



Crown  
Commercial  
Service

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**Call Off Order Form for  
Management Consultancy Framework Two  
RM6008**

Provision of Defra Group Management Consultancy  
Support Arrangements – Lot 1 Strategic Consultancy

**To**

Defra Group

**From**

**Deloitte LLP**

Contract Reference [REDACTED] 28595

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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 **Defra Group Management Consultancy Support Arrangements - Lot 1 Strategic Consultancy** dated **17/05/2021**.

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 Call Off Order Form and the Call Off Terms.

Contract Number	2 8 5 9 5
From	<b>Defra Group</b> ("CUSTOMER")
To	<b>Deloitte LLP</b> ("SUPPLIER")
Date	<b>17/05/2021</b> ("DATE")

##### **SECTION B**

#### **1. CALL OFF CONTRACT PERIOD**

<b>1.1.</b>	<b>Commencement Date: 26/05/2021</b>
<b>1.2.</b>	<b>Expiry Date:</b>  End date of Initial Period: <b>25/05/2024</b>  End date of Extension Period: First 12 Month Optional Extension – <b>25/05/2025</b> Second 12 Month Optional Extension – <b>25/05/2026</b>  Minimum written notice to Supplier in respect of extension: <b>30 Days</b>

#### **2. SERVICES**

<b>2.1</b>	<b>Services required:</b> • Call Off Schedule 2 (Services) See Appendix A – Statement of Requirements.
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### 3. PROJECT PLAN

<b>3.1.</b>	<b>Project Plan:</b> Call Off Schedule 4 (Project Plan) Not Applied
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### 4. CONTRACT PERFORMANCE





<b>4.1.</b>	<b>Standards:</b> In Clause 11 of the Call Off Terms See Appendix A – Statement of Requirements.
<b>4.2</b>	<b>Service Levels/Service Credits:</b> See section 11 of Appendix A – Statement of Requirements.
<b>4.3</b>	<b>Critical Service Level Failure:</b> Not applied
<b>4.4</b>	<b>Performance Monitoring:</b> See section 11 of Appendix A - Statement of Requirements.
<b>4.5</b>	<b>Period for providing Rectification Plan:</b> In Clause 39.2.1(a) of the Call Off Terms

### 5. PERSONNEL

<b>5.1</b>	<b>Key Personnel:</b> <u>Customer</u> <div style="background-color: black; height: 15px; width: 370px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 560px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 215px; margin-bottom: 5px;"></div> <u>Supplier</u> <div style="background-color: black; height: 15px; width: 305px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 355px; margin-bottom: 5px;"></div>
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<b>5.2</b>	<b>Relevant Convictions</b> (Clause 28.2 of the Call Off Terms): In Clause 28.2 of the Call Off Terms
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## 6. PAYMENT

<b>6.1</b>	<b>Call Off Contract Charges</b> (including any applicable discount(s), but excluding VAT): As per Call Off Schedule 3: Call Off Contract Charges, Payment and Invoicing 
<b>6.2</b>	<b>Payment terms/profile</b> Monthly in arrears based on Defra agreed and signed-off delivery of project milestones or any other commercial model as defined via each Project Engagement Letter. 30-day payment terms apply. Payment via BACS.
<b>6.3</b>	<b>Reimbursable Expenses:</b> Permitted. Expenses to the base location as determined for each individual assignment should be included in the rates. Expenses to other locations will be paid in line with the Client Departments Travel and Subsistence policy and must be approved in advance.
<b>6.4</b>	<b>Customer billing address</b> (paragraph 7.6 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): <p>Invoices should be sent electronically to    quoting the individual .</p>

<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)): The Contract Term including any extension options and any termination assistance period.
<b>6.6</b>	<b>Supplier periodic assessment of Call Off Contract Charges</b> (paragraph 9.2 of Call Off As per paragraph 9 of Call Off Schedule 3: Call Off Contract Charges, Payment and Invoicing.
<b>6.7</b>	<b>Supplier request for increase in the Call Off Contract Charges</b> (paragraph 10 of Call As per paragraph 10 of Call Off Schedule 3: Call Off Contract Charges, Payment and Invoicing.

## 7. LIABILITY AND INSURANCE

<b>7.1</b>	<b>Estimated Year 1 Call Off Contract Charges:</b>  <ul style="list-style-type: none"> <li>Lot 1 Strategic Consultancy – Up to £10,000,000 (across three suppliers)</li> </ul>
<b>7.2</b>	<b>Supplier's limitation of Liability</b> (Clause 37.2.1 of the Call Off Terms); In Clause 37.2.1 of the Call Off terms  The Supplier's total aggregate liability in relation to any Defaults occurring under any individual Project Engagement Letter will be capped in relation to the total Charges of that individual Project Engagement Letter in accordance with liability principles in MCF2. For the avoidance of doubt, each Project Engagement Letter shall have its own maximum liability cap, and the Parties note that this will not be cumulative across Project Engagement Letters and each Project Engagement Letter forms a separate contract.
<b>7.3</b>	<b>Insurance</b> As per Framework Schedule 14 (Insurance Requirements): <ul style="list-style-type: none"> <li>Third Party Public &amp; Products Liability Insurance – Not less than five million pounds (£5,000,000) in respect of any one occurrence and in the aggregate per annum.</li> <li>Professional Indemnity Insurance - Not less than five million pounds (£5,000,000) in respect of any one occurrence and in the aggregate per annum.</li> <li>UK employers' liability insurance and motor third party liability insurance – required to meet obligation under applicable law in full.</li> </ul>

## 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> Call Off Schedule 9 (Exit Management) shall be amended as follows: The notice period for projects shall be specified on a case-by-case basis and will be linked to the duration of that specific project. The minimum notice period shall be no less than 5 working days.

## 9. SUPPLIER INFORMATION

<b>9.1</b>	<b>Supplier's inspection of Sites, Customer Property and Customer Assets:</b> Not Applied
<b>9.2</b>	<b>Commercially Sensitive Information:</b> <p>The Supplier considers any information relating to: personal information (CV's, contact details etc.); Supplier's pricing; details of Supplier's cost base or insurance arrangements; Supplier's proprietary information as well as Supplier's approach and/or methodologies to be commercially sensitive/confidential and exempt from disclosure under the Freedom of Information Act 2000 ("FOIA"). Customer will notify Supplier if it receives a request to disclose such information prior to making any disclosure, so that the parties can consult with each other about the applicability of the FOIA exemptions. In addition, the parties note that the Government's Transparency Agenda may require the publication of all tender documents and Government contracts. In accordance with guidance issued by GPS and the Code of Practice for FOIA, Customer will consult with Supplier regarding the redaction (as envisaged in the GPS guidance and Code of Practice) of certain parts of the Call-Off Contract, including but not limited to those areas identified above.</p> <p>As per Clause 35.4 Transparency and Freedom of Information</p>

## 10. OTHER CALL OFF REQUIREMENTS

<b>10.1</b>	<b>Recitals</b> (in preamble to the Call Off Terms): Recitals B to E Recital C - date of issue of the Statement of Requirements: <b>29/01/2021</b> Recital D - date of receipt of Call Off Tender: <b>05/03/2021</b>
<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> As per Call Off Schedule 7 (Security). Each individual assignment would be subject to the individual department's Security Policy as directed by the Project Engagement Letter.
<b>10.4</b>	<b>ICT Policy:</b> If an ICT Policy is required, it will be directed by the Project Engagement Letter.
<b>10.6</b>	<b>Business Continuity &amp; Disaster Recovery:</b> Not applied <b>Disaster Period:</b>



	Schedule 16 (Call Off Tender) See Appendix B								
<b>10.13</b>	<b>Publicity and Branding (Clause 36 of the Call Off Terms)</b> In addition to Clause 36.3.2, the Supplier shall: Not take any information offsite nor work offsite on the client department's information, without the prior approval of the client department.								
<b>10.14</b>	<b>Staff Transfer</b> Annex to Schedule 10, List of Notified Sub-Contractors (Call Off Tender). ██████████ ██████████████████ ██████████████████								
<b>10.15</b>	<b>Processing Data</b> Call Off Schedule 17 <ol style="list-style-type: none"> <li>The contact details of the Customer Data Protection Officer are: Defra Data Protection Officer ████████████████████</li> <li> <div> <div>█</div> <div> The contact details of the Suppliers Data Protection Officer are:  ██████████████  ██████████████████ </div> </div> </li> <li>The Processor shall comply with any further written instructions with respect to processing by the Controller.</li> <li>Any such further instructions shall be incorporated into this Schedule.</li> </ol> <table border="1"> <tr> <td><b>Contract Reference:</b></td><td>██████████</td></tr> <tr> <td><b>Date:</b></td><td>17/05/2021</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 for the purposes of the Data Protection Legislation the Parties are independent controllers of Personal Data under this Framework Agreement.</td></tr> </table>	<b>Contract Reference:</b>	██████████	<b>Date:</b>	17/05/2021	<b>Description of Authorised Processing</b>	<b>Details</b>	Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation the Parties are independent controllers of Personal Data under this Framework Agreement.
<b>Contract Reference:</b>	██████████								
<b>Date:</b>	17/05/2021								
<b>Description of Authorised Processing</b>	<b>Details</b>								
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation the Parties are independent controllers of Personal Data under this Framework Agreement.								



	Use of Personal Data	Managing the obligations under the Call Off Contract Agreement, including exit management, and other associated activities,
	Duration of the processing	For the duration of the Framework Contract plus 7 years.
	Nature and purposes of the processing	
	Type of Personal Data	Full name Workplace address Workplace Phone Number Workplace email address Names Job Title Compensation Tenure InformationQualifications or Certifications Nationality Education & training history Previous work history Personal Interests References and referee details Driving license details National insurance number Bank statements Utility bills Job title or role Job application details Start date End date & reason for termination Contract type Compensation data Photographic Facial Image Biometric data Birth certificates IP Address

		Details of physical and psychological health or medical condition Next of kin & emergency contact details Record of absence, time tracking & annual leave
	Categories of Data Subject	Current personnel Contractors/Consultants Customers Public officers Suppliers Website end users
10.16	<b>MOD DEFCONs and DEFFORM</b>  Not Applied	

## 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	
Signature	
Date	25/5/2021

### For and on behalf of the Customer:

Name and Title	
Signature	
Date	