



**Crown
Commercial
Service**

Call Off Order Form for Management Consultancy Services

**Provision of Consultancy Support for
CCS Reward Strategy Consultancy Support
To
Crown Commercial Services
From
Quo Imus Limited**

Contract Reference: CCCC20B76

FRAMEWORK SCHEDULE 4

CALL OFF ORDER FORM

PART 1 – CALL OFF ORDER FORM

SECTION A

This Call Off Order Form is issued in accordance with the provisions of the Framework Agreement for the provision of **RM3745** dated *4th September 2017/21st November 2017*

The Supplier agrees to supply the Services specified below on and subject to the terms of this Call Off Contract.

For the avoidance of doubt this Call Off Contract consists of the terms set out in this Call Off Order Form and the Call Off Terms.

Reference Number	CCCC20B76
From	Crown Commercial Service ("CUSTOMER") Representative: REDACTION REDACTION
To	Quo Imus Limited ("SUPPLIER") Representative: REDACTION REDACTION
Date	Friday 29th January 2021

SECTION B

CALL OFF CONTRACT PERIOD

1.1.	Commencement Date: Wednesday 3rd February 2021
	Expiry Date: End date of Initial Period Wednesday 2nd February 2022 End date of Extension Period Tuesday 2nd August 2022

	Minimum written notice to Supplier in respect of extension: 2 months
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SERVICES

2.1	Services required: In Call Off Schedule 2 (Services) Please refer to Annex 1 – Statement of Requirements.
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PROJECT PLAN

3.1.	Project Plan: In Call Off Schedule 4 (Project Plan) N/A
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CONTRACT PERFORMANCE

4.1.	Standards: N/A
4.2	Service Levels/Service Credits: See Section 14 of Annex 1 - Statement of Requirements
4.3	Critical Service Level Failure: Not applied
4.4	Performance Monitoring: See Section 14 of Annex 1 - Statement of Requirements
4.5	Period for providing Rectification Plan: In Clause 39.2.1(a) of the Call Off Terms

PERSONNEL

5.1	Key Personnel: REDACTION
5.2	Relevant Convictions (Clause 28.2 of the Call Off Terms): In clause 28.2 of the Call Off terms

PAYMENT

6.1 Call Off Contract Charges (including any applicable discount(s), but excluding VAT):

Roles Offered	CCS Rate Card (RM3745) (£ exc VAT)	Daily Rates Offered (£ exc VAT)
Director / Partner	£ REDACTION	£ REDACTION
Managing Consultant / Accountant / Auditor	£ REDACTION	£ REDACTION
Principal Consultant / Accountant / Auditor	£ REDACTION	£ REDACTION
Senior Consultant / Accountant / Auditor	£ REDACTION	£ REDACTION
Consultant / Accountant / Auditor	£ REDACTION	£ REDACTION
Junior Consultant / Accountant / Auditor	£ REDACTION	£ REDACTION

Pricing Table B – Total Capped Price

The pricing table below will be used as part of the evaluation to indicate costs against the deliverables described in Attachment 3 - Statement of Requirements.
Please enter in the cells highlighted in green the number of days needed per role to deliver the requirement.

		Total days for Consultants					Total Capped Price for each Task
Deliverable	Junior Consultant / Accountant / Auditor	Consultant / Accountant / Auditor	Senior Consultant / Accountant / Auditor	Principal Consultant / Accountant / Auditor	Managing Consultant / Accountant / Auditor	Director / Partner	(£ exc VAT)
Initial review of existing pay and reward scheme	REDACTION	REDACTION	REDACTION	REDACTION	REDACTION	REDACTION	£ REDACTION
Support of deeper pay benchmarking approach for all roles within CCS	REDACTION	REDACTION	REDACTION	REDACTION	REDACTION	REDACTION	£ REDACTION
Analysis of findings from review of existing pay and reward scheme, identifying relevant options.	REDACTION	REDACTION	REDACTION	REDACTION	REDACTION	REDACTION	£ REDACTION
Presentation of analysis and findings as outlined in Attachment 3, Section 6.	REDACTION	REDACTION	REDACTION	REDACTION	REDACTION	REDACTION	£ REDACTION
Total Capped Price (£ exc VAT)							£33,268.75

6.2	Payment terms/profile: BACS In Annex 2 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing) See Section 16 of Annex 1 - Statement of Requirements
6.3	Reimbursable Expenses: Not permitted
6.4	Customer billing address (paragraph 7.6 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): Invoices should be submitted electronically to the email address indicated on the purchase order issued to the appointed Supplier, Or REDACTION
6.5	Call Off Contract Charges fixed for (paragraph 8.2 of Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): For the life of the Call Off Contract from the Call Off Commencement Date
6.6	Supplier periodic assessment of Call Off Contract Charges (paragraph 9.2 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)) will be carried out on: Not Applied
6.7	Supplier request for increase in the Call Off Contract Charges (paragraph 10 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): Not Permitted

LIABILITY AND INSURANCE

7.1	Estimated Year 1 Call Off Contract Charges: The sum of £33,268.75 (exc VAT)
7.2	Supplier's limitation of Liability: Clause 37.2.1 of the Call Off Terms
7.3	Insurance: Clause 38.3 of the Call Off Terms

TERMINATION AND EXIT

8.1	Termination on material Default: Clause 42.2.1(c) of the Call Off Terms.
8.2	Termination without cause notice period: Clause 42.7.1 of the Call Off Terms
8.3	Undisputed Sums Limit: In Clause 43.1.1 of the Call Off Terms
8.4	Exit Management: In Call Off Schedule 9 (Exit Management)

SUPPLIER INFORMATION

9.1	Supplier's inspection of Sites, Customer Property and Customer Assets: Not Applicable
9.2	Commercially Sensitive Information: The supplier's proposal in relation to their bid and pricing information.

OTHER CALL OFF REQUIREMENTS

10.1	Recitals (in preamble to the Call Off Terms): Recitals B to E Recital C - date of issue of the Statement of Requirements: REDACTION Recital D - date of receipt of Call Off Tender: REDACTION
10.2	Call Off Guarantee (Clause 4 of the Call Off Terms): Not required
10.3	Security: Short form security requirements
10.4	ICT Policy: Not applied
10.5	Testing: Not applied
10.6	Business Continuity & Disaster Recovery: In Call Off Schedule 8 (Business Continuity and Disaster Recovery) Disaster Period: For the purpose of the definition of "Disaster" in Call Off Schedule 1 (Definitions) the "Disaster Period" shall be 4 weeks.

10.7	NOT USED
10.8	Protection of Customer Data (Clause 35.2.3 of the Call Off Terms): All data shared must be via a secure platform.
10.9	Notices (Clause 56.6 of the Call Off Terms): Customer's postal address and email address: Crown Commercial Service REDACTION Supplier's postal address and email address: REDACTION
10.10	Transparency Reports Not Applicable
10.11	Alternative and/or additional provisions (including any Alternative and/or Additional Clauses under Call Off Schedule 14 and if required, any Customer alternative pricing mechanism): Not Applicable
10.12	Call Off Tender: In Call Off Schedule 16 See Annex 2 – Technical Submission
10.13	Publicity and Branding (Clause 36.3.2 of the Call Off Terms) Not applicable
10.14	Staff Transfer Annex to Call Off Schedule 10, List of Notified Sub-Contractors (Call Off Tender).
10.15	Processing Data Call Off Schedule 17

FORMATION OF CALL OFF CONTRACT

BY SIGNING AND RETURNING THIS CALL OFF ORDER FORM (which may be done by electronic means) the Supplier agrees to enter a Call Off Contract with the Customer to provide the Services in accordance with the terms Call Off Order Form and the Call Off Terms.

The Parties hereby acknowledge and agree that they have read the Call Off Order Form and the Call Off Terms and by signing below agree to be bound by this Call Off Contract.

In accordance with paragraph 7 of Framework Schedule 5 (Call Off Procedure), the Parties hereby acknowledge and agree that this Call Off Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of the Call Off Order Form from the Supplier within two (2) Working Days from such receipt.

For and on behalf of the Supplier:

Name and Title	REDACTION Director
Signature	REDACTION
Date	02/02/21

For and on behalf of the Customer:

Name and Title	REDACTION, Head of HR
Signature	REDACTION
Date	2.2.21