

PANEL AGREEMENT SCHEDULE 4
ORDER FORM AND TERMS AND CONDITIONS

ORDER FORM

SECTION A

- (i) This Order Form dated 28/11/2018 is issued in accordance with the provisions of the Panel Agreement for the provision of General Legal Advice services.
- (ii) The Supplier agrees to supply the Ordered Panel Services specified below on and subject to the terms of this Legal Services Contract.
- (iii) For the avoidance of doubt this Legal Services Contract consists of the terms set out in this Order Form and the Terms and Conditions.
- (iv) By signing and returning this Order Form (which may be done by electronic means) the Supplier agrees to enter this Legal Services Contract with the Customer to provide the Ordered Panel Services in accordance with this Order Form and the Terms and Conditions.
- (v) The Parties hereby acknowledge and agree that they have read this Order Form and the Terms and Conditions and by signing below agree to be bound by this Legal Services Contract.
- (vi) In accordance with paragraph 7 of Panel Schedule 5 (Ordering Procedure), the Parties hereby acknowledge and agree that this Legal Services Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of this Order Form (together with the Terms and Conditions) from the Supplier within two (2) Working Days from such receipt.

1.1	Contract Reference	CCLL18A18 – The Provision of Legal Advice for the DWP Estates Target Operating Model
1.2	The Secretary of State for Work and Pensions ("CUSTOMER")	Department for Work and Pensions Caxton House, Tothill Street, London SW1H 9NA
1.3	Mills & Reeve LLP ("SUPPLIER")	Mills & Reeve LLP, Monument Place, 24 Monument Street, London, EC3R 8AJ



1.4	Commencement Date:	2 nd January 2019 A period of mobilisation is planned before the Commencement Date where there is the potential for legal work to be assigned to the new Supplier. This is likely to follow the mobilisation meeting which is required to be held at least 2 weeks prior to the Commencement Date.
1.5	Expiry Date	28 th February 2021 with an option to extend for up to two years in 12 month intervals. The option to extend will only be exercised in the event that the CCS Panel RM3786 – General Legal Advice Services is itself extended. Should this not be the case the option to extend the Contract will not apply.
1.6	Signed for and on behalf of the Customer by an authorised representative:	
	Name and Title	
	Signature	
	Date	
1.7	Signed for and on behalf of the Supplier by an authorised representative:	
	Name and Title	
	Signature	
	Date	

SECTION B

1. PANEL SERVICES

1.1	Panel Services:	Please refer to Statement of Requirements within Section C of this document for full details of services to be provided.
1.2	Management and review of the Services	Please refer to Statement of Requirements within Section C of this document for full details of management and review of the Services.
1.3	Place of performance	The Services will be principally carried out at the Supplier's business premises or, as may be appropriate in order to facilitate delivery of the Contract requirements, at the Customer's offices at Caxton House, Tothill Street, London SW1H 9NA.

2. CHARGES

2.1	<p>Hourly Rates</p> <p>Daily Rates</p> <ul style="list-style-type: none"> Where any Supplier Personnel have completed eight (8) hours of work on any given day, the daily rate will apply irrespective of how many further hours of work are completed on that day. 	<p>Hourly Rates:</p> <table border="1" data-bbox="758 1198 1276 1702"> <thead> <tr> <th>Role</th> <th>Hourly Rates Offered - Ex VAT</th> </tr> </thead> <tbody> <tr> <td>Partner</td> <td>[REDACTED]</td> </tr> <tr> <td>Legal Director</td> <td>[REDACTED]</td> </tr> <tr> <td>Senior Associate</td> <td>[REDACTED]</td> </tr> <tr> <td>Junior Solicitor</td> <td>[REDACTED]</td> </tr> <tr> <td>Trainee Solicitor</td> <td>[REDACTED]</td> </tr> <tr> <td>Paralegal</td> <td>[REDACTED]</td> </tr> </tbody> </table> <p>Daily rates:</p> <table border="1" data-bbox="758 1814 1276 1971"> <thead> <tr> <th>Role</th> <th>Daily Rates Offered - Ex VAT</th> </tr> </thead> <tbody> <tr> <td>Partner</td> <td>[REDACTED]</td> </tr> </tbody> </table>	Role	Hourly Rates Offered - Ex VAT	Partner	[REDACTED]	Legal Director	[REDACTED]	Senior Associate	[REDACTED]	Junior Solicitor	[REDACTED]	Trainee Solicitor	[REDACTED]	Paralegal	[REDACTED]	Role	Daily Rates Offered - Ex VAT	Partner	[REDACTED]
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2.2	Estimate of Charges	Not Used.										
2.3	Fixed Price	Not Used.										
2.4	Capped Price	The value of this contract shall not exceed £1,000,000 Ex-Vat.										
2.5	Other Costs Disbursements Additional training	<p>Disbursements and expenses shall only be payable where the Customer has authorised that the disbursements or expenses may be incurred in advance and where they are within the total Contract value.</p> <p>Additional training and the hosting, maintenance and management of the Cloud based filing system as detailed in the Statement of Requirements are to be provided free of charge.</p>										

3. MISCELLANEOUS

3.1	CUSTOMER REPRESENTATIVE	<p>[REDACTED] – Business Manager Department for Work and Pensions, Ground Floor, Caxton House, Tothill Street, London, SW1H 9NA Email: [REDACTED]</p>
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3.2	SUPPLIER REPRESENTATIVE	<p>[Redacted] Partner Monument Place, 24 Monument Street, London, EC3R 8AJ Email: tenders@mills-reeve.com</p>
3.3	KEY PERSONNEL	<p>The customer has not identified any key personnel that are required to carry out specific Ordered Panel Services.</p>
3.4	NOTICES	<p>The below contact details have been provided for the purposes of this contract, for serving notices under the Legal Services Contract Clause 23 (Notices).</p> <p>Customer: [Redacted] Department for Work and Pensions, Ground Floor, Caxton House, Tothill Street, London, SW1H 9NA Email: [Redacted]</p> <p>Supplier: [Redacted] Monument Place, 24 Monument Street, London, EC3R 8AJ Email: tenders@mills-reeve.com</p>
3.5	CUSTOMER BILLING ADDRESS	<p>DWP uses a third party supplier (Shared Services Connected Limited) for paying invoices. The Customer will confirm the electronic invoicing and payment process in due course.</p>
3.6	SUPPLIER BANK DETAILS	<p>To be confirmed between the customer and supplier.</p>