

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

### Order Form

CALL-OFF REFERENCE: **CPD 004 122 049**

THE BUYER: **Department for Levelling Up, Housing and Communities**

BUYER ADDRESS: 2 Marsham Street, London SW1P 4DF

THE SUPPLIER: **Allied Publicity Services (Manchester) Limited**

SUPPLIER ADDRESS: Chetham House, Bird Hall Lane, Cheadle Heath,  
Greater Manchester SK3 0ZP

REGISTRATION NUMBER: 00681528

DUNS NUMBER:

SID4GOV ID: 21-222-8001

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **08 April 2022**.

It's issued under the Framework Contract with the reference number **RM6170** for the provision of Print Management Services under Lot 2.

CALL-OFF LOT(S):  
Lot 2 – Print Management Services

Framework Ref: RM6170 Print Management 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) **RM6170**
3. The following Schedules in equal order of precedence:

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- Joint Schedules for **RM6170**

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- Joint Schedule 2 (Variation Form)
  - Joint Schedule 3 (Insurance Requirements)
  - Joint Schedule 4 (Commercially Sensitive Information)
  - Joint Schedule 8 (Guarantee)
  - Joint Schedule 10 (Rectification Plan)
  - Joint Schedule 11 (Processing Data)
  - Joint Schedule 13 (Continuous Improvement)
  - Joint Schedule 14 (Benchmarking)
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- Call-Off Schedules for **RM6170**

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- 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 15 (Call-Off Contract Management)
- Call-Off Schedule 18 (Background Checks)
- Call-Off Schedule 20 (Call-Off Specification)

4. CCS Core Terms (version 3.0.8)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6170**
6. 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.

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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:

None

CALL-OFF START DATE: **13 April 2022**

CALL-OFF EXPIRY DATE: **27 December 2024**

CALL-OFF INITIAL PERIOD: **2 Years, 8 Months**

CALL-OFF OPTIONAL EXTENSION PERIOD: Option to extend for a further year.

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### CALL-OFF DELIVERABLES

Option B: 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 £76,000 excl VAT.

### CALL-OFF CHARGES

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

The maximum spend of this contract is £115,000 excl VAT for the duration of this contract. Please note there is no guaranteed spend of this contract.

### REIMBURSABLE EXPENSES

None

### PAYMENT METHOD

Full Payment information can be found in Call-Off Schedule 20 (Call-Off Specification)

1. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
2. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
3. Invoices should be submitted to: **REDACTED** or DLUHC FSSD CP2P Team, 4th Floor, High Trees, Hillfield Road, Hemel Hempstead, HP2 4XN.
4. Individual invoice will be required for each completed project. All invoice must include details of VAT, agency fees along with all other project cost breakdown.
5. A copy of the invoice should also be emailed to the lead person managing the project, within DLUHC, for information.

### BUYER'S INVOICE ADDRESS:

Department for Levelling Up, Housing and Communities  
CP2P Team, 4th Floor, High Trees, Hillfield Road, Hemel Hempstead, HP2 4XN

**REDACTED** and **REDACTED**

### BUYER'S AUTHORISED REPRESENTATIVE

**REDACTED**

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Head of Marketing

**REDACTED**

2 Marsham Street, London SW1P 4DF

**BUYER'S ENVIRONMENTAL POLICY**

Greening Government Commitments Annual Report [April 2020]

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/883779/ggc-annual-report-2018-2019.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/883779/ggc-annual-report-2018-2019.pdf)

**BUYER'S SECURITY POLICY**

Appended at Call-Off Schedule 9

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

**REDACTED**

Executive Director

**REDACTED**

c/o The APS Group, Chetham House, Bird Hall Lane SK3 0ZP

**SUPPLIER'S CONTRACT MANAGER**

**REDACTED**

Client Service Director

**REDACTED**

c/o The APS Group, Chetham House, Bird Hall Lane SK3 0ZP

**PROGRESS REPORT FREQUENCY**

On the first Working Day of each quarter of the year.

**PROGRESS MEETING FREQUENCY**

During the first year of the contract, the Authority and Supplier will aim to meet twice a year and thereafter meet annually to discuss and review contract. The meetings can take place via Teams.

**KEY STAFF**

NOT APPLICABLE

**KEY SUBCONTRACTOR(S)**

NOT APPLICABLE

**COMMERCIALLY SENSITIVE INFORMATION**

As detailed in Joint Schedule 4

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### SERVICE CREDITS

Not applicable

A Critical Service Level Failure is: failure to meet the requirement and timeline set by Customer.

### 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

Social Value will be considered for this requirement and will be Theme 3: Fighting Climate Change in line with Cabinet Office Social Value Model. The Supplier will aim to deliver any/all of the following benefits through the contract under MAC 4.1.

- MAC 4.1 Deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions.

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	Executive Director	Role:	Commercial Lead
Date:	May 19 2022	Date:	25/05/2022

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Project Version: v1.0

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Model Version: v3.6