

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

## **Order Form**

CALL-OFF REFERENCE: DWP Debt Management Litigation Services

THE BUYER: Secretary of State for Work and Pensions

BUYER ADDRESS Caxton House, Tothill Street, London, SW1H 9NA

THE SUPPLIER: Shakespeare Martineau

SUPPLIER ADDRESS: 1 Colmore Square, Birmingham B46AA

REGISTRATION NUMBER: OC319029

DUNS NUMBER: 223274082

SID4GOV ID:

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

### **APPLICABLE FRAMEWORK CONTRACT**

This Order Form is for the provision of the Call-Off Deliverables dated on 27<sup>th</sup> February 2023. It's issued under the Framework Contract with the reference number RM6226 for the provision of (DWP) Debt Management Litigation Services.

CALL-OFF - LOT 6

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

Call-Off Ref: Project\_25088 (v. 0.1)

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### 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. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6226 Debt Resolution Services Framework
    - Joint Schedule 2 (Variation Form and Change Control Procedure)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 5 (Corporate Social Responsibility) for RM6226
    - Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 7 (Financial Difficulties)
    - Joint Schedule 8 (Guarantee)
    - Joint Schedule 9 (Minimum Standards of Reliability)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data) [REDACTED]
    - Joint Schedule 12 (Supply Chain Visibility)
  - Call-Off Schedules for DWP Debt Management Litigation Services Contract.
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 2 (Staff Transfer)
    - Call-Off Schedule 3 (Continuous Improvement)
    - Call Off Schedule 4 (Call Off Tender) [REDACTED]
    - Call-Off Schedule 5 (Pricing Details) [REDACTED]
    - 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) [REDACTED]
    - Call-Off Schedule 10 (Exit Management)
    - Call-Off Schedule 13 (Implementation Plan and Testing) [REDACTED]
    - Call-Off Schedule 14 (Service Levels) [REDACTED]
    - Call-Off Schedule 15 (Call-Off Contract Management)
    - Call-Off Schedule 16 (Benchmarking)
    - Call-Off Schedule 18 (Background Checks)
    - Call-Off Schedule 20 (Call-Off Specification) [REDACTED]

CCS Core Terms (version 3.0.11)

No other Supplier terms are part of the Call-Off Contract. That includes any terms added to this Order Form or presented at the time of delivery.

CALL-OFF START DATE: 27 February 2023

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CALL-OFF EXPIRY DATE: 26 February 2025

CALL-OFF INITIAL PERIOD: Two (2) Years

CALL-OFF OPTIONAL EXTENSION PERIOD: A maximum period of 24 additional months consisting of 2 x 12-month periods could be required in accordance with the governing CCS Framework, RM6226 Debt Resolution Services.

**CALL-OFF DELIVERABLES**

See details in Call-Off Schedule 20 [REDACTED]

**MAXIMUM LIABILITY**

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

[REDACTED]

**CALL-OFF CHARGES**

See Call-Off Schedule 5 (Pricing Details) [REDACTED]

**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

Purchase Order

BUYER'S INVOICE ADDRESS: [REDACTED]

BUYER'S INVOICE PROCESS: [REDACTED]

BUYER'S AUTHORISED REPRESENTATIVE [REDACTED]

**BUYER'S ENVIRONMENTAL POLICY**

This is the link to the UK Government Environmental Policy

<https://www.gov.uk/government/publications/framework-generic-guidance-provider-guidance/chapter-10-sustainable-development>

**BUYER'S SECURITY POLICY**

Appended at Call-Off Schedule 9 (Security Requirements)

Reference to general DWP Policies and Standards can be found with the link below as there are multiple documents relating to our posture / approach. Please use:

[DWP procurement: security policies and standards - GOV.UK \(www.gov.uk\)](#)

SUPPLIER'S AUTHORISED REPRESENTATIVE(S) [REDACTED]

SUPPLIER'S CONTRACT MANAGER [REDACTED]

Framework Ref: RM6226 Debt Resolution Services

Project Version: v1.0

Model Version: v3.5

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### **PROGRESS REPORT FREQUENCY**

Not Used

### **PROGRESS MEETING FREQUENCY**

Not Used

### **KEY STAFF [REDACTED]**

### **KEY SUBCONTRACTOR(S) [REDACTED]**

### **COMMERCIALLY SENSITIVE INFORMATION**

- All costs related to this contract
- All personal related information and data processed for Debt Management Litigation shall be treated as 'Commercially Sensitive'.

### **SERVICE CREDITS**

Not Applicable

### **ADDITIONAL INSURANCES**

Not applicable

### **GUARANTEE**

If directed by the Buyer, the Supplier may, as a condition for the award of the Call Off Contract, deliver to the Buyer within 30 days of a request by the Buyer:

- an executed Letter of Intent to Guarantee from the Guarantor; and
- a certified copy extract of the board minutes and/or resolution of the Guarantor approving the intention to enter into a Letter of Intent to Guarantee in accordance with the provisions of Joint Schedule 8 (Guarantee).

### **SOCIAL VALUE COMMITMENT**

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, and that it will fully comply with the Social Value commitments in the Call-Off Schedule 4 (Call-Off Tender).

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