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

**Order Form**

CALL-OFF REFERENCE: **PS/22/198**

THE BUYER: **Driver and Vehicle Licensing Agency (DVLA)**

BUYER ADDRESS XXXXXX redacted under FOIA section 40

THE SUPPLIER: TMP Advisory Limited

SUPPLIER ADDRESS:XXXXXX redacted under FOIA section 40

REGISTRATION NUMBER:XXXXXX redacted under FOIA section 40

DUNS NUMBER: XXXXXX redacted under FOIA section 40

SID4GOV ID:

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 20th January 2023.

It’s issued under the Framework Contract with the reference number **RM6290** Framework Contract Reference number] for the provision of SCS/1 and NED’s for DVLA / DVSA.

CALL-OFF LOT(S):

**Lot 1 (SCS1) Lot 3 (NED’s)**

CALL-OFF INCORPORATED TERMS

*This a Bronze Tier Contract according to Cabinet Office guidelines.*

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) **RM6290**
3. Framework Special Terms
4. The following Schedules in equal order of precedence:

* Joint Schedules for **RM6290**
  + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
* Call-Off Schedules for **RM6290**
  + Call-Off Schedule 1 (Transparency Reports)
  + Call-Off Schedule 2 (Staff Transfer)
  + Call-Off Schedule 3 (Continuous Improvement)
  + [Call-Off Schedule 14 (Service Levels) ]

1. Joint Schedule 5 (Corporate Social Responsibility) **RM6290**

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

There are no Special Terms are incorporated into this Call-Off Contract.

CALL-OFF START DATE: **20th January 2023**

CALL-OFF EXPIRY DATE: **19th January 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

**£95,250.00**

CALL-OFF CHARGES

Charges are per RM6290 Lot 1 & Lot 3 – Published Rate Cards – alongside discounts negotiated within the Pricing Schedule submitted.

REIMBURSABLE EXPENSES

Not allowed for this contract.

PAYMENT METHOD

BACS via Purchase Order

BUYER’S INVOICE ADDRESS:

See below:

XXXXXX redacted under FOIA section 43

BUYER’S AUTHORISED REPRESENTATIVE

XXXXXX redacted under FOIA section 40

Commercial Advisor

XXXXXX redacted under FOIA section 40

XXXXXX redacted under FOIA section 40

BUYER’S ENVIRONMENTAL POLICY

XXXXXX redacted under FOIA section 43

BUYER’S SECURITY POLICY

Not applicable

SUPPLIER’S AUTHORISED REPRESENTATIVE

XXXXXX redacted under FOIA section 40

Partner

XXXXXX redacted under FOIA section 40

XXXXXX redacted under FOIA section 40

SUPPLIER’S CONTRACT MANAGER

XXXXXX redacted under FOIA section 40

Partner

XXXXXX redacted under FOIA section 40

XXXXXX redacted under FOIA section 40

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter

KEY STAFF

XXXXXX redacted under FOIA section 40

DVLA HRED Director – Contract Owner / SRO

XXXXXX redacted under FOIA section 40

XXXXXX redacted under FOIA section 40

XXXXXX redacted under FOIA section 40

Facilities & People Commercial Advisor

XXXXXX redacted under FOIA section 40

XXXXXX redacted under FOIA section 40

KEY SUBCONTRACTOR(S)

None

COMMERCIALLY SENSITIVE INFORMATION

None

SERVICE CREDITS

As per framework.

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not Applicable

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | XXXXXX redacted under FOIA section 40 | Signature: | XXXXXX redacted under FOIA section 40 |
| Name: | XXXXXX redacted under FOIA section 40 | Name: | XXXXXX redacted under FOIA section 40 |
| Role: | Partner | Role: | Facilities & People Commercial Specialist |
| Date: | 25/1/2023 | Date: | 20th January 2023 |