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

Order Form

## CALL-OFF REFERENCE: CCIT23A24

THE BUYER: UK Covid-19 Public Inquiry C/O Cabinet Office

BUYER ADDRESS **REDACTED TEXT under FOIA Section 40, Personal Information**

THE SUPPLIER: **Epiq Systems Ltd**

SUPPLIER ADDRESS: **REDACTED TEXT under FOIA Section 40, Personal Information**

REGISTRATION NUMBER: **REDACTED TEXT under FOIA Section 40, Personal Information**

DUNS NUMBER: **REDACTED TEXT under FOIA Section 40, Personal Information**

SID4GOV ID:

## APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 01/08/2023. It’s issued under the Framework Contract with the reference number **RM6336** for the provision of eDiscovery and Document review services.

CALL-OFF LOT(S):

# RM6336 - Lot 2: End to End Service up to 'Official'

## 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) **RM6336**
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
	* Joint Schedules for **RM6336**
		+ 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)
	* Call-Off Schedules for **RM6336**
		+ Call-Off Schedule 1 (Transparency Reports)
		+ Call-Off Schedule 2 (Staff Transfer)
		+ Call-Off Schedule 3 (Continuous Improvement)
		+ 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 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 16 (Benchmarking)
		+ Call-Off Schedule 18 (Background Checks)
		+ Call-Off Schedule 20 (Call-Off Specification)
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) RM6336
7. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

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

The following Special Terms are incorporated into this Call-Off Contract:

* Schedule 9 (Security Management: Supplier-led Assurance) CALL-OFF START DATE: **21 July 2023**

CALL-OFF EXPIRY DATE: **20 July 2028**

CALL-OFF INITIAL PERIOD: **1 year**

## 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

**£2,758,654.60.** The Maximum contract value if all extension options are taken is

# £13,792,500.

## CALL-OFF CHARGES

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

## REIMBURSABLE EXPENSES

None

## PAYMENT METHOD

PO / Invoice via BACS

BUYER’S INVOICE ADDRESS: **REDACTED TEXT under FOIA Section 40, Personal Information**

BUYER’S AUTHORISED REPRESENTATIVE

To be confirmed upon award

## BUYER’S ENVIRONMENTAL POLICY

Cabinet Office Environmental Policy Statement available online at: https://[www.gov.uk/government/publications/cabinet-office-environmental-policy-](http://www.gov.uk/government/publications/cabinet-office-environmental-policy-) statement

## BUYER’S SECURITY POLICY

Outlined in Special Terms, Schedule 9 (Security Management: Supplier-led Assurance)

## SUPPLIER’S AUTHORISED REPRESENTATIVE

Name: **REDACTED TEXT under FOIA Section 40, Personal Information**

Role: **REDACTED TEXT under FOIA Section 40, Personal Information**

Email Address: **REDACTED TEXT under FOIA Section 40, Personal Information**

Postal Address: **REDACTED TEXT under FOIA Section 40, Personal Information**

## SUPPLIER’S CONTRACT MANAGER

Name: **REDACTED TEXT under FOIA Section 40, Personal Information**

Role: **REDACTED TEXT under FOIA Section 40, Personal Information**

Email Address: **REDACTED TEXT under FOIA Section 40, Personal Information**

Postal Address: **REDACTED TEXT under FOIA Section 40, Personal Information**

## 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

Name: **REDACTED TEXT under FOIA Section 40, Personal Information**

Role: **REDACTED TEXT under FOIA Section 40, Personal Information**

Email Address: **REDACTED TEXT under FOIA Section 40, Personal Information**

Postal Address: **REDACTED TEXT under FOIA Section 40, Personal Information**

Name: **REDACTED TEXT under FOIA Section 40, Personal Information**

Role: **REDACTED TEXT under FOIA Section 40, Personal Information**

Email Address: **REDACTED TEXT under FOIA Section 40, Personal Information**

Postal Address: **REDACTED TEXT under FOIA Section 40, Personal Information**

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Role: **REDACTED TEXT under FOIA Section 40, Personal Information**

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Name: **REDACTED TEXT under FOIA Section 40, Personal Information**

Role: **REDACTED TEXT under FOIA Section 40, Personal Information**

Email Address: **REDACTED TEXT under FOIA Section 40, Personal Information**

Postal Address: **REDACTED TEXT under FOIA Section 40, Personal Information**

## KEY SUBCONTRACTOR(S)

Trading Name: **REDACTED TEXT under FOIA Section 40, Personal Information**

Registered Address: **REDACTED TEXT under FOIA Section 40, Personal Information**

Contact Tel: **REDACTED TEXT under FOIA Section 40, Personal Information**

Goods/Services to be provided: Scanning and printing

## COMMERCIALLY SENSITIVE INFORMATION

 **REDACTED TEXT under FOIA Section 43 Commercial Interests**

Duration of Confidentiality: **REDACTED TEXT under FOIA Section 43 Commercial Interests**

## SERVICE CREDITS

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels). The Service Credit Cap is: 100% of the total invoice for a given service period.

The Service Period is: one Month

A Critical Service Level Failure is: defined in Call-Off Schedule 14 (Service Levels).

## ADDITIONAL INSURANCES

A minimum insurance period of 6 years following the expiration or Ending of this Call-Off Contract

## 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 in Call-Off Schedule 4 (Call-Off Tender).

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| --- |
| **Signed - via Docusign** |
| **Supplier**<Supplier Sign Here> |

**REDACTED TEXT under FOIA Section 40, Personal Information**

 FULL NAME

Job Title/Role:

Date Signed:

02.08.2023

**REDACTED TEXT under FOIA Section 40, Personal Information**

**REDACTED TEXT under FOIA Section 40, Personal Information**

|  |
| --- |
|  |
| **Buyer**<Commercial Sign Here> |
| **REDACTED TEXT under FOIA Section 40, Personal Information**Full Name: **REDACTED TEXT under FOIA Section 40, Personal Information**Job Title/Role: **REDACTED TEXT under FOIA Section 40, Personal Information**Date Signed: 3/8/2023 |

Framework Ref: RM6336

Project Version: v1.0 8

Model Version: v3.8