

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

Order Form

CALL-OFF REFERENCE: project_7799

THE BUYER: Department for Education

BUYER ADDRESS Sanctuary Buildings, Great Smith Street, London, SW1P 3BT

THE SUPPLIER: Burges Salmon LLP

SUPPLIER ADDRESS: One Glass Wharf, Bristol, BS2 0ZX

REGISTRATION NUMBER: LLP number OC307212

DUNS NUMBER: 738152433

SID4GOV ID: **[Insert if known]**

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 23rd August 2023.

It's issued under the Framework Contract with the reference number Legal Services Panel RM6179 for the provision of legal advice and services.

CALL-OFF LOT(S):

Lot 1 – General Legal Advice and Services

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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) RM6179
3. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6179
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Call-Off Schedules for project_7799
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 13 (Implementation Plan and Testing)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 16 (Benchmarking)
 - Call-Off Schedule 20 (Call-Off Specification)
 - Call-Off Schedule 24 (Special Schedule)
 - Call-Off Schedule 25 (Secondment Agreement Template)
4. CCS Core Terms (version 3.0.11)
5. 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:

Special Term 1:

"The Supplier has numerous clients that rely upon it for general representation. The Supplier advises clients in matters arising under the laws of: one or more of the constituent parts of the United Kingdom, the European Union, a Member State of the European Union, the WTO, other

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international trade and/or investment agreements, or public international law generally. As a result, without advance conflicts waivers from Supplier clients, conflicts of interest could arise that could deprive either the Buyer or other Supplier clients of the right to select the Supplier as counsel.

In light of the foregoing, other current or future clients of the Supplier including those identified in the preceding paragraph (collectively, the “Other Clients”) may ask the Supplier to represent them in matters (including litigation) that are adverse to the Buyer but that are not substantially related to the Supplier’s representation of the Buyer. If the Supplier is not representing the Buyer in such a matter, and the matter in which the Buyer and the Other Client have adverse interests is not substantially related to our current or past representation of the Buyer, then:

1. the Buyer agrees that the Supplier may represent such Other Client to the extent and provided that the Supplier is and remains not substantially related to the Supplier’s representation of the Buyer;
2. the Buyer waives any conflict of interest arising from such representation; and
3. the Buyer agrees that it will not seek to disqualify or otherwise prevent the Supplier from representing such Other Client,

provided that any Confidential Information and Personal Data held by lawyers of the Supplier that assisted the Buyer in this matter is kept confidential, in the case of Confidential Information, and Processed, in the case of Personal Data, in accordance with Clauses 14 and 15 of the Core Terms, respectively.

The Buyer acknowledges that it has had an opportunity to consult with other counsel (in-house or otherwise) before agreeing to this waiver.”]

Special Term 2.

Where the Services provided under the Call-Off Contract include Legal Services, the following amendments shall be deemed incorporated into the Core Terms:

4. Pricing and Payments

4.12 Buyer (client) monies

The Supplier shall deposit Buyer monies with such banks as the Supplier may from time to time decide in accordance with its regulators' Accounts Rules.

The Supplier has no immediate control over these monies while they are held on deposit and the Supplier will not be liable to the Buyer for any monies lost as a result

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of the failure of the bank. In these circumstances, the Buyer may be entitled to compensation under the Financial Services Compensation Scheme.

Interest is earned on the Supplier's Client Account. The Supplier has an interest rate policy which is designed to ensure the Buyer is treated fairly and which complies with the Supplier's regulatory requirements. This policy is available on request.

34. Resolving Disputes

Complaint Handling

34.8 The Supplier's complaints handling procedure can be viewed here:
<https://www.burges-salmon.com/contact-us/complaints-handling-procedure>.

34.9 The Supplier is not authorised by the Financial Conduct Authority (FCA). The Supplier is, however, included on the register maintained by the FCA so that it can carry on insurance distribution activity, which is broadly the advising on, selling and administration of insurance contracts. This part of the Supplier's business is regulated by the Solicitors Regulation Authority and arrangements for complaints or redress are subject to the jurisdiction of the Legal Ombudsman. The register can be accessed at www.fca.org.uk/firms/financialservices-register.

CALL-OFF START DATE: 1st September 2023

CALL-OFF EXPIRY DATE: 31st August 2026

CALL-OFF INITIAL PERIOD: 3 years

CALL-OFF EXTENSION PERIOD: 12 months

WORKING DAY

A working day is defined as 8 hours

CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification).

The Buyer is entitled to 2 hours of free initial consultation and legal advice with each Order in accordance with Paragraph 5.2 of Framework Schedule 1 (Specification).

MANAGEMENT OF CONFLICT OF INTEREST

See details in Call-Off Schedule 20 (Call-Off Specification).

IPR

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Clause 9 (IPRs) assigns all IPRs in the outputs from the Deliverables to the Supplier, with a licence from the Supplier to the Buyer to use, transfer and sub-licence such rights.

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms, and as amended by the Framework Special Terms.

For the purposes of Clause 11.2 of the [Core Terms](#) (as amended by the Framework Special Terms), the Supplier's liability for any damages, costs, claims, expenses, interest or other liability arising out of the performance or non-performance by the Supplier (or by any person for whom the Supplier may be liable vicariously) of its obligations under this Call-Off Contract (whether by virtue of negligence or otherwise) shall be limited to the greater of [£5 million or 150% of the Estimated Yearly Charges] per claim. When considering what may be regarded as one claim for the purposes of this limit of liability all claims against the Supplier arising from one act or omission, one series of related acts or omissions, the same act or omission in a series of related matters or transactions, similar acts or omissions in a series of related matters or transactions and all claims against the Supplier arising from one matter or transaction will be regarded as one claim.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £1,000,000.

CALL-OFF CHARGES

Hourly rates per role:

Bidder Name below	Partner	Legal Director / Counsel (or equivalent)	Senior Solicitor, Senior Associate	Solicitor / Associate	NQ Solicitor / Associate, Junior Solicitor / Associate	Trainee	Paralegal / Legal Assistant
Burges Salmon LLP	<redacted >	<redacted >	<redacted >	<redacted >	<redacted >	<redacted >	<redacted >

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
- Benchmarking using Call-Off Schedule 16 (Benchmarking)

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VOLUME DISCOUNTS

Where the Supplier provides Volume Discounts, the applicable percentage discount (set out in Table 2 of Annex 1 of Framework Schedule 3 (Framework Prices)) shall automatically be applied by the Supplier to all Charges it invoices regarding the Deliverables on and from the date and time when the applicable Volume Discount threshold is met and in accordance with Paragraphs 8, 9 and 10 of Framework Schedule 3.

REIMBURSABLE EXPENSES

None

DISBURSEMENTS

Payable

ADDITIONAL TRAINING CHARGE

Not applicable

SECONDMENT CHARGE

If a Secondment requirement arises during the Contract Period, it will be dealt with using the Variation Procedure and Joint Schedule 2 (Variations)

PAYMENT METHOD

BACS

BUYER'S INVOICING ADDRESS:

Accounts Payable

<mailto:AccountsPayable.OCR@education.gov.uk>

Sanctuary Buildings, Great Smith Street, London, SW1P 3BT

BUYER'S AUTHORISED REPRESENTATIVE

<redacted>

<redacted>

<redacted>

<redacted>

BUYER'S ENVIRONMENTAL POLICY

[Sustainability and climate change strategy - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

BUYER'S SECURITY POLICY

[Security policy framework: protecting government assets - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

BUYER'S ICT POLICY

[Minimum Cyber Security Standard - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

SUPPLIER'S AUTHORISED REPRESENTATIVE

<redacted>

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<redacted>

<redacted>

SUPPLIER'S CONTRACT MANAGER

<redacted>

<redacted>

<redacted>

<redacted>

PROGRESS REPORT

KPI Dashboard - See details in Call-Off Schedule 20 (Call-Off Specification)

PROGRESS REPORT FREQUENCY

Quarterly on the first available working day.

PROGRESS MEETINGS AND PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter.

KEY STAFF

<redacted>

KEY SUBCONTRACTOR(S)

Not Applicable

COMMERCIALLY SENSITIVE INFORMATION

Supplier's Commercially Sensitive Information

<redacted>

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

See details in Joint Schedule 3 (Insurance Requirements)

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

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)]

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	<redacted>	Signature:	<redacted>
Name:	<redacted>	Name:	<redacted>
Role:	<redacted>	Role:	<redacted>
Date:	04/09/23	Date:	04/09/23