

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

# Order Form

CALL-OFF REFERENCE: Prj\_11836

THE BUYER:

[REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

## APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated [REDACTED]  
It's issued under the Framework Contract with the reference number [REDACTED] for the  
provision of LEGAL AID AGENCY CIVIL DEBT RECOVERY ENFORCEMENT  
SOLICITOR SERVICES

CALL-OFF LOT(S): 6

## **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) RM6226
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6226
    - Joint Schedule 2 (Variation Form and Change Control Procedure)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 7 (Financial Difficulties)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
    - Joint Schedule 12 (Supply Chain Visibility)
  - Call-Off Schedules for RM6226
    - Call-Off Schedule 3 (Continuous Improvement)
    - Call-Off Schedule 5 (Pricing Details)
    - Call-Off Schedule 6 (ICT Services)
    - Call-Off Schedule 7 (Key Supplier Staff)
    - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
    - Call-Off Schedule 9 (Security Requirements)
    - Call-Off Schedule 10 (Exit Management)
    - Call-Off Schedule 14 (Service Levels)
    - Call-Off Schedule 15 (Call-Off Contract Management)
    - Call-Off Schedule 20 (Call-Off Specification)
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) RM6226

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:



CALL-OFF EXPIRY DATE:



CALL-OFF INITIAL PERIOD: [REDACTED]

CALL-OFF OPTIONAL EXTENSION PERIOD [REDACTED]

#### CALL-OFF DELIVERABLES

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

#### MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £200,000.00 Estimated Charges in the first 12 months of the Contract.

#### CALL-OFF CHARGES

Option B: See details in Call-Off Schedule 5 (Pricing Details)

All changes to the Charges must use procedures that are equivalent to those (if used) in Framework Schedule 3 (Framework Prices)

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Indexation
- Specific Change in Law

Where the Buyer Orders Managed Collection Services under this Call-Off Contract, the Buyer may, in accordance with Paragraph 2, Part B (Managed Collection Services) of Framework Schedule 3 (Framework Prices), at its discretion in any Financial Year, reforecast the annual Service Management Fee and the Charges due and payable for the balance of the Buyer's Financial Year shall be calculated and invoiced by the Supplier using the recalculated Service Management Fee.

#### REIMBURSABLE EXPENSES

None

#### BUYER'S INVOICE ADDRESS:

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

#### SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

#### SUPPLIER'S CONTRACT MANAGER

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

#### PROGRESS REPORT FREQUENCY

*To be agreed during implementation.*

#### PROGRESS MEETING FREQUENCY

*To be agreed during implementation.*

#### KEY STAFF

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

#### KEY SUBCONTRACTOR(S)

##### Key Subcontractor 1

[REDACTED]  
[REDACTED]

[REDACTED]

**Key Subcontractor 2**

[REDACTED]  
[REDACTED]  
[REDACTED]

**Key Subcontractor 3**

[REDACTED]  
[REDACTED]  
[REDACTED]

**Key Subcontractor 4**

[REDACTED]  
[REDACTED]  
[REDACTED]

COMMERCIALLY SENSITIVE INFORMATION  
Supplier's Commercially Sensitive Information

SERVICE CREDITS  
Not applicable.

ADDITIONAL INSURANCES  
Not applicable

GUARANTEE  
Not Applicable

SOCIAL VALUE COMMITMENT  
Not Applicable

[REDACTED]