

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

## Order Form

CALL-OFF REFERENCE:	SR1745816474
THE BUYER:	HM Revenue and Customs
BUYER ADDRESS	100 Parliament Street, Westminster, London SW1A 2BQ
THE SUPPLIER:	Experian Limited
SUPPLIER ADDRESS:	The Sir John Peace Building, Experian Way, Nottingham, NG80 1ZZ
REGISTRATION NUMBER:	005 32730 62821
DUNS NUMBER:	N/A
SID4GOV ID:	N/A
EXPERIAN REFERENCE:	REDACTED

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 22/07/2024. It's issued under the Framework Contract with the reference number RM6226 for the provision of Credit Reference checks for Civil and Criminal investigation.

CALL-OFF LOT(S):  
Lot 2

## 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 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
    - Joint Schedule 12 (Supply Chain Visibility)
  - Call-Off Schedules for SR1745816474
    - Call-Off Schedule 2 (Staff Transfer)
    - Call-Off Schedule 3 (Continuous Improvement)
    - Call-Off Schedule 5 (Pricing Details)
    - 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 13 (Implementation Plan and Testing)
    - Call-Off Schedule 14 (Service Levels)
    - Call-Off Schedule 15 (Call-Off Contract Management)
    - Call-Off Schedule 20 (Call-Off Specification)
    - Call-Off Schedule 23 (HMRC Terms)
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6226**
7. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

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:  
See Annex 1 of this Schedule.

CALL-OFF START DATE: 29/07/2024

Framework Ref: RM6226 Debt Resolution Services

Project Version: v1.0

Model Version: v3.5

Experian BSR: 0599487

CALL-OFF EXPIRY DATE: 28/07/2027

CALL-OFF INITIAL PERIOD: 3 Years, 0 Months

CALL-OFF OPTIONAL EXTENSION PERIOD: **1 Year** Extension Period

### **CALL-OFF DELIVERABLES**

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 £75,000.

### **CALL-OFF CHARGES**

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

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

### **PAYMENT METHOD**

Purchase orders and Invoices are transacted via MyBUY.

To facilitate payment, the Supplier shall use an electronic transaction system chosen by the Buyer and shall:

- 1 - register for the electronic transaction system in accordance with the instructions of the Buyer; and
- 2 - allow the electronic transmission of purchase orders and submitting of electronic invoices via the electronic transaction system.

### **BUYER'S INVOICE ADDRESS:**

Framework Ref: RM6226 Debt Resolution Services  
Project Version: v1.0  
Model Version: v3.5  
Experian BSR: 0599487

Purchase orders and Invoices shall be transacted via MyBUY.

**BUYER'S AUTHORISED REPRESENTATIVE**

Purchase orders and Invoices shall be transacted via MyBUY.

**BUYER'S ENVIRONMENTAL POLICY**

Available online at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/310632/HMRC\\_Sustainable\\_Procurement\\_Strategy.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/310632/HMRC_Sustainable_Procurement_Strategy.pdf)

**BUYER'S SECURITY POLICY**

Appended at Call-Off Schedule 9

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

REDACTED

**SUPPLIER'S CONTRACT MANAGER**

REDACTED

**PROGRESS REPORT FREQUENCY**

On the first Working Day of each calendar month.

**PROGRESS MEETING FREQUENCY**

Monthly on the first Working Day of each month.

**KEY STAFF**

REDACTED

**KEY SUBCONTRACTOR(S)**

REDACTED

**COMMERCIALLY SENSITIVE INFORMATION**

Detailed pricing information and detailed product information is deemed commercially sensitive.

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

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

<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:	

## **ANNEX 1**

REDACTED