

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

## **Order Form**

CALL-OFF REFERENCE:	PR 2021 100
THE BUYER:	Crown Prosecution Service
BUYER ADDRESS	Foss House, Kings Pool, 1-2 Peasholme Green, York, YO1 7PX
THE SUPPLIER:	H H Associates Limited
SUPPLIER ADDRESS:	Grove House  Guildford Road, Fetcham, Leatherhead KT22 9DF
REGISTRATION NUMBER:	02671533
DUNS NUMBER:	770639193
SID4GOV ID:	<b>n/a</b>

### **APPLICABLE FRAMEWORK CONTRACT**

This Order Form is for the provision of the Call-Off Deliverables and dated 2nd December 2021.  
It's issued under the Framework Contract with the reference number **RM6170** for the provision of Print Management Services.

CALL-OFF LOT(S):  
Lot 1 Print Management Services

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**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) **RM6170**
3. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6170**
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 7 (Financial Difficulties)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
    - Joint Schedule 12 (Supply Chain Visibility)
    - Joint Schedule 13 (Continuous Improvement)
    - Joint Schedule 14 (Benchmarking)
    -
  - Call-Off Schedules for **RM6170**
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 2 (Staff Transfer)
    - Call-Off Schedule 5 (Pricing Details)
    - Call-Off Schedule 6 (ICT Services)
    - Call-Off Schedule 7 (Key Supplier Staff)
    - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
    - Call-Off Schedule 9 (Security)
    - Call-Off Schedule 10 (Exit Management)
    - Call-Off Schedule 13 (Implementation Plan and Testing)
    - Call-Off Schedule 14 (Service Levels)
    - Call-Off Schedule 15 (Call-Off Contract Management)
    - Call-Off Schedule 18 (Background Checks)
    - Call-Off Schedule 20 (Call-Off Specification)
    - Call-Off Schedule 23 Consignment Stock Services
4. CCS Core Terms (version 3.0.8)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6170**

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

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CALL-OFF START DATE:	1 <sup>st</sup> February 2022
CALL-OFF EXPIRY DATE:	31 <sup>st</sup> January 2024
CALL-OFF INITIAL PERIOD:	2 years
CALL-OFF EXTENSION PERIOD:	2 Years (1+1) years at the discretion of the buyer's decision

### **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  
Redacted under FOI Act Estimated Charges in the first 12 months of the Contract.

### **CALL-OFF CHARGES**

See details in Call-Off Schedule 5 (Pricing Details)

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in Framework Schedule 3 (Framework Prices)]

### **REIMBURSABLE EXPENSES**

None

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**PAYMENT METHOD**

BACS transfer on receipt of a valid invoice. The Buyer requires all ordering and payment procedures to be conducted via the current CPS purchase to pay system.

**BUYER'S INVOICE ADDRESS:**

This will be per geographical area when the order is placed  
Central invoicing address:

Redacted Under FOIA Section 40, Personal Information

[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

**BUYER'S AUTHORISED REPRESENTATIVE**

Redacted Under FOIA Section 40, Personal Information

[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

**BUYER'S ENVIRONMENTAL POLICY**

Redacted Under FOIA Section 40, Personal Information

[Redacted]  
[Redacted]

**BUYER'S SECURITY POLICY**

Redacted Under FOIA Section 40, Personal Information

[Redacted]  
[Redacted]

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

Redacted Under FOIA Section 40, Personal Information

[Redacted]  
[Redacted]  
[Redacted]

Redacted Under FOIA Section 40, Personal Information

**SUPPLIER'S CONTRACT MANAGER**

Redacted Under FOIA Section 40, Personal Information

[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

**PROGRESS REPORT FREQUENCY**

On the first Working Day of each calendar month

**PROGRESS MEETING FREQUENCY**

Framework Ref: RM6170 Print Management Services  
Project Version: v1.0  
Model Version: v3.6

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

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Quarterly on the first Working Day of each quarter

KEY STAFF:

ON BEHALF OF THE SUPPLIER:

Redacted Under FOIA Section 40, Personal Information

Account Director

Redacted Under FOIA Section 40, Personal Information

Redacted Under FOIA Section 40, Personal Information

Senior Account Manager

Redacted Under FOIA Section 40, Personal Information

Redacted Under FOIA Section 40, Personal Information

ON BEHALF OF THE BUYER:

Redacted Under FOIA Section 40, Personal Information

Lead Commercial Category Manager

Redacted Under FOIA Section 40, Personal Information

Redacted Under FOIA Section 40, Personal Information

Commercial Category Manager

Redacted Under FOIA Section 40, Personal Information

KEY SUBCONTRACTOR(S)

N/A

## COMMERCIALLY SENSITIVE INFORMATION

HH Associates Ltd require that all information stated in Joint Schedule 4 is kept confidential and withheld from an FOI request

## SERVICE CREDITS

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).

The Service Credit Cap is: Redacted Under FOIA Section 40, Personal Information throughout the term of the contract

The Service Period is: Quarterly

## ADDITIONAL INSURANCES

Not applicable

## GUARANTEE

There's a guarantee of the Supplier's performance provided for all Call-Off Contracts entered under the Framework Contract

## SOCIAL VALUE COMMITMENT

Framework Ref: RM6170 Print Management Services

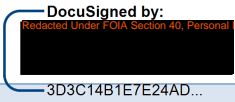
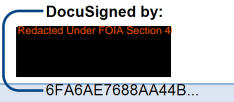
Project Version: v1.0

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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 in Joint Schedule 5 – Corporate Social Responsibility.

For and on behalf of the Supplier:		and on behalf of the Buyer:	
Signature:		Signature:	
Name:	[Redacted Under FOIA Section 40, Personal Info]	Name:	[Redacted Under FOIA Section 40, Personal Info]
Role:	Regional CEO – EIMEA	Role:	Head of Category
Date:	June 22, 2022   10:48:22 AM BST	Date:	June 22, 2022   12:03:57 PM BST