

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

## **Order Form**

CALL-OFF REFERENCE: **CS22370**

THE BUYER: **The Department for Business, Energy and Industrial Strategy (BEIS)**

BUYER ADDRESS 1 Victoria Street, London, SW1H 0ET

THE SUPPLIER: **DWF Law LLP**

SUPPLIER ADDRESS: 1 Scott Place, 2 Hardman Street, Manchester, M3 3AA

### **APPLICABLE FRAMEWORK CONTRACT**

This Order Form is for the provision of the Call-Off Deliverables and dated 10th November 2022

It's issued under the Framework Contract with the reference number CS22370 Legal Services Panel RM6179 for the provision of legal advice and services.

CALL-OFF LOT(S):  
**Lot 1 – General Legal Advice and Services**

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

Crown Copyright 2018

**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. 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)
  - Call-Off Schedules for **CS22370**
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 2 (Staff Transfer)
    - Call-Off Schedule 3 (Continuous Improvement)
    - Call-Off Schedule 5 (Pricing Details)
    - Call-Off Schedule 9 (Security)
    - Call-Off Schedule 15 (Call-Off Contract Management)
    - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6179
6. Call-Off Schedule 4 (Call-Off Tender)

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: **14<sup>th</sup> November 2022**

CALL-OFF EXPIRY DATE: **14<sup>th</sup> December 2022**

CALL-OFF INITIAL PERIOD: 5 Weeks

CALL-OFF OPTIONAL EXTENSION PERIOD – No extensions permitted

**WORKING DAY**

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

Crown Copyright 2018

**CALL-OFF DELIVERABLES**

Option B and Call-Off Schedule 20.

The Buyer is entitled to 2 hours of free initial consultation and legal advice with each Order in accordance with Paragraph 5.2 of Framework Schedule 1 (Specification).

Option B: See details in Call-Off Schedule 20 (Call-Off Specification)

**MANAGEMENT OF CONFLICT OF INTEREST**

Where there is any indication that a conflict of interest may arise then it is the responsibility of the Supplier to inform the authority, detailing the conflict immediately. It is required that the organisation designs a working arrangement such that any work carried out under this contract cannot be influenced (or perceived to be influenced) by the organisation which is the owner of the conflict of interest.

**CONFIDENTIALITY**

Confidentiality in alignment with Clause 15 of the Core Terms [REDACTED]  
[REDACTED]

**IPR**

BEIS shall hold full and unrestricted control of all resulting material, whether in draft or final version. BEIS will own the Intellectual Property rights and no other party, including the supplier developing the requirement will be afforded rights to use or recreate such IP.

**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 **£68,155.00 excluding VAT**

**CALL-OFF CHARGES**

The total value of this contract shall not exceed £68,155.00 excluding VAT in alignment with AW5.2 Price Schedule within Call off Schedule 5 – Pricing Details.

**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

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

Crown Copyright 2018

threshold is met and in accordance with Paragraphs 8, 9 and 10 of Framework Schedule 3.

**REIMBURSABLE EXPENSES**

Not permitted

**DISBURSEMENTS**

Not Payable

**ADDITIONAL TRAINING CHARGE**

Not Applicable

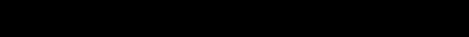
**SECONDMENT CHARGE**

Not Applicable

**PAYMENT METHOD**

Payment shall be made upon completion of the contract, subject to valid invoice and Purchase Order. The invoice should be provided with a breakdown of billable days or hours of work undertaken.

**BUYER'S INVOICING ADDRESS:**

The Department for Business, Energy and Industrial Strategy (BEIS) c/o UK Shared Business Services, Queensway House, West Precinct, Billingham, TS23 2NF or email 

**BUYER'S AUTHORISED REPRESENTATIVE**



**BUYER'S ENVIRONMENTAL POLICY**

To be shared with successful supplier upon commencement of contract

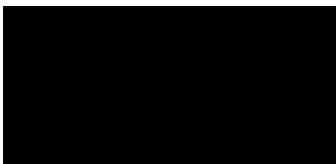
**BUYER'S SECURITY POLICY**

To be shared with successful supplier upon commencement of contract

**BUYER'S ICT POLICY**

To be shared with successful supplier upon commencement of contract

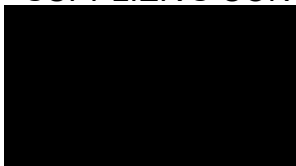
**SUPPLIER'S AUTHORISED REPRESENTATIVE**



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

Crown Copyright 2018

**SUPPLIER'S CONTRACT MANAGER**



**PROGRESS REPORT**

Weekly - Format to be determined by BEIS upon commencement of the contract

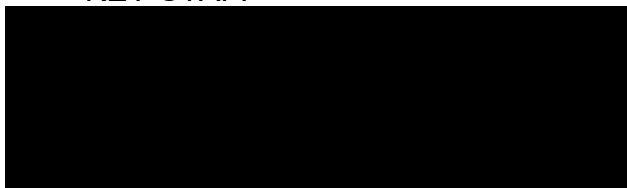
**PROGRESS REPORT FREQUENCY**

Weekly – Format to be determined by BEIS upon commencement of the contract

**PROGRESS MEETINGS AND PROGRESS MEETING FREQUENCY**

Attend weekly meetings (either upon location at BEIS premises / online via TEAMS or at the supplier premises to provide progress reports (format and location to be determined) with BEIS upon commencement of the contract

**KEY STAFF**



**KEY SUBCONTRACTOR(S)**

Not Applicable

**COMMERCIALLY SENSITIVE INFORMATION**



**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

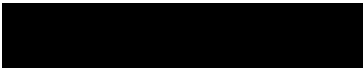


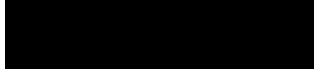



Not applicable

**SOCIAL VALUE COMMITMENT**

Not applicable

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

Crown Copyright 2018

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	