

Crown Commercial Service

Call Off Order Form for Management Consultancy Services

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 Counter Fraud Support Contract (Reference CPD 004 121 019) dated **18th June 2020**

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	CPD 004 121 019
From	Ministry of Housing Communities and Local Government ("CUSTOMER")
To	CIPFA Newco Limited ("SUPPLIER")
Date	18th June 2020

SECTION B

1. CALL OFF CONTRACT PERIOD

1.1.	Commencement Date: 22nd June 2020
1.2.	Expiry Date: End date of Initial Period: 22nd September 2020 End date of Extension Period: 22nd December 2020 Minimum written notice to Supplier in respect of extension: 5 Working Days

2. SERVICES

2.1	Services required: In Call Off Schedule 2 (Services) Counter Fraud Support to Local Government as detailed in attached Annex Specification
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3. PROJECT PLAN

3.1.	Project Plan: Yes a brief project plan is required but to be developed as part of the proposal with MHCLG [Redacted]
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4. CONTRACT PERFORMANCE

4.1.	Standards: Not Applicable
4.2	Service Levels/Service Credits: Not applied
4.3	Critical Service Level Failure: Not applied
4.4	Performance Monitoring: Not applied
4.5	Period for providing Rectification Plan: The period of ten (10) Working Days in Clause 39.2.1(a) shall be amended to 5 Working Days

5. PERSONNEL

5.1	Key Personnel: Marc McAuley – Principle Consultant and Engagement Lead
5.2	Relevant Convictions (Clause 28.2 of the Call Off Terms): Not Applicable

6. PAYMENT

6.1	Call Off Contract Charges £700 per day Total contract value: £25,200 (Initial period) Upto an additional £25,200 if Option Period is invoked. (In Annex 1 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing) [Redacted]
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6.2	Payment terms/profile (BACS): Payment – Monthly in arrears In Annex 2 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)
6.3	Reimbursable Expenses: Not permitted
6.4	Customer billing address CP2P Team, MHCLG 4th Floor, High Trees Hillfield Road Hemel Hempstead, HP2 4XN clginvoices@communities.gov.uk
6.5	Call Off Contract Charges fixed for One year from date of commencement (paragraph 8.2 of Schedule 3 (Call Off Contract Charges, Payment and Invoicing):
6.6	Supplier periodic assessment of Call Off Contract Charges Not Applicable
6.7	Supplier request for increase in the Call Off Contract Charges Not Permitted

7. LIABILITY AND INSURANCE

7.1	Estimated Year 1 Call Off Contract Charges: £25,200 in initial 3-month term (12 weeks at 3 days per week)
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): The period of thirty (30) Working Days in Clause 42.7 shall be amended to 5 Working Days
8.3	Undisputed Sums Limit: In Clause 43.1.1 of the Call Off Terms

8.4	Exit Management: Not applied
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9. SUPPLIER INFORMATION

9.1	Supplier's inspection of Sites, Customer Property and Customer Assets: Not Applicable
9.2	Commercially Sensitive Information: Not Applicable

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: Select short form security requirements
10.4	ICT Policy: Not applied
10.6	Business Continuity & Disaster Recovery: Not applied
10.7	NOT USED
10.8	Protection of Customer Data (Clause 35.2.3 of the Call Off Terms):
10.9	Notices (Clause 56.6 of the Call Off Terms): Customer's postal address and email address: MHCLG 2 Marsham Street London SW1P 4DF E-mail: Commercail@communities.gov.uk Supplier's postal address and email address: CIPFA 77 Mansell Street London E1 8AN

	E-mail: [Redacted]
10.10	Transparency Reports In Call Off Schedule 13 (Transparency Reports)
10.11	Alternative and/or Additional Clauses from Call Off Schedule 14 and if required, any Customer alternative pricing mechanism: Not Applicable
10.12	Call Off Tender: In Schedule 16 (Call Off Tender)
10.13	Publicity and Branding (Clause 36.3.2 of the Call Off Terms)
10.14	Staff Transfer Annex to Schedule 10, List of Notified Sub-Contractors (Call Off Tender).
10.15	Processing Data Call Off Schedule 17

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	[Redacted]
Signature	[Redacted]
Date	

For and on behalf of the Customer:

Name and Title	[Redacted]
Signature	[Redacted]
Date	