

Crown Commercial Service

Call Off Order Form for Management Consultancy Services

Contract 701550500

FRAMEWORK SCHEDULE 4

CALL OFF ORDER FORM

PART 1 – CALL OFF ORDER FORM

SECTION A

This Call Off Order Form is issued in accordance with the provisions of the Framework Agreement for the provision of Complex and Transformation Consultancy Services dated **04 September 2018**.

The Supplier agrees to supply the Services specified below on and subject to the terms of this Call Off Contract.

For the avoidance of doubt this Call Off Contract consists of the terms set out in this Template Call Off Order Form and the Call Off Terms.

Order Number	701550500	
From	Ministry Of Defence, Head Office Commercial ("CUSTOMER")	
To	Mace Limited ("SUPPLIER")	
Date	15 March 2021 ("DATE")	

SECTION B

1. CALL OFF CONTRACT PERIOD

1.1.	Commencement Date: 1 April 2021	
1.2.	Expiry Date: End date of Initial Period: 31 December 2021 End date of Extension Period: 30 September 2022 Minimum written notice to Supplier in respect of extension: 2 Months	

2. SERVICES

2.1	<p>Services required:</p> <p>In Call Off Schedule 2 (Services)</p> <ol style="list-style-type: none"> 1. A suitably qualified and experienced (SQEP) Project Manager is required to manage the day to day transition activities in support to the Project JUTE focal point and on the behalf of the Programme Director. <p><i>Brief description of post and location</i></p> <ol style="list-style-type: none"> 2. Project JUTE Project Manager – Contractor – Location; MDP HQ Wethersfield, Braintree, Essex. <p><i>Please state why the post is business critical?</i></p> <ol style="list-style-type: none"> 3. Project JUTE is a multifaceted major change programme that will see MDP business critical HQ support teams and specialist operational and training capability relocated to other MOD sites under the Defence wide Strategic Defence Estates programme; a 25-year programme to reduce MOD estate footprint by 30% in support of wider Government initiatives. 4. The postholder will be responsible for delivering assigned tasks to successfully transition MDP 	
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	<p>units located at MOD Wethersfield to the identified receiver sites across the MOD estate. They will:</p> <p>a. Undertake project management activity within the area of responsibility, including managing dependencies, assessing and mitigating risks, reporting progress and working with stakeholders.</p> <p>b. Confirm that managed projects remain aligned with the wider strategic management of the estate and raise issues accordingly.</p> <p>c. Engage with the delivery areas to ensure that all elements are coordinated, and that cogent and coherent delivery timelines are used for programming activities.</p> <p>d. Through engagement with stakeholders, develop a comprehensive infrastructure requirement arising from prioritised statement of needs, challenge requirements where necessary to establish the true nature of the capability gap.</p> <p>e. Assist in the accuracy of the User Requirement Documents, business cases and</p>	
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	supporting investment appraisals in accordance with Departmental procedures, to drive forward the programme.	
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3. PROJECT PLAN

3.1.	Project Plan: N/A	

4. CONTRACT PERFORMANCE

4.1.	Standards: N/A	
4.2	Service Levels/Service Credits: Not applied	<i>Not applicable.</i>

4.3	Critical Service Level Failure: Not applied	<i>Not applicable.</i>
4.4	Performance Monitoring: Not applied	<i>Not applicable.</i>
4.5	Period for providing Rectification Plan: In Clause 39.2.1(a) of the Call Off Terms	

5. PERSONNEL

5.1	Key Personnel: No Key Personnel Identified by Customer	
5.2	Relevant Convictions N/A	

6. PAYMENT

6.1	Call Off Contract Charges Grade: Senior Consultant / Manager Daily Rate: No of Days:	
6.2	Payment terms/profile Payment terms are 30 days. The Payment method for this contract will be MOD CP&F system.	
6.3	Reimbursable Expenses: Not permitted	
6.4	Customer billing address: Head of Business Systems, HQ MDP, Room 220, Wethersfield, Braintree, Essex, CM47 4AZ	
6.5	Call Off Contract Charges fixed for 9 months from the Call Off Commencement Date	
6.6	Supplier periodic assessment of Call Off Contract Charges (paragraph 9.2 of	

	Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)) will be carried out on: N/A	
6.7	Supplier request for increase in the Call Off Contract Charges (paragraph 10 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): Not Permitted	

7. LIABILITY AND INSURANCE

7.1	Estimated Year 1 Call Off Contract Charges: The sum of £	
7.2	Supplier's limitation of Liability (Clause 37.2.1 of the Call Off Terms);	
7.3	Insurance (Clause 38.3 of the Call Off Terms):	

8. TERMINATION AND EXIT

8.1	Termination on material Default (Clause 42.2 of the Call Off Terms)): In Clause 42.2.1(c) of the Call Off Terms	
8.2	Termination without cause notice period (Clause 42.7 of the Call Off Terms): In Clause 42.7 of the Call Off Terms	
8.3	Undisputed Sums Limit:	

	In Clause 43.1.1 of the Call Off Terms	
8.4	Exit Management: Not applied	

9. SUPPLIER INFORMATION

9.1	Supplier's inspection of Sites, Customer Property and Customer Assets: N/A	N/A
9.2	Commercially Sensitive Information: No identified Supplier Commercially Sensitive Information	N/A

10. OTHER CALL OFF REQUIREMENTS

10.1	Recitals (in preamble to the Call Off Terms): Recital A	
10.2	Call Off Guarantee (Clause 4 of the Call Off Terms): Not required	
10.3	Security: Paras 1 – 5 of Schedule 7	
10.4	ICT Policy: Not applied	

10.6	Business Continuity & Disaster Recovery: Not applied Disaster Period: For the purpose of the definition of “Disaster” in Call Off Schedule 1 (Definitions) the “Disaster Period” shall be 15 working days	
10.7	NOT USED	
10.8	Protection of Customer Data (Clause 35.2.3 of the Call Off Terms): N/A	
10.9	Notices (Clause 56.6 of the Call Off Terms): Customer’s postal address and email address: MDP HQ, Wethersfield, Braintree, Essex, CM7 4AZ Supplier’s postal address and email address: Mace Ltd, 155 Moorgate, London, EC2M 6XB Sameer.shrestha@macegroup.com	
10.10	Transparency Reports N/A	
10.11	Alternative and/or Additional Clauses from Call Off Schedule 14 and if required, any Customer alternative pricing mechanism: N/A	
10.12	Call Off Tender: N/A	
10.13	Publicity and Branding (Clause 36.3.2 of the Call Off Terms) N/A	

10.14	Staff Transfer N/A	
10.15	Processing Data There is no processing of Customer personal data under this Call Off.	
10.16	MOD DEFCONs and DEFFORM Call Off Schedule 15	

The following MOD DEFCONs and DEFFORMs form part of this Call Off Contract:

DEFCONs

DEFCON No	Version	Description
76	12/06	Contractors Personnel at Government Establishments
129J	18/11/16	The Use of the Electronic Business Delivery Form
Defcon 658	10/17	Cyber

DEFFORMs

DEFFORM No	Version	Description

FORMATION OF CALL OFF CONTRACT

BY SIGNING AND RETURNING THIS CALL OFF ORDER FORM (which may be done by electronic means) the Supplier agrees to enter a Call Off Contract with the Customer to provide the Services in accordance with the terms Call Off Order Form and the Call Off Terms.


The Parties hereby acknowledge and agree that they have read the Call Off Order Form and the Call Off Terms and by signing below agree to be bound by this Call Off Contract.

In accordance with paragraph 7 of Framework Schedule 5 (Call Off Procedure), the Parties hereby acknowledge and agree that this Call Off Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of the Call Off Order Form from the Supplier within two (2) Working Days from such receipt.

For and on behalf of the Supplier:

Name and Title	Christopher C Taylor
Signature	
Date	15 March 2021

For and on behalf of the Customer:

Name and Title	Iain McLean – Commercial Officer
Signature	
Date	15 March 2021