hypothesis that illustrates key interfaces and dependencies
- 6: High level structure (e.g. Directorate level) with bullet point accountabilities and Role outline for Digital Director

**CALL-OFF CHARGES**

**£71,000 Fixed Price Charge for the Deliverables.**

**REIMBURSABLE EXPENSES:**

None

**PAYMENT METHOD:**

BACS

**BUYER'S INVOICE ADDRESS:**

Purchase.2pay@dwp.gov.uk

**BUYER'S AUTHORISED REPRESENTATIVE:**

Professional.services@dwp.gov.uk

**SUPPLIER'S AUTHORISED REPRESENTATIVE:**

Supplier to add

**SUPPLIER'S CONTRACT MANAGER:**

Supplier to add

**COMMERCIALLY SENSITIVE INFORMATION :**

Not applicable

**SERVICE CREDITS:**

Not applicable

**ADDITIONAL INSURANCES:**

Not applicable

**GUARANTEE:**

Not applicable

**SOCIAL VALUE COMMITMENT:**

Not applicable

<b>For and on behalf of the Supplier:</b>	<b>For and on behalf of the Buyer:</b>
Signature:	Signature:
Name: REDACTED	Name: REACTED
Role:	Role:
Date 08/04/2022	Date: 08/04/22