

**PANEL AGREEMENT SCHEDULE 4**  
**RM3786 Contract Call-Off ORDER FORM**

**SECTION A**

- (i) This Order Form dated **11th November 2020** is issued in accordance with the provisions of the Panel Agreement for the provision of general legal 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 Contract Call-Off 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 the CCS overarching Framework Agreement RM3786 and the Terms and Conditions contained therein.
- (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.

<b>1.1</b>	<b>Customer Reference</b> CPD/004/121/112
<b>1.2</b>	Ministry of Housing, Communities and Local Government (MHCLG) Fry Building 2 Marsham Street London SW1P 4DF <b>("CUSTOMER")</b>

1.3	Womble Bond Dickinson LLP Ballard House, Westoe Road, Plymouth, PL1 3AE <b>("SUPPLIER")</b>
1.4	<b>Commencement Date:</b> <b>13th November 2020</b>
1.5	<b>Term</b> Initial Period of 17 Months expiring on <b>12th April 2022</b> Followed by <b>2 optional extension periods of 12 months each</b> which will be exercised entirely at MHCLG's sole discretion. The maximum date which this contract can be extended to is therefore <b>12<sup>th</sup> April 2024</b>
1.6	<b>Signed for and on behalf of the Customer by an authorised representative:</b>
	Name and Title:
	Signature
	Date
1.7	<b>Signed for and on behalf of the Supplier by an authorised representative:</b>
	Name and Title:
	Signature
	Date

**SECTION B****1. PANEL SERVICES**

<b>1.1</b>	<b>Panel Services:</b> As set out in the Customer's statement of requirement document at Annex A
<b>1.2</b>	<b>Management and review of the Services</b> <i>Reviews will be undertaken on a monthly/quarterly basis at the customer's discretion.</i>
<b>1.3</b>	<b>Place of performance</b> <i>The supplier's office or remotely during Covid 19 Restrictions</i> <i>There may be occasional requirements for the supplier to work out of MHCLG's offices principally at 2 Marsham Street, London, SW1P 4DF</i>

**2. CHARGES**

<b>2.1a</b>	<b>Rates as set out below:</b>																											
<b>2.1b</b>	<table border="1"> <thead> <tr> <th><b>Role</b></th> <th><b>Hourly Rate £</b></th> <th><b>Indicative Volumes</b></th> <th><b>Total Price (over 17 month core period) £</b></th> </tr> </thead> <tbody> <tr> <td><i>Partner</i></td> <td><i>185.00</i></td> <td><i>200</i></td> <td><i>37,000</i></td> </tr> <tr> <td><i>SNR Lawyer</i></td> <td><i>160.00</i></td> <td><i>700</i></td> <td><i>112,000</i></td> </tr> <tr> <td><i>JNR Lawyer</i></td> <td><i>110.00</i></td> <td><i>300</i></td> <td><i>33,000</i></td> </tr> <tr> <td><i>Paralegal</i></td> <td><i>50.00</i></td> <td><i>300</i></td> <td><i>15,000</i></td> </tr> <tr> <td></td> <td></td> <td></td> <td><b><u>£197,000</u></b></td> </tr> </tbody> </table>				<b>Role</b>	<b>Hourly Rate £</b>	<b>Indicative Volumes</b>	<b>Total Price (over 17 month core period) £</b>	<i>Partner</i>	<i>185.00</i>	<i>200</i>	<i>37,000</i>	<i>SNR Lawyer</i>	<i>160.00</i>	<i>700</i>	<i>112,000</i>	<i>JNR Lawyer</i>	<i>110.00</i>	<i>300</i>	<i>33,000</i>	<i>Paralegal</i>	<i>50.00</i>	<i>300</i>	<i>15,000</i>				<b><u>£197,000</u></b>
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	<i>Also set out in the supplier's tender proposal at Annex B</i>																											

2.2	<p><b>Estimate of Charges for initial Core Period of 17 months commencing 13<sup>th</sup> November 2020: £197,000</b></p> <p>Charges thereafter are estimated at circa <b>£139,059.00</b> per optional year</p>
2.3	<p><b>Fixed Price not used</b></p>
2.4	<p><b>Capped Price not used</b></p>
2.5	<p><b>Other Costs:</b></p> <p><b>Reimbursable Expenses</b></p> <p>Not payable</p> <p><b>Disbursements</b></p> <p>Not payable</p>

### 3. MISCELLANEOUS

3.1	<p><b>CUSTOMER REPRESENTATIVE</b></p> <p>REDACTED</p>
3.2	<p><b>SUPPLIER REPRESENTATIVE</b></p> <p>REDACTED</p>
3.3	<p><b>KEY PERSONNEL</b></p> <p>REDACTED</p>
3.4	<p><b>NOTICES</b></p> <p>MHCLG Commercial</p> <p>Fry Building</p> <p>2 Marsham Street</p> <p>London</p> <p>SW1P 4DF</p>

3.5	<p><b>CUSTOMER BILLING ADDRESS</b></p> <p><i>CP2P Team MHCLG</i>  4<sup>TH</sup> FLOOR, HIGH TREES  HILLFIELD ROAD,  HEMELE HEMPSTEAD, HP2 4XN  CLGInvoices@communities.gov.uk</p>
3.6	<p><b>SUPPLIER BANK DETAILS</b></p>
3.7	<p><b>CUSTOMER'S PURCHASE ORDER NUMBER</b></p>
3.8	<p><b>APPROVED SUB-CONTRACTORS - NONE</b></p>
3.9	<p>Not applied</p>
3.10	<p><b>Exit Management:</b>  Not applied</p>
3.11	<p><b>Transparency Reports</b>  Not required</p>
3.12	<p><b>Call Off Guarantee (Clause 10 of the Legal Service Contract):</b>  Not required</p>

**4. VARIATIONS TO THE TERMS AND CONDITIONS**

<b>4.1</b>	<b>Liability cap</b> No Variation
<b>4.2</b>	<b>Conflicts of Interest</b> None
<b>4.3</b>	<b>Confidentiality</b> No Special Arrangements
<b>4.5</b>	<b>Intellectual Property Rights</b> Clause 8 applies
<b>4.6</b>	No variations