

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

### Order Form

CALL-OFF REFERENCE:	CPD4124244
THE BUYER:	The Department for Levelling Up, Housing & Communities
BUYER ADDRESS	2 <sup>nd</sup> Floor, Fry Building, 2 Marsham Street, London, SW10 4DE
THE SUPPLIER:	Aon
SUPPLIER ADDRESS:	122 Leadenhall Street, London, EC3V 4AN
REGISTRATION NUMBER:	00210725
DUNS NUMBER:	211997333
SID4GOV ID:	Unknown

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 19<sup>th</sup> May 2023.

It's issued under the Framework Contract with the reference number RM6020 for the provision of Provision of Specialist Insurance Advice For DLUHC' S Buildings And Professional Indemnity Insurance Policy Projects

CALL-OFF LOT(S):  
Lot 1

## 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) RM6020
3. The following Schedules in equal order of precedence:
  - Joint Schedules
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 6 (Key Subcontractors V1.0)
    - Joint Schedule 11 (Processing Data V1.0)
  - Call-Off Schedules for RM6020
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 3 (Continuous Improvement)
    - Call-Off Schedule 5 (Pricing Details)
    - Call-Off Schedule 8 (Business Continuity and Disaster Recovery V1.0)
    - Call-Off Schedule 9 (Security)
    - Call-Off Schedule 14 (Service Levels)
    - Call-Off Schedule 15 (Call-Off Contract Management)
    - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.7)
5. Joint Schedule 5 (Corporate Social Responsibility) RM2060
6. Call-Off Schedule 4 (Call-Off Tender)

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:

DLUHC Information Pack – May 2023 – May 2025

CALL-OFF START DATE: 22 May 2023

CALL-OFF EXPIRY DATE: 21 May 2025

CALL-OFF INITIAL PERIOD: 2 Years

## 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 **REDACTED** Estimated Charges in the first 12 months of the Contract.

Agreed LoL **REDACTED** – this is reflected in the DLUHC Information Pack as referred to under Special Terms.

## CALL-OFF CHARGES

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

## REIMBURSABLE EXPENSES

Recoverable as stated in the Framework Contract.

## PAYMENT METHOD

Payment will be made following satisfactory delivery of deliverables and to be paid within 30 (thirty) calendar days.

All invoices must be sent, quoting a valid purchase order number (PO Number), CLGInvoices@levellingup.gov.uk. Or at the following address:

CP2P Team, DLUHC, 4thFloor, High Trees, Hillfield Road, Hemel Hempstead, HP2 4XN

Within 10 Working Days of receipt of your countersigned copy of this letter, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e., Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.

If you have a query regarding an outstanding payment, please contact our Accounts Payable section by email to CLGInvoices@levellingup.gov.uk between 09:00-17:00 Monday to Friday.

## BUYER'S AUTHORISED REPRESENTATIVE

**REDACTED**

**BUYER'S ENVIRONMENTAL POLICY**

Not Applicable

**BUYER'S SECURITY POLICY**

Not Applicable

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

**REDACTED**

**SUPPLIER'S CONTRACT MANAGER**

**REDACTED**

**PROGRESS REPORT FREQUENCY**

This shall take place as and when required by the Buyer and at such location and time (within normal business hours) as the Buyer shall reasonably require.

**PROGRESS MEETING FREQUENCY**

This shall take place as and when required by the Buyer and at such location and time (within normal business hours) as the Buyer shall reasonably require.

**KEY STAFF**

Please see the tender response within the Appendices for a full list of Key Staff.

**KEY SUBCONTRACTOR(S)**

None

**COMMERCIALLY SENSITIVE INFORMATION**

In accordance with RM6141 Joint Schedule 4 –Commercially Sensitive Information

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**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:		Date:	

## The Contract & Schedules

### REDACTED – Technical response and Pricing information

					
Call-Off Schedule 15 - Call Off Contract Ma-	Call-Off Schedule 14 - Service Levels V1.0.c	Call-Off Schedule 9 - Security V1.0.docx	Call-Off Schedule 8 - Business Continuity a	Call-Off Schedule 5 - Pricing Details V1.0.d	Call-Off Schedule 3 - Continuous Improven
					
Call-Off Schedule 1 - RM6020-Core-Terms	Joint Schedule 11 - Processing Data V1.0	Joint Schedule 6 - Key Subcontractors V	Joint Schedule 5 - Corporate Social Resp	Joint Schedule 4 - Commercially Sensitiv	
Transparency Reports -V1.0-1.docx					
					
Joint Schedule 3 - Insurance Requireme	Joint Schedule 2 - Variation Form - V1.0	Joint Schedule 1 - Definitions V1.0.docx	Call-Off Schedule 20 - Call-Off Specificatio		

