

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

Call-Off Ref: Project_25088 (v. 0.1)

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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 27th 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

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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

Framework Ref: RM6226 Debt Resolution Services

Project Version: v1.0

Model Version: v3.5

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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]

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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:	