

**Crown Commercial Service**

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**Call Off Order Form  
for Management Consultancy Services**

**RM6008 Management Consultancy Framework 2**

**Lot 4: Strategic Consultancy Services**

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## **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 **[RM6008 MCF2 LOT 4 - Strategic 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	project_5688
From	<b>[Department for Education, Sanctuary Buildings, Great Smith Street, SW1P 3BT]</b>  <b>("CUSTOMER")</b>
To	<b>[ Deloitte LLP ]</b>  <b>("SUPPLIER")</b>
Date	<b>[ 4 June 2021 ]</b>  <b>("DATE")</b>

### SECTION B

#### 1. CALL OFF CONTRACT PERIOD

1.1.	<b>Commencement Date: [ 14 June 2021 ]</b>
1.2.	<b>Expiry Date:</b>  End date of Initial Period: <b>[ 30 July 2021 ]</b>  End date of Extension Period: <b>[N/A]</b>  Minimum written notice to Supplier in respect of extension: <b>[ 10 working days ]</b>

#### 2. SERVICES

2.1	<b>Services required:</b>  See details in SoW
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### 3. PROJECT PLAN

3.1.	<b>Project Plan:</b>  See details in SoW
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### 4. CONTRACT PERFORMANCE

4.1.	<b>Standards:</b> In line with Clause 11 of the Call Off Terms.
4.2	<b>Service Levels/Service Credits:</b> Not applied
4.3	<b>Critical Service Level Failure:</b> Not applied
4.4	<b>Performance Monitoring:</b> Not applied
4.5	<b>Period for providing Rectification Plan:</b> In Clause 39.2.1(a) of the Call Off Terms

### 5. PERSONNEL

5.1	<b>Key Personnel:</b> <b>[Please refer to SoW]</b>
5.2	<b>Relevant Convictions</b> (Clause 28.2 of the Call Off Terms): <b>[N/A]</b>

### 6. PAYMENT

6.1	<b>Call Off Contract Charges</b> (including any applicable discount(s), but excluding VAT): In Annex 2 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)
6.2	<b>Payment terms/profile</b> (including method of payment e.g. Government Procurement Card (GPC) or BACS): In Annex 2 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)  [Within 30 days of date of invoice]

<b>6.3</b>	<b>Reimbursable Expenses:</b> [Not permitted]
<b>6.4</b>	<b>Customer billing address</b> (paragraph 7.6 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): [The DfE run a paperless office so cannot accept invoices by post. Please email invoices to <a href="mailto:accountspayable.OCR@education.gov.uk">accountspayable.OCR@education.gov.uk</a> , quoting the correct PO ref. A copy of invoice with clear break down of all deliverables should be to be sent to <REDACTED> and <REDACTED> to assist DfE internal Good Receipting process]
<b>6.5</b>	<b>Call Off Contract Charges fixed for</b> (paragraph 8.2 of Schedule 3 (Call Off Contract Charges, Payment and Invoicing)):  [Entire duration of this call off agreement]
<b>6.6</b>	<b>Supplier periodic assessment of Call Off Contract Charges</b> (paragraph 9.2 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)) will be carried out on: [N/A]
<b>6.7</b>	<b>Supplier request for increase in the Call Off Contract Charges</b> (paragraph 10 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): [Not Permitted]

## 7. LIABILITY AND INSURANCE

<b>7.1</b>	<b>Estimated Year 1 Call Off Contract Charges:</b>  The sum of £ [<REDACTED>]
<b>7.2</b>	<b>Supplier's limitation of Liability</b> [Clause 37.2.1 of the Call Off Terms]
<b>7.3</b>	<b>Insurance</b> (Clause 38.3 of the Call Off Terms): [Clause 38.3 of the Call Off Terms apply]

## 8. TERMINATION AND EXIT

<b>8.1</b>	<b>Termination on material Default</b> (Clause 42.2 of the Call Off Terms): [In Clause 42.2.1(c) of the Call Off Terms]
<b>8.2</b>	<b>Termination without cause notice period</b> (Clause 42.7 of the Call Off Terms): [In Clause 42.7 of the Call Off Terms]
<b>8.3</b>	<b>Undisputed Sums Limit:</b> [In Clause 43.1.1 of the Call Off Terms]
<b>8.4</b>	<b>Exit Management:</b> [Not applied]

## 9. SUPPLIER INFORMATION

<b>9.1</b>	<b>Supplier's inspection of Sites, Customer Property and Customer Assets:</b> [N/A]
<b>9.2</b>	<b>Commercially Sensitive Information:</b> [N/A]

## 10. OTHER CALL OFF REQUIREMENTS

<b>10.1</b>	<b>Recitals</b> (in preamble to the Call Off Terms): [Recital A]
<b>10.2</b>	<b>Call Off Guarantee (Clause 4 of the Call Off Terms):</b> [Not required]
<b>10.3</b>	<b>Security:</b> [Short form security requirements - Call off Schedule 7: Security]
<b>10.4</b>	<b>ICT Policy:</b> [Not applied]
<b>10.6</b>	<b>Business Continuity &amp; Disaster Recovery:</b> [Not applied]
<b>10.7</b>	<b>NOT USED</b>
<b>10.8</b>	<b>Protection of Customer Data:</b> [In line with Clause 35.2.3 of the Call Off Terms]
<b>10.9</b>	<b>Notices</b> (Clause 56.6 of the Call Off Terms): Customer's postal address and email address: <REDACTED>

	Supplier's postal address and email address:  <REDACTED>								
<b>10.10</b>	<b>Transparency Reports</b> [N/A]								
<b>10.11</b>	<b>Alternative and/or Additional Clauses from Call Off Schedule 14 and if required, any Customer alternative pricing mechanism:</b> [N/A]								
<b>10.12</b>	<b>Call Off Tender:</b> [N/A]								
<b>10.13</b>	<b>Publicity and Branding (Clause 36.3.2 of the Call Off Terms)</b> [N/A]								
<b>10.14</b>	<b>Staff Transfer</b> [N/A]								
<b>10.15</b>	<b>Processing Data</b> Call Off Schedule 17  1. The contact details of the Customer Data Protection Officer is: <REDACTED> 2. The contact details of the Suppliers Data Protection Officer is: <REDACTED>  3. The Processor shall comply with any further written instructions with respect to processing by the Controller.  4. Any such further instructions shall be incorporated into this Schedule. <table border="1" data-bbox="309 1344 1418 1912"> <tr> <td><b>Contract Reference:</b></td><td><b>[Project_5688]</b></td></tr> <tr> <td><b>Date:</b></td><td></td></tr> <tr> <td><b>Description Of Authorised Processing</b></td><td><b>Details</b></td></tr> <tr> <td>Identity of the Controller and Processor</td><td>The Parties acknowledge that the Supplier and their Sub-contractor will not be asked to process Personal Data when providing Services under this Call-Off Agreement.</td></tr> </table>	<b>Contract Reference:</b>	<b>[Project_5688]</b>	<b>Date:</b>		<b>Description Of Authorised Processing</b>	<b>Details</b>	Identity of the Controller and Processor	The Parties acknowledge that the Supplier and their Sub-contractor will not be asked to process Personal Data when providing Services under this Call-Off Agreement.
<b>Contract Reference:</b>	<b>[Project_5688]</b>								
<b>Date:</b>									
<b>Description Of Authorised Processing</b>	<b>Details</b>								
Identity of the Controller and Processor	The Parties acknowledge that the Supplier and their Sub-contractor will not be asked to process Personal Data when providing Services under this Call-Off Agreement.								

	Use of Personal Data	N/A – See above
	Duration of the processing	N/A – See above
	Nature and purposes of the processing	N/A – See above
	Type of Personal Data	N/A – See above
	Categories of Data Subject	N/A – See above
<b>10.16</b>	<b>MOD DEFCONs and DEFFORM</b>	
	N/A	

## 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	11 June 2021

### For and on behalf of the Customer:

Name and Title	
Signature	
Date	

## **ANNEX 1: THE SERVICES**



CARMS Deloitte  
Assumptions DfE Org



DfE - SOW for Op  
Model Review- FINAL

**[End of Call Off Order Form for Management Consultancy Services**

**RM6008 Management Consultancy Framework 2]**