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**Crown Commercial Service**

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**CONSTRUCTION PROFESSIONAL SERVICES FRAMEWORK SCHEDULE 5**

**TEMPLATE CALL OFF AGREEMENT (INCORPORATING THE NEC3 PROFESSIONAL SERVICES CONTRACT APRIL 2013) AND CONTRACT DATA**

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**Date**

**18 August 2023**

**FORM OF AGREEMENT**

**Incorporating the NEC3 Professional Services Contract April 2013**

**Between**

**Secretary of the State for the Home Department acting as part of the Crown.**

**And**

**Pick Everard**

**For the provision of**

**Construction Professional Services (RIBA 0-2)**

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**THIS AGREEMENT is made the 18 August 2023**

### **PARTIES:**

1. Secretary of the State for the Home Department acting as part of the Crown (the "Hirer"); and
2. **PICK EVERARD** a partnership constituted under the Partnership Act 1890 whose registered office address is at [REDACTED] (the "**Consultant**").

### **BACKGROUND**

- (A) The Minister for the Cabinet Office (the "**Cabinet Office**") as represented by Crown Commercial Service, a trading fund of the Cabinet Office, without separate legal personality (the "**Authority**"), established a framework for construction professional services for the benefit of public sector bodies.
- (B) The Consultant was appointed to the framework and executed the framework agreement (with reference number RM6165) which is dated <sup>st</sup>1 October 2021 (the "**Framework Agreement**"). In the Framework Agreement, the Consultant is identified as the "Supplier".
- (C) On the 15 June 2023 the Employer, acting as part of the Crown, and in the Framework, Agreement is identified as a "Contracting Authority" invited the Consultant along with other framework suppliers to tender for the Employer's construction professional services requirements in accordance with the Call Off Procedure (as defined in the Framework Agreement).
- (D) On the 30 June 2023 the Consultant submitted a tender response and was subsequently selected by the Employer to provide the services.
- (E) The *Consultant* has agreed to Provide the Services in accordance with this agreement and the Framework Agreement.

### **IT IS AGREED AS FOLLOWS:**

1. The *Employer* will pay the *Consultant* the amount due and carry out his duties in accordance with the *conditions of contract* identified in the Contract Data and the Contract Schedules.
2. The *Consultant* will Provide the Services in accordance with the *conditions of contract* identified in the Contract Data and the Contract Schedules.
3. This contract incorporates the conditions of contract in the form of the NEC3 Professional Services Contract April 2013 and incorporating the following Options: W2, Option G and Option Y(UK)2 which together with the *additional conditions of contract* specified in Option Z, and the amendments specified in Option Z, form this contract together with the documents referred to in it. References in the NEC3 Professional Services Contract April 2013 Edition to "the contract" are references to this contract.
4. This contract and the Framework Agreement is the entire agreement between the parties in relation to the *services* and supersedes and extinguishes all prior

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arrangements, understandings, agreements, statements, representations or warranties (whether written or oral) relating thereto.

5. Neither party has been given, nor entered into this agreement in reliance on any arrangements, understandings, agreements, statements, representations or warranties other than those expressly set out in this agreement.
6. Nothing in clauses 4 or 5 shall exclude liability in respect of misrepresentations made fraudulently.

**Executed under hand**

Signed by [REDACTED] for and on behalf of Secretary of the State for the Home Department acting as part of the Crown

[REDACTED]

Signed by [REDACTED] for and on behalf of Pick Everard

[REDACTED]

# Professional Services Contract

## Contract Data

### Part one – Data provided by the *Employer*

#### 1 General

- The *conditions of contract* are the core clauses and the clauses for main Option A, dispute resolution Option W2 and secondary Options X1, X2, X10, X20, Y(UK)2, and Z of the NEC3 Professional Services Contract (April 2013).
- The *Employer* is the Home Office, 2 Marsham Street, London, SW1P 4DF
- The *Adjudicator* is the person agreed by the Parties from the list of *Adjudicators* published by the Institution of Civil Engineers or nominated by the *Adjudicator nominating body* in the absence of agreement.
- The *services* are Construction Professional Services (RIBA 0-2).
- The *Scope* is in Attachment 1 - Construction Professional Services (RIBA0-2) - Statement of Requirements – Final, as part of the Invitation to Tender (ITT).
- The *language of this contract* is English.
- *The law of the contract* is the law of England and Wales, and the Courts of the country selected above, shall have exclusive jurisdiction with regard to any dispute in connection with this Agreement and the Parties irrevocably agree to submit to the jurisdiction of those courts. Where legislation is expressly mentioned in this Call Off Contract the legislation of the country selected here, shall have the effect of substituting the equivalent country's legislation
- The *period for reply* is two weeks. Special requests may be made to the Consultant to respond in less time than two weeks. This will be identified at the time of the request.
- The *period for retention* is 6 years following Completion or earlier termination.
- The *Adjudicator nominating body* is the Chartered Institute of Arbitrators

- The *tribunal* is or arbitration

**2 The Parties' main responsibilities**

- The *Employer* provides access to the following persons, places and things
  - access to *access date*
  - TBC TBC

**3 Time**

- The *starting date* is 18<sup>th</sup> August 2023.
- The *Consultant* submits revised programmes at intervals no longer than one month.

**4 Quality**

- The quality policy statement and quality plan are provided within 4 weeks of the Contract Date.
- The *defects date* is 4 weeks after Completion of the whole of the *services*.

**5 Payment**

- The *assessment interval* is 30 days
- The *currency of this contract* is the pound sterling (£).
- The *interest rate* is [REDACTED] above the Bank of England base rate in force from time to time.

**8 Indemnity, insurance and liability**

- The amounts of insurance and the periods for which the *Consultant* maintains insurance are

event	cover	Period
failure of the <i>Consultant</i> to use the skill and care normally used by professionals providing services similar to the <i>services</i>	[REDACTED] in respect of each claim, without limit to the number of claims except for claims arising out of pollution or contamination, where the minimum amount of cover applies in the aggregate in any one period of insurance and except for claims arising out of asbestos, fire safety/cladding claims where a lower level may apply in the aggregate based on the current insurances market	from the <i>starting date</i> until 6 years following completion of the whole of the <i>services</i> or earlier termination

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death of or bodily injury to a person (not an employee of the <i>Consultant</i> ) or loss of or damage to property resulting from an action or failure to take action by the <i>Consultant</i>	As required under Framework Agreement	from the <i>starting date</i> until all notified Defects have been corrected or earlier termination
death of or bodily injury to employees of the <i>Consultant</i> arising out of and in the course of their employment in connection with this contract	As required under Framework Agreement	from the <i>starting date</i> until all notified Defects have been corrected or earlier termination

- The *Consultant* provides these additional insurances  
Insurance against [...]  
Cover is [...]  
Period of cover [...]
- Deductibles are [...]
- The *Employer* provides the following insurances  
Insurance against N/A  
Cover is N/A  
Period of cover N/A  
Deductibles are N/A
- The *Consultant's* total liability to the *Employer* for all matters arising under or in connection with this contract, other than the excluded matters, is limited to [REDACTED] for each and every claim, up to a maximum value in aggregate in line with the *Consultant's* Professional Indemnity insurance.

### Optional Statements

**If the *Employer* has decided the *completion date* for the whole of the *services***

- The *completion date* for the whole of the *services* is two years from the *starting date*



**If no programme is identified in part two of the Contract Data**

- The *Consultant* is to submit a first programme for acceptance within two weeks of the Statement of Work Start Date.

**If the *Employer* has identified work which is to meet a *stated condition by a key date***

- The *key dates* and *conditions* to be met will be agreed on an individual Statement of Work basis.

**If Y(UK)2 is used and the final date for payment is not 14 days after the date when payment is due**

- The period for payment is 30 days as per the Government Prompt Payment Policy

**If the *tribunal* is arbitration**

- The *arbitration procedure* is the London Court of International Arbitration Rules;
- The number of arbitrators shall be three
- The place where arbitration is to be held is London or virtual
- The language to be used in the arbitration proceedings shall be English
- If the parties cannot agree the identity of the arbitrator then the nominating body shall be: Chartered Institute of Arbitrators

**If Option G is used:**

- The *Consultant* prepares forecasts of the total Time Charge and *expenses* at intervals no longer than **4** weeks.

**Option X1 If Option X1 is used**

- The *index* as agreed via Crown Commercial Services under the maximum Framework Rate on RM6165 Construction Professional Services

**Option X2 If Option X2 is used**

- *The law of the project* is the law of England and Wales.

**Option X10 If Option X10 is used**

- Not used

**Option X20 If Option X20 is used (but not if Option X12 is also used)**

- *The incentive schedule* for Key Performance Indicators is to be agreed within 30 days of the contract signature
- A report of performance against each Key Performance Indicator is provided at intervals of three months.
- Where X20 is used, the amount due under clause 50 is adjusted to account for the application of the *incentive schedule*.

**Option Z**

**Contract Data  
relating to Z clauses**

**Option Z2 Identified and defined terms**  
applies

**Option Z4 Admittance to Employer's Premises**  
applies

**Option Z5 Prevention of fraud and bribery**  
applies

**Option Z6 Equality and diversity**  
applies

**Option Z7 Legislation and Official Secrets**  
applies

**Option Z10 Freedom of information**  
applies

**Option Z8 Conflict of interest**  
applies

**Option Z9 Publicity and Branding**  
applies

**Option Z13 Confidentiality and Information Sharing**  
applies

**Option Z14 Security Requirements**

applies

**Option Z16 Tax Compliance**

applies

**Option Z22 Fair payment**

applies

**Option Z26 Building Information Modelling**

applies

**Option Z42 The Housing Grants, Construction and Regeneration Act 1996**

applies

**Option Z44 Intellectual Property Rights**

applies

**Option Z45 HMRC Requirements**

does not apply

**Option Z46 MoD DEFCON Requirements**

does not apply

**Option Z47 Small and Medium Sized Enterprises (SMEs)**

applies

**Option Z48 Apprenticeships**

applies

**Option Z49 Change of Control**

applies

**Option Z50 Financial Standing**

applies

**Option Z51 Financial Distress**

applies

**Option Z52 Records, audit access and open book data**

applies

**Option Z100 Data Protection**

applies

Option Z101 Cyber Essentials  
applies

Other *Additional* None  
*conditions of*  
*contract*

## Part two – Data provided by the *Consultant*

### 1 Statements given in all contracts

- The *Consultant* is:

Name Pick Everard

Address

- The *key people* are:

Name

Job

Responsibilities

Experience

- The *staff rates* are:

Grade	Hourly Rate	Grade Description
Senior Director		Professionally qualified, experienced business leader, capable of making strategic level decisions and negotiating at the highest level (with at least 15 years post-professional qualification relevant experience). Required qualification: Degree Level, Chartered, Fellowship
Director		Professionally qualified, experienced leader of projects or highly experienced technician lead (with at least 15 years postprofessional qualification relevant experience). Required qualification: Degree Level, Chartered, Fellowship
Principal / Associate Director		Professionally qualified Associate Partner / Director. Leader of discipline or experienced professional in a technical field (with at least 10 years post-professional qualification relevant experience). Required qualification: Degree Level, Chartered.
Senior Professional		Fully qualified professional with considerable experience (with at least 5 years post-professional qualification relevant experience). Required qualification: Degree Level, HND/HNC, Chartered.
Professional		Professionally qualified Consultant (with at least 3 years postprofessional qualification relevant experience). Required qualification: Degree Level, HND/HNC, Chartered.
Senior Technician		Graduate on a recognised and accredited course for obtaining a professional qualification. Required qualification: Degree Level.
Technician / Graduate		Graduate capable of productive work towards project deliverables but requires instruction and supervision. Required qualification: Degree Level.
Administration		Administration staff, Junior Technician (Trainee/Undergraduate) or Apprentice with Apprenticeship entry qualifications, capable of providing routine administrative, clerical or technical support.

Management Fee (for the purposes of the Framework Agreement)

If we agree to procure and appoint any Specialist Services, External bodies or Survey providers there will be a [REDACTED] management charge. Minimum fee of [REDACTED]

- The following matters will be included in the Risk Register N/A

**If Option G is used**

The *task schedule* is in Annex 1

## Annex 1 – Task Schedule and Template Task Order

The task schedule for the services is as follows:

### *Core*

1. Provide access to a range of industry expert construction professional services at RIBA Stage 0 - 1 to support a variety of projects and commissions as requested by the Client.
2. Advise, manage and deliver the surveys required to undertake a successful planning application for project sites as identified by the Client.
3. Site 1 Professional Service Works (RIBA Stage 2) - Working with the Home Office Programme and legal team, undertake associated professional service works, and draft and submit the planning application through to completion.
4. Site 2 Professional Service Works (RIBA Stage 2) - Working with the Home Office Programme and legal team, undertake associated professional service works, and draft and submit the planning application through to completion.
5. Site 3 Professional Service Works (RIBA Stage 2) - Working with the Home Office Programme and legal team, undertake associated professional service works, and draft and submit the planning application through to completion.
6. Site 4 Professional Service Works (RIBA Stage 2) - Working with the Home Office Programme and legal team, undertake associated professional service works, and draft and submit the planning application through to completion.

### *Supplementary*

7. Site 5 Professional Service Works (RIBA Stage 2) - Working with the Home Office Programme and legal team, undertake associated professional service works, and draft and submit the planning application through to completion.
8. Site 6 Professional Service Works (RIBA Stage 2) - Working with the Home Office Programme and legal team, undertake associated professional service works, and draft and submit the planning application through to completion.
9. Site 7 Professional Service Works (RIBA Stage 2) - Working with the Home Office Programme and legal team, undertake associated professional service works, and draft and submit the planning application through to completion.
10. Site 8 Professional Service Works (RIBA Stage 2) - Working with the Home Office Programme and legal team, undertake associated professional service works, and draft and submit the planning application through to completion.
11. Site 9 Professional Service Works (RIBA Stage 2) - Working with the Home Office Programme and legal team, undertake associated professional service works, and draft and submit the planning application through to completion.
12. Site 10 Professional Service Works (RIBA Stage 2) - Working with the Home Office Programme and legal team, undertake associated professional service works, and draft and submit the planning application through to completion.

13. Provide access to a range of industry expert construction professional services at discrete delivery stages, from inception to completion, to support a variety of projects and commissions as outlined in Annex A (Project types) at locations throughout the UK, including Devolved Nations.



## Template Task Order



# Home Office

## Construction Professional Services (RIBA 0-2): Statement of Work Template

This Task Order has been prepared in accordance with the NEC3 Professional Services Contract 2023 between Secretary of the State for the Home Department acting as part of the Crown and Pick Everard, dated [Insert details]

Task Order number:	[Insert details]
Title & Reference	[Insert details]
Status	Choose an item.
Procurement/Contract Lead	[Redacted]
Commercial SCS	[Name/Title/Contact Information]
Project Lead	[Redacted]
Awarded Supplier	Pick Everard
Supplier Contract Leads	[Redacted]
Total contract value submitted by Supplier	[Insert details]* [Insert "Not Applicable" if all services to be provided on a Time Charge basis]
Basis of payment	[Time Charge]
Budget Approved	[Insert details of approvals]
Contractual Term	Start Date: Click or tap to enter a date. End Date: Click or tap to enter a date.

Business Unit	[Insert details]
Cost Code	[Insert details]
Special Terms and Conditions	N/A



\*Breakdown of commercial terms (e.g. day rates, grades, number of days etc)., to be detailed in Appendix 1

## DESCRIPTION OF SERVICES



Overview of Requirement <i>(Please provide information on the background of the request and why the project is being initiated).</i>	[Insert details]
Does this SOW include the handling of sensitive personal data?	Choose an item.
Is the project highly sensitive/confidential?	Choose an item.
Does the project require SC or other clearance levels?	[Insert details]
Location(s) <i>(Please specify where the supplier must deliver the service).</i>	[Insert details]
Task Start Date	
Task Completion Date	
Scope of Service <i>(Please provide a detailed description of the scope of service. This should include information such as the purpose, key objectives, and the desired outcome for the service/project you are requesting).</i>	[Insert details]

<p>Key Deliverables</p> <p><i>(Please define the key deliverables for this SOW in as much detail as possible to ensure that Suppliers can respond effectively ahead of the evaluation and selection process.</i></p> <p><i>The deliverables should include:</i></p>	[Insert details]
<p><i>What is required to be delivered</i></p> <p><i>What project tasks need to be completed</i></p> <p><i>What will be produced an output</i></p> <p><i>When it requires to be delivered)</i></p>	
Task Milestone(s) breakdown	
<p>Acceptance Criteria</p> <p><i>(Please outline the criteria the Supplier needs to fulfil in order to meet each respective deliverable and for you to release payment to them for the associated milestone. It is important that these are objective measures and not subjective. For example: &lt;Supplier&gt; to provide &lt;OCM&gt; with base line plan of work activity to be signed off via email no later than &lt;Date&gt;)</i></p>	[Insert details]

## TASK ORDER ACCEPTANCE BY THE EMPLOYER

This Task Order is accepted by the <i>Employer</i> acting by its authorised representative:	
Print name:	
Signature:	
Position:	
Date:	[Insert]

**TASK ORDER ACCEPTANCE BY THE CONSULTANT**

This Task Order is accepted by the <i>Consultant</i> acting by its authorised representative:	
Print name:	
Signature:	
Position:	
Date:	[Insert]

## APPENDIX 1 – COMMERCIAL BREAKDOWN

Include the names and job titles of all of the team to be deployed.

For Core Services; pricing should be broken down by role, day rate, and number of days to give an overall total cost of the service. The days rates must not exclude the maximum rate charge as per the Terms and Conditions of the Construction Professional Services (RIBA 0-2).

For Non-Core Services this will be provided with details of the subcontractor + the agreed mark-up as per the Terms and Conditions of the Construction Professional Services (RIBA 0-2).

## **APPENDIX 2 – TIMELINE OF ACTIVITIES**

Provide a summary of the agreed timelines, deliverables and acceptance criteria milestones.

## APPENDIX 3 – ADDITIONAL CLAUSES

N/A