

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

### Order Form

CALL-OFF REFERENCE: **C29861**

THE BUYER: Department of The Environment, Food and Rural Affairs

BUYER ADDRESS Seacole Building  
2 Marsham Street  
London  
SW1P 4DF

THE SUPPLIER: DLA Piper UK LLP

SUPPLIER ADDRESS: 160 Aldersgate Street  
Barbican  
London  
EC1A 4HT

REGISTRATION NUMBER: OC307847

DUNS NUMBER: 73-862-3557

SID4GOV ID: 73-862-3557

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated on the date on which the last party to this Order Forms executes the document.

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:

Lot 1 – General Legal Advice and Services

#### 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. Framework Special Terms

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4. 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 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Call-Off Schedules for **C29861**
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 2 (Staff Transfer)
    - Call-Off Schedule 3 (Continuous Improvement)
    - Call-Off Schedule 24 (Special Schedule)
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) RM6179

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

None

CALL-OFF START DATE: **08/08/2025**

CALL-OFF EXPIRY DATE: **31/03/2026**

CALL-OFF INITIAL PERIOD: **8 Months**

OPTION TO EXTEND (AT DISCRETION OF BUYER):

Option to extend until the appointment of the PRO and the completion of all activities relating to that appointment. A further contract required for any activity relating to the management of the appointed PRO.

### WORKING DAY

For the purposes of this Call-Off Contract, "**Working Day**" shall mean any day, including Saturdays and Sundays and public holidays.

### CALL-OFF DELIVERABLES

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).

### Legal Specification:



PRO

Specification.docx

To provide legal advice on all aspects of the appointment of the producer responsibility organisation (PRO) to which certain functions of the scheme administrator (**SA**) for the packaging extended producer responsibility scheme (the **Scheme**) will be delegated.

The work to include, without limitation:

- Preparing the proposed conditions of appointment, including a detailed PRO responsibility matrix to govern the proposed delegation
- Advise on the appointment process and the appointment process documents
- Advise on the conduct of the appointment process and selection of the candidate PRO
- Confirm conditions of appointment with candidate PRO and drafting instrument appointing the PRO

## **MANAGEMENT OF CONFLICT OF INTEREST**

Nothing additional to the Core Terms (version 3.0.11)

## **CONFIDENTIALITY**

Nothing additional to the Core Terms (version 3.0.11)

## **IPR**

Nothing additional to the Core Terms (version 3.0.11)

## **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.

## **CALL-OFF CHARGES**

The estimated maximum value of this Call-Off Contract is **£120,000 excluding VAT**. Charges will be calculated by reference to the Supplier's Panel Hourly Rates.

<b>Fee Earner</b>	<b>Hourly Price</b>
Partner	████████
Legal Director	████████
Senior Solicitor	████████
Solicitor	████████
Junior Solicitor	████████
Trainee / Paralegal	██████
Legal Project Manager	████████

## **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.

Threshold 1	Threshold 2	Threshold 3
£1m and above, up to a maximum of £2,499,999.99	£2.5m and above, up to a maximum of £4,999,999.99	£5m and above
2.00%	2.00%	2.00%

#### **REIMBURSABLE EXPENSES**

None.

#### **DISBURSEMENTS**

Not Payable.

#### **ADDITIONAL TRAINING CHARGE**

Not applicable.

#### **SECONDMENT CHARGE**

Not applicable.

#### **PAYMENT METHOD**

Pricing mechanism is as per hourly rates outlined in the Call-Off Charges.

Payment in arrears upon submission of a compliant Invoice.

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

#### **BUYER'S INVOICING ADDRESS:**

Please send all invoices to [invoicesPSM@governmentlegal.gov.uk](mailto:invoicesPSM@governmentlegal.gov.uk). Please copy in

[REDACTED]

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All draft invoices are verified and approved by the Buyer's Authorised Representative. Once this has been complete, the supplier must send the final invoice, quoting a valid purchase order number (PO Number) to:

[REDACTED]

[REDACTED]

Panel Services Management (PSM) Team  
Government Legal Department

The following details must be quoted on all draft and final invoices:

[APinvoices-DEF-U@gov.sscl.com](mailto:APinvoices-DEF-U@gov.sscl.com)

SSCL

Department for Environment, Food & Rural Affairs

PO Box 790

Newport

NP10 8FZ

United Kingdom

- Your Ref – [REDACTED]
- Matter Name – **pEPR - Statutory Appointment of a PRO - Legal Advice**
- Purchase Order

Final Invoices will be sent for payment via email to:

SSCL

Department for Environment, Food & Rural Affairs

PO Box 790

Newport

NP10 8FZ

[APinvoices-DEF-U@gov.sscl.com](mailto:APinvoices-DEF-U@gov.sscl.com)

### BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

[REDACTED]

Circular Economy Directorate, Department for Environment, Food and Rural Affairs  
(DEFRA)

[REDACTED]

[REDACTED]

[REDACTED]

GLD, Commercial Law Group, Department for Environment, Food and Rural Affairs  
(DEFRA)

[REDACTED]

[REDACTED]

[REDACTED]

GLD, Commercial Law Group, Department for Environment, Food and Rural Affairs  
(DEFRA)

[REDACTED]

#### **BUYER'S ENVIRONMENTAL POLICY**

Available on request.

#### **BUYER'S SECURITY POLICY**

Available on request.

#### **BUYER'S ICT POLICY**

Available on request.

#### **SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

[REDACTED]

[REDACTED]

160 Aldersgate St, Barbican, London, EC1A 4HT

#### **SUPPLIER'S CONTRACT MANAGER**

[REDACTED]

[REDACTED]

[REDACTED]

160 Aldersgate St, Barbican, London, EC1A 4HT

#### **PROGRESS REPORT AND FREQUENCY**

Following a request by the Buyer's Authorised Representative, the Supplier shall prepare at no cost to the Buyer a summary report setting out:

1. A brief update on the status of the matter on which the Supplier is instructed by the Buyer under this Call-Off Contract; and
2. A WIP report detailing:
  - 2.1. the charges billed to date on the matter;
  - 2.2. the work completed for the matter;
  - 2.3. the total spend to date across the matter.

#### **PROGRESS MEETINGS AND FREQUENCY**

Review meetings shall take place as required by the Buyer's Authorised Representative or such other person nominated by the Buyer's Authorised Representative

#### **KEY STAFF**

[REDACTED]

[Redacted]

[Redacted]

160 Aldersgate St, Barbican, London, EC1A 4HT

**KEY SUBCONTRACTOR(S)**

Not applicable.

**COMMERCIALLY SENSITIVE INFORMATION**

As per 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 at Framework level.

**Supplier\_Signature**

Signed by: [Redacted]

Full Name: [Redacted]

Job Title/Role: [Redacted]

Date Signed: 13 August 2025

**Buyer\_Signature**

DocuSigned by: [Redacted]

Full Name: [Redacted]

Job Title/Role: [Redacted]

Date Signed: 13/08/2025

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**A copy of applicable schedules will be provided via Atamis.**



Call-Off-Schedule-1-  
Transparency-Reports



Call-Off-Schedule-2-  
Staff-Transfer, Part C. Continuous-Improve



Call-Off-Schedule-3-



Call-Off-Schedule-24  
-Legal-Services-Speci



Joint-Schedule-2-Var  
iation-Form-v.3.1-RM



Joint-Schedule-3-Ins  
urance-Requirements



Joint Schedule 4.docx



Joint-Schedule-10-Re  
ctification-Plan-v.3.0-



Joint Schedule 11  
Data Protection.docx