


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

### Order Form


CALL-OFF REFERENCE: 

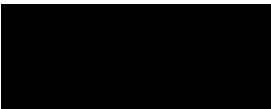
THE BUYER: The Home Office

BUYER ADDRESS 2 Marsham Street, London, SW1P 4DF

THE SUPPLIER: Press Data Limited

SUPPLIER ADDRESS: 1 St Colme Street, Edinburgh EH3 6AA

REGISTRATION NUMBER: 

DUNS NUMBER: 

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

If an electronic purchasing system is used instead of signing as a hard-copy, text below must be copied into the electronic order form

It is essential that if you, as the Buyer, add to or amend any aspect of any Call-Off Schedule, then **you must send the updated Schedule** with the Order Form to the Supplier]

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **20<sup>th</sup> September 2022**.

It's issued under the Framework Contract with the reference number RM6134 for the provision of Media Monitoring and Associated Services.

CALL-OFF LOT(S):  
Lot 1 - Media Monitoring and Associated 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) RM6134
3. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6134
    - 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 RM6134
    - 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 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 14 (Service Levels)
    - Call-Off Schedule 15 (Call-Off Contract Management)
    - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.7)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6134

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

In addition to the RM6134 Call-off Terms and Conditions, the following terms will apply:

- 1.1.1 Where delivery does not meet the KPI/SLAs set out in the Statement of Requirements Attachment 3 15.1 the Customer shall have its account credited. In the case of the service being delayed or unavailable for more than 3 hours beyond the agreed deadline the cost of the full days pack will be credited to the Customer. Where duplicates cuttings are included their cost will be reimbursed. Where 10 or more articles are missed in a month the cost of a day's cuttings will be reimbursed.

- 1.1.2 Exit strategy: The Customer will be able to review the delivery of the contract at 6 months and at a year. Failure by the Supplier to consistently (2 or more instances) meet one or more of the KPI/SLAs the Customer reserves the right to exit the contract.
- 1.2 Where there is a conflict between the terms at 1.1.1 ,1.1.2 and those of the RM6134 Call-off Terms and Conditions, the additional terms at 15.3 shall take precedence.

**CALL-OFF START DATE:** **1<sup>st</sup> November 2022**

**CALL-OFF EXPIRY DATE:** **31<sup>st</sup> October 2023**  
**Extension option 1 – 31<sup>st</sup> October 2024**  
**Extension option 2 – 31<sup>st</sup> October 2025**

**CALL-OFF INITIAL PERIOD:** **One (1) year**  
**Optional two (2) periods of one (1) year extension included.**

**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 **£65,000.00** Estimated Charges in the first 12 months of the Contract.

**CALL-OFF CHARGES**  
See details in Call-Off Schedule 5 (Pricing Details)

**REIMBURSABLE EXPENSES**  
N/A

**PAYMENT METHOD**  
BACS  
One month in arrears



[REDACTED]

BUYER'S ENVIRONMENTAL POLICY  
N/A

BUYER'S SECURITY POLICY  
Appended at Call-Off Schedule 9

[REDACTED]

[REDACTED]

PROGRESS REPORT FREQUENCY  
Effective and efficient management of contract shall take place through quarterly meetings between the Customer and the Supplier.

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Effective and efficient management of contract shall take place through quarterly meetings between the Customer and the Supplier.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**KEY SUBCONTRACTOR(S)**  
**N/A**

**COMMERCIALLY SENSITIVE INFORMATION**

Supplier's Commercially Sensitive Information with Call-Off Schedule 4  
(Commercially Sensitive Information)

**SERVICE CREDITS**

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

[REDACTED]

**ADDITIONAL INSURANCES**

Details of Additional Insurances required in accordance with Joint Schedule 3  
(Insurance Requirements)

**GUARANTEE**

The Supplier must have a Call-Off Guarantor to guarantee their performance using  
the form in Joint Schedule 8 (Guarantee)

**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)

