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

**Order Form**

CALL-OFF REFERENCE: **709319451**

THE BUYER: **Defence Infrastructure Organisation**

BUYER ADDRESS ***Redacted***

THE SUPPLIER: ***Redacted***

SUPPLIER ADDRESS: ***Redacted***

REGISTRATION NUMBER: ***Redacted***

DUNS NUMBER: ***Redacted***

SID4GOV ID: ***Redacted***

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 20th November 2023.

It’s issued under the Framework Contract with the reference number Legal Services Panel RM6179 for the provision of legal advice and services.

CALL-OFF LOT(S):

**Lot 1 – General Legal Advice and Services**

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) RM6179
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
* Joint Schedules for RM6179
	+ Joint Schedule 2 (Variation Form)
	+ Joint Schedule 3 (Insurance Requirements)
	+ Joint Schedule 4 (Commercially Sensitive Information)
	+ Joint Schedule 10 (Rectification Plan)
	+ Joint Schedule 11 (Processing Data)
	+ Joint Schedule 12 (Supply Chain Visibility) ]
* Call-Off Schedules for **709316451**
	+ Call-Off Schedule 1 (Transparency Reports)
	+ Call-Off Schedule 2 (Staff Transfer)
	+ Call-Off Schedule 3 (Continuous Improvement)
	+ Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
	+ Call-Off Schedule 12 (Clustering)
	+ Call-Off Schedule 17 (MOD Terms)
	+ Call-Off Schedule 24 (Special Schedule)
1. CCS Core Terms (version 3.0.11)
2. Joint Schedule 5 (Corporate Social Responsibility)RM6179

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:

[None]

CALL-OFF START DATE: 27th November 2023

CALL-OFF EXPIRY DATE: 27th November 2025

CALL-OFF INITIAL PERIOD: 2 years

CALL-OFF OPTIONAL EXTENSION PERIOD 2 years [1 year increments]

WORKING DAY

7 hours 24 minutes per day

CALL-OFF DELIVERABLES

The Buyer is entitled to 2 hours of free initial consultation and legal advice with each Order not on the Fixed Pricing Schedule in accordance with Paragraph 5.2 of Framework Schedule 1 (Specification).

MANAGEMENT OF CONFLICT OF INTEREST

CONFIDENTIALITY

IPR

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms, and as amended by the Framework Special Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is ***Redacted***

CALL-OFF CHARGES

Option A: **Insert** the Charges for the Deliverables, including pricing mechanism and unit on an:

* (a) Hourly Rate; (c) Fixed Price; and (d) any combination of the above for the applicable grades being used
* Above as per Pricing Schedule

VOLUME DISCOUNTS

Where the Supplier provides Volume Discounts, the applicable percentage discount (set out in Table 2 of Annex 1 of Framework Schedule 3 (Framework Prices)) shall automatically be applied by the Supplier to all Charges it invoices regarding the Deliverables on and from the date and time when the applicable Volume Discount threshold is met and in accordance with Paragraphs 8, 9 and 10 of Framework Schedule 3.

REIMBURSABLE EXPENSES

Not anticipated but must be confirmed with Project Lead before claim.

DISBURSEMENTS

If applicable to be discussed with Project Lead before claim.

ADDITIONAL TRAINING CHARGE

N/A

SECONDMENT CHARGE

N/A

PAYMENT METHOD

Payment via CP&F

BUYER’S INVOICING ADDRESS:

***Redacted***

BUYER’S AUTHORISED REPRESENTATIVE

***Redacted***

BUYER’S ENVIRONMENTAL POLICY

As outlined in Management of environmental protection in defence (JSP 418) - GOV.UK ([www.gov.uk](http://www.gov.uk))

BUYER’S SECURITY POLICY

As outlined in Security policy framework: protecting government assets - GOV.UK ([www.gov.uk](http://www.gov.uk))

BUYER’S ICT POLICY

N/A

SUPPLIER’S AUTHORISED REPRESENTATIVE

***Redacted***

SUPPLIER’S CONTRACT MANAGER

***Redacted***

PROGRESS REPORT

See SOR.

PROGRESS REPORT FREQUENCY

See SOR

PROGRESS MEETINGS AND PROGRESS MEETING FREQUENCY

See SOR

KEY STAFF

***Redacted***

KEY SUBCONTRACTOR(S)

N/A

COMMERCIALLY SENSITIVE INFORMATION

***Redacted***

SERVICE CREDITS

N/A

ADDITIONAL INSURANCES

N/A

GUARANTEE

N/A

SOCIAL VALUE COMMITMENT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **SOR Qs** | **KPI Description** | **SLA** | **KPI scoring** |
| **1** | Please describe your commitment to supporting mental health in the workplace and an explanation of organisational methodologies that provide long-term positive impact on employees’ wellbeing including the 6 mental health at work standards indicative to the Stevenson & Farmer UK Governmental report (2017). | 12 months post contract award, (then every 12 months till end of contract), demonstrate your continued commitment to supporting your workforce mental health, wellbeing & how your company continues to provide opportunities for disadvantaged individuals & marginalised groups.  | Provide written evidence of activity and plans which demonstrate i) commitment to workforce mental health & wellbeing ii) provision of opportunities for disadvantaged individuals & marginalised groups.Should be a balance of all themes & not weighted towards one specific criteria.  | KPI scoring:Fully achieved / Partially achieved / Not achieved – based on the written evidence from the supplier. |
| **2** | Please explain how you will ensure that opportunities are provided for disadvantaged individuals and marginalised groups. Please include your organisation’s commitment to tackling inequality in employment, skills and pay in the contract workforce. |
| **3** | Please describe how you will ensure that all of your methods and that of any sub-contractors used are ethical and meet the operating country’s ideologies and cultures. |
| **4** | Please explain your strategic plan of monitoring your energy consumption and limiting any environmental impacts associated with your work and how will you mitigate these issues | 12 months post contract award, (then every 12 months till end of contract), demonstrate your continued commitment to energy consumption control & environmental impacts. | Provide written evidence of activity and plans which demonstrate your aims and achievements in monitoring your energy consumption & limiting environmental impacts.Should be a balance of all themes & not weighted towards one specific criteria.  | KPI scoring:Fully achieved / Partially achieved / Not achieved – based on the written evidence from the supplier. |

|  |  |
| --- | --- |
| **For and on behalf of the Supplier:** | **For and on behalf of the Buyer:** |
| Signature: | ***Redacted*** | Signature: | ***Redacted*** |
| Name: | ***Redacted*** | Name: | ***Redacted*** |
| Role: | ***Redacted*** | Role: | ***Redacted*** |
| Date: | 21 November 2023 | Date: | 22nd November 2023 |