

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

Order Form

CALL-OFF REFERENCE: **CC25017**

THE BUYER: **UK Shared Business Services (UKSBS)**

BUYER ADDRESS: Polaris House, North Star Avenue, SN2 1FF

THE SUPPLIER: **DAC Beachcroft LLP**

SUPPLIER ADDRESS: 25 Walbrook, London, EC4N 8AF

REGISTRATION NUMBER: OC317852

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated Monday 28th July 2025.

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 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Call-Off Schedules for CC25017
 - Call-Off Schedule 4 (Call-Off Tender)
 - Call-Off Schedule 5 (Pricing Details)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 20 (Call-Off Specification)
 - Call-Off Schedule 24 (Special Schedule)
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) RM6179
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:

Not Applicable

CALL-OFF START DATE: Tuesday 29th July 2025

CALL-OFF EXPIRY DATE: Wednesday 31st December 2026

CALL-OFF INITIAL PERIOD: 17 months

CALL-OFF OPTIONAL EXTENSION PERIOD: Not Applicable

WORKING DAY

Meetings between the supplier and UKSBS must be scheduled between 9:00am and 17:00pm Monday to Friday.

CALL-OFF DELIVERABLES

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

MANAGEMENT OF CONFLICT OF INTEREST

Not Applicable

CONFIDENTIALITY

No confidentiality agreements beyond normal legal privilege

IPR

Clause 9 (IPRs) assigns all IPRs in the outputs from the Deliverables to the Supplier, with a licence from the Supplier to the Buyer to use, transfer and sub-licence such rights.

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 - Each Party's total aggregate liability in each Contract Year under each Call-Off Contract (whether in tort, contract or otherwise) is no more than the greater of £5 million or 150% of the Estimated Yearly Charges unless specified in the Call-Off Order Form

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is : £90,000 excluding VAT

CALL-OFF CHARGES

See Call-Off Schedule 5 (Pricing Details) for details of charges, rates and billing.

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 Applicable

DISBURSEMENTS

Should under this contract there be a requirement for use of counsel this will be through the supplier and payment made through disbursement by UKSBS

ADDITIONAL TRAINING CHARGE

Not Applicable

SECONDMENT CHARGE

Not Applicable

PAYMENT METHOD

The supplier shall submit an invoice within 30 days of supplying the services to the satisfaction of the Contracting Authority. The invoice shall show the amount of VAT payable and bear the Purchase Order Number. Save where an invoice is disputed, the Contracting Authority shall pay the Contractor within 30 days receipt of an invoice via BACS payment.

Note. Invoicing shall be monthly in arears in accordance with Call-Off Schedule 5 (Pricing Details).

BUYER'S INVOICING ADDRESS:

All invoices should be sent to [REDACTED], UK Shared Business Services, Polaris House, North Star Avenue, Swindon, Wiltshire, SN2 1FL.

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

[REDACTED]

[REDACTED]

BUYER'S SECURITY POLICY

The Supplier shall comply with the security requirements set out in Call-Off Schedule 9 (Security)

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]



PROGRESS REPORT

As required for the contract

PROGRESS REPORT FREQUENCY

As required for the contract

PROGRESS MEETINGS AND PROGRESS MEETING FREQUENCY

As required for the contract

KEY STAFF

Not Applicable

KEY SUBCONTRACTOR(S)

Not Applicable

COMMERCIALLY SENSITIVE INFORMATION

Not Applicable

SERVICE CREDITS

Not Applicable

ADDITIONAL INSURANCES

Not Applicable

GUARANTEE

Not Applicable

SOCIAL VALUE COMMITMENT

Not Applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	29 July 2025	Date:	29 July 2025