

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

Order Form

CALL-OFF REFERENCE: C291769

THE BUYER: The Secretary of State for Health and Social Care,
acting as part of the Crown

BUYER ADDRESS Department for Health and Social Care (DHSC),
39 Victoria Street, London, SW1H 0EU

THE SUPPLIER: Mills & Reeve LLP

SUPPLIER ADDRESS: 24 King William Street, London, EC4R 9AT

REGISTRATION NUMBER: OC326165

DUNS NUMBER: 219268914

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 14th June 2024.

It's 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

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:

- Joint Schedules for RM6179
 - - 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)
- Call-Off Schedules for C291769
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 7 (Key Supplier Staff)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - Call-Off Schedule 20 (Call-Off Specification)
 - Call-Off Schedule 24 (Special Schedule)

5. CCS Core Terms (version 3.0.11)

6. Joint Schedule 5 (Corporate Social Responsibility) RM6179

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:

Special Term 1

The Supplier has numerous clients that rely upon it for general representation. The Supplier advises clients in matters arising under the laws of: one or more of the constituent parts of the United Kingdom, the European Union, a Member State of the European Union, the WTO, other international trade and/or investment agreements, or public international law generally. As a result, without advance conflicts waivers from Supplier clients, conflicts of interest could arise that could deprive either the Buyer or other Supplier clients of the right to select the Supplier as counsel.

In light of the foregoing, other current or future clients of the Supplier including those identified in the preceding paragraph (collectively, the “Other Clients”) may ask the Supplier to represent them in matters (including litigation) that are adverse to the Buyer but that are not substantially related to the Supplier’s representation of the Buyer. If the Supplier is not

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representing the Buyer in such a matter, and the matter in which the Buyer and the Other Client have adverse interests is not substantially related to our current or past representation of the Buyer, then:

1. the Buyer agrees that the Supplier may represent such Other Client to the extent and provided that the Supplier is and remains not substantially related to the Supplier's representation of the Buyer;
2. the Buyer waives any conflict of interest arising from such representation; and
3. the Buyer agrees that it will not seek to disqualify or otherwise prevent the Supplier from representing such Other Client,

provided that any Confidential Information and Personal Data held by lawyers of the Supplier that assisted the Buyer in this matter is kept confidential, in the case of Confidential Information, and Processed, in the case of Personal Data, in accordance with Clauses 14 and 15 of the Core Terms, respectively.

The Buyer acknowledges that it has had an opportunity to consult with other counsel (in-house or otherwise) before agreeing to this waiver.

CALL-OFF START DATE: Call-Off to start on the date on which the Buyer signs the Order Form

CALL-OFF EXPIRY DATE: 31 March 2025

CALL-OFF INITIAL PERIOD: Until end of the DHSC financial year

CALL-OFF DELIVERABLES

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

See details in Call-Off Schedule 20 (Call-Off Specification)

MANAGEMENT OF CONFLICT OF INTEREST

Nothing additional to the CCS Core Terms (version 3.0.11).

CONFIDENTIALITY

Nothing additional to the CCS Core Terms (version 3.0.11).

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.

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 **£50,000 + VAT**

CALL-OFF CHARGES

The Charges for the Deliverables, including pricing mechanism and unit on an:

- (a) Hourly Rate; (b) Capped Price; (c) Fixed Price; and/or (d) any combination of the above for the applicable grades being used, or (e) any other fee arrangement.

Supplier			
Mills & Reeve LLP			
Band 1 (Partner)	Band 2 (Legal Director)	Band 3 (Senior Solicitor, Senior Associate)	Band 4 (Solicitor, Associate)
Band 5 (NQ Solicitor / Associate, Junior Solicitor / Associate)	Band 6 (Trainee)	Band 7 (Paralegal, legal assistant)	Legal Project Manager

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Indexation
- Specific Change in Law

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

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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.

Threshold 1	Threshold 2	Threshold 3
£1m and above, up to a maximum of £2,499,999.99	£2.5m and above, up to a maximum of £4,999,999.99	£5m and above

REIMBURSABLE EXPENSES

Recoverable as stated in the Framework Contract

DISBURSEMENTS

Payable - subject to prior approval being obtained before incurring disbursements.

ADDITIONAL TRAINING CHARGE

None

SECONDMENT CHARGE

Not applicable

PAYMENT METHOD

BACS to:

MILLS & REEVE LLP OFFICE ACCOUNT

SORT CODE: ACCOUNT NUMBER:

HSBC UK BANK PLC

BUYER'S INVOICING ADDRESS:

All draft invoices, after being verified and approved by the Buyer or their representatives, should be submitted by the Supplier, quoting a valid purchase order number (PO) as follows:

Accounts Payable

, Department for Health and Social Care (DHSC), Quarry House, Quarry Hill, Leeds, LS2 7UE

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Draft invoices to be submitted for approvals to [REDACTED]
and any other named person (as required)

Final invoices to be submitted in PDF to both the above and [REDACTED]
for prompt payment.

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

CLG DHSC & Covid Inquiry, Commercial Law Group (CLG), Government Legal
Department (GLD), 102 Petty France, London, SW1H 9AJ

[REDACTED]

CLG DHSC & Covid Inquiry, Commercial Law Group (CLG), Government Legal
Department (GLD), 102 Petty France, London, SW1H 9AJ

[REDACTED]

Department for Health and Social Care (DHSC), Quarry House, Quarry Hill, Leeds,
LS2 7UE

BUYER'S ENVIRONMENTAL POLICY

Available on request

BUYER'S SECURITY POLICY

Available on request

BUYER'S ICT POLICY

Available on request

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

SUPPLIER'S CONTRACT MANAGER



PROGRESS REPORT

The Supplier shall prepare, at no cost to the Buyer, a summary report setting out:

1. A brief update on the status of each matter on which the supplier is instructed by the Buyer under this Call Off Contract; and
2. A WIP report detailing:
 - 2.1 the charges billed to date on each matter;
 - 2.2 the work completed for each matter; and
 - 2.3 the total spend to date across all matters

This will be provided as required by each instructing GLD Lead on their respective matters.

PROGRESS REPORT FREQUENCY

The Supplier shall prepare progress report “WIP”s as required and on request.

PROGRESS MEETINGS AND PROGRESS MEETING FREQUENCY

Review meetings shall take place monthly or as otherwise required by the Buyer’s representative(s) or such person nominated by the Buyer’s representative(s).

KEY STAFF



KEY SUBCONTRACTOR(S)

Not Applicable

COMMERCIALLY SENSITIVE INFORMATION

Supplier’s Commercially Sensitive Information (as per Joint Schedule 4).

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

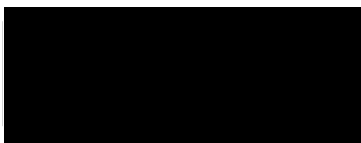
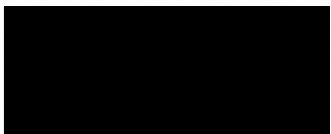





Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:			
Date:	13 June 2024	Date:	18/06/24

Joint Schedules



Joint Schedule 4 - Joint Schedule 11 -
Commercially Sensitive Processing Data DH

Call-Off Schedules



Call-Off Schedule 1 - Transparency Repc
Call-Off Schedule 2 - Staff Transfer v3.3
Call-Off Schedule 3 - Continuous Improv
Call-Off Schedule 7 - Key Supplier Staff
Call-Off Schedule 8 - Business Continuit



Call-Off Schedule 20 - Specification v3
Call-Off Schedule 24 - Legal Services S