

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

Order Form

CALL-OFF REFERENCE:	P4104004
THE BUYER:	Department for Transport
BUYER ADDRESS	Great Minster House, 33 Horseferry Road, London, SW1P 4DR
THE SUPPLIER:	TLT LLP
SUPPLIER ADDRESS:	One Redcliff Street, Bristol, BS1 6TP
REGISTRATION NUMBER:	OC308658
DUNS NUMBER:	739281603
SID4GOV ID:	N/A

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 1st June 2022 date of issue. It is issued under the Framework Contract with the reference number Legal Services Panel RM6179 for the provision of legal advice and services.

CALL-OFF LOT(S):
Lot 1 – General Legal Advice and Services

Framework Ref: RM6179

Project Version: v1.0

Model Version: v3.7

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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) RM6179
3. Framework Special Terms
4. The following Schedules in equal order of precedence:

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- Joint Schedules for RM6179

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- Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
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- Call-Off Schedules for P4104004

- 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 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 16 (Benchmarking)
 - Call-Off Schedule 18 (Background Checks)
 - Call-Off Schedule 20 (Call-Off Specification)
 - Call-Off Schedule 24 (Special Schedule)
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5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) RM6179
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.

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CALL-OFF START DATE: 6th June 2022

CALL-OFF EXPIRY DATE: 5th June 2024

CALL-OFF INITIAL PERIOD: 24 Months

CALL-OFF OPTIONAL EXTENSION PERIOD - 2 x 12-month Terms

WORKING DAY

As set out in the framework core terms (Joint schedule 1)

CALL-OFF DELIVERABLES

As set out in individual Work Orders

The Buyer is entitled to 2 hours of free initial consultation and legal advice with each work package in accordance with Paragraph 5.2 of Framework Schedule 1 (Specification).

MANAGEMENT OF CONFLICT OF INTEREST

None identified

CONFIDENTIALITY

As set out in individual Work Orders and Statement of Requirements (section 16)

IPR

Clause 9 (IPRs) assigns all IPRs in the outputs from the Deliverables to the Supplier, with a licence from the Supplier to the Buyer to use, transfer and sub-licence such rights. If the Buyer requires an alternative arrangement in respect of IPRs, these should be specified here

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms, and as amended by the Framework Special Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £225,000 in the first 12 months of the Contract.

CALL-OFF CHARGES

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The Supplier's Charges are set out below and are used to calculate the total charges for each individual Work Order:

Grade	Hourly Rate Offered (£ exc. VAT)
Partner	██████
Legal Director/Counsel	██████
Senior Solicitor	██████
Solicitor/Associate	██████
Junior Solicitor	██████
Trainee	██████
Paralegal	██████

These rates are fixed and firm for the duration of the Term (including any future extensions).

VOLUME DISCOUNTS

Where the Supplier provides Volume Discounts, the applicable percentage discount (set out in Table 2 of Annex 1 of Framework Schedule 3 (Framework Prices)) shall automatically be applied by the Supplier to all Charges it invoices regarding the Deliverables on and from the date and time when the applicable Volume Discount threshold is met and in accordance with Paragraphs 8, 9 and 10 of Framework Schedule 3.

REIMBURSABLE EXPENSES

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Payment will not be made in respect of:

- Handover from the Legal Adviser to DfTLA (providing that handover does not take longer than 30 minutes).
- Normal office overheads (e.g., hard copy reports, photocopying and postage, etc.)
- Internal supervision or checking the work of junior members of the team where duplication provides no demonstrable benefit;
- Travel and subsistence. unless that cost has been pre-approved.

DISBURSEMENTS

Disbursements shall only be payable where the Customer has authorised that the Disbursements may be incurred in advance.

PAYMENT METHOD

As set out in Statement of Requirements (section 17)

BUYER'S INVOICING ADDRESS:

Accounts Payable,
DfT Shared Service Centre,
5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA.

Or via email to 

BUYER'S AUTHORISED REPRESENTATIVE



Great Minster House, 33 Horseferry Road, London, SW1P 4DR

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BUYER'S ENVIRONMENTAL POLICY

N/A

BUYER'S SECURITY POLICY

N/A

BUYER'S ICT POLICY

N/A

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

[REDACTED]

[REDACTED]

One Redcliff Street, Bristol, BS1 6TP

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

[REDACTED]

[REDACTED]

One Redcliff Street, Bristol, BS1 6TP

PROGRESS REPORT

Quarterly Meetings. Authority will discuss how this is set out during initial contract start up meetings

PROGRESS REPORT FREQUENCY

Supplier performance meetings are set out Quarterly

PROGRESS MEETINGS AND PROGRESS MEETING FREQUENCY

Weekly Checkpoints – Section 8.5 SoR

KEY STAFF

N/A

KEY SUBCONTRACTOR(S)

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N/A

COMMERCIALLY SENSITIVE INFORMATION

See Schedule 20 Statement of Requirements

SERVICE CREDITS

N/A

ADDITIONAL INSURANCES

N/A

GUARANTEE

N/A

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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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:	██████████	Name:	██████████
Role:	██████	Role:	████████████████████ ██████████
Date:	01/06/2022	Date:	01/06/2022

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