

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

## Order Form

CALL-OFF REFERENCE: CPD/126/071

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

BUYER ADDRESS 2 Marsham St, London SW1P 4DF

THE SUPPLIER: **Pinsent Masons LLP**

SUPPLIER ADDRESS: <REDACTED>

REGISTRATION NUMBER: OC333653

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 26/09/2023.

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. CCS Core Terms (version 3.0.11)

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: **26/09/2023**

CALL-OFF EXPIRY DATE: **On completion of the Deliverables**

CALL-OFF INITIAL PERIOD: **12 Months from the start date**

CALL-OFF DELIVERABLES:

Option A: **Appointment of Pinsent Masons LLP to provide Parliamentary Agent Services in support of the UK Holocaust Memorial and Learning Centre**

MANAGEMENT OF CONFLICT OF INTEREST  
**<REDACTED>**

CONFIDENTIALITY  
**No Special Arrangements**

IPR  
**Clause 9 (IPRs) applies**

MAXIMUM LIABILITY  
**<REDACTED>**

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is  
**<REDACTED>**

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### CALL-OFF CHARGES

No.	Task	Assumptions, dependencies and variables	Actual WIP or estimated range (all excl. VAT)
<b>A.</b>	<b><u>Initial Steps</u></b>		
1.	Preparation and appearing before the Examiners in 'Part 2' hearing	<REDACTED>	<REDACTED>
2.	Preparation and appearing before the Standing Orders Committee of each House, and compliance steps in relation to the Private Business Standing Orders (notices and deposits)	<REDACTED>	<REDACTED>
3.	Advice on interface with planning application		<REDACTED>
4.	House of Commons 2 <sup>nd</sup> Reading advice including re the Instruction and other motions		<REDACTED>
5.	Initial advice on the House of Commons Select Committee process, including re petitions		<REDACTED>
6.	Costs of local newspaper and London Gazette notices incurred to date (disbursement)		<REDACTED>
	<b>TOTAL WIP:</b>		<REDACTED>
<b>B.</b>	<b><u>Subsequent House of Commons steps</u></b>		
7.	Reviewing submitted petitions against the Bill and advising on 'right to be heard' challenges, both in terms of general strategy and on individual petitions; preparing and serving on petitioners Notices of Objection	<REDACTED>	<REDACTED>
8.	Advising on engagement with petitioners and where instructed, liaising with petitioners	<REDACTED>	<REDACTED>
9.	Programme management of the Select Committee	<REDACTED>	<REDACTED>
10.	Preparation for the Select Committee including advice on procedure, right to be heard challenges documentation, evidence preparation,	<REDACTED>	<REDACTED>

Framework Ref: RM6179

Project Version: v1.0

Model Version: v3.7

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No.	Task	Assumptions, dependencies and variables	Actual WIP or estimated range (all excl. VAT)
	witness preparation, instructing counsel and consultations with counsel		
11.	Attending the Select Committee and advising on its decisions (including re amendments to the Bill and on Undertakings to the Committee and/or to petitioners)	<REDACTED>	<REDACTED>
12.	Counsel's fees for Select Committee proceedings (inc. preparation)	<REDACTED>	<REDACTED>
13.	Advice on any issues relating to private interests arising during Public Bill Committee and Consideration and Third Reading	<REDACTED>	<REDACTED>
<b>INDICATIVE TOTAL:</b>		<REDACTED>	
C.	<u>House of Lords stages</u>		
14.	Advising on petitioning process and issues, and on Second Reading issues relating to private interests, including on the necessary motions and any Instruction to the Select Committee appointed to consider petitions	<REDACTED>	<REDACTED>
15.	House of Lords Select Committee (as per House of Commons Select Committee, i.e. rows 7-11 above)	<REDACTED>	<REDACTED>

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No.	Task	Assumptions, dependencies and variables	Actual WIP or estimated range (all excl. VAT)
16.	Counsel's fees for Select Committee proceedings (inc. preparation)	<REDACTED>	<REDACTED>
17.	Advice on any issues relating to private interests arising during Committee and on Report and Third Reading	<REDACTED>	<REDACTED>
	<b>INDICATIVE TOTAL:</b>		<REDACTED>
<i>D.</i>	<u><i>General activities in both Houses</i></u>		
18.	Advising on and securing compliance with the remaining applicable Private Business Standing Orders – e.g. notices and deposits, etc., including further appearances before the Examiners as necessary		<REDACTED>
19.	Costs of future local newspaper and London Gazette notices (disbursement)		<REDACTED>
20.	General liaison with the House Authorities, as required	<REDACTED>	<REDACTED>

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No.	Task	Assumptions, dependencies and variables	Actual WIP or estimated range (all excl. VAT)
21.	Regular meetings/calls with DLUHC bill team (and, if required, OPC)	<REDACTED>	<REDACTED>
	<b>INDICATIVE TOTAL:</b>		<REDACTED>
	<b>OVERALL INDICATIVE TOTAL (including current WIP):</b>		<REDACTED>

The above fee estimate is based on our agreed CCS General Panel hourly fee rates as below. All figures below and in the above are exclusive of VAT and disbursements.

Grade	Partner	Legal Director / Senior Solicitor / Senior Associate	Solicitor / Associate	Junior Solicitor
Rate	<REDACTED>	<REDACTED>	<REDACTED>	<REDACTED>

VOLUME DISCOUNTS  
<REDACTED>

REIMBURSABLE EXPENSES  
<REDACTED>

DISBURSEMENTS  
<REDACTED>

ADDITIONAL TRAINING CHARGE  
<REDACTED>

SECONDMENT CHARGE  
<REDACTED>

PAYMENT METHOD  
**Draft invoice submitted to Buyer's Authorised Representative for approval prior to submission of final invoice to the address below.**

BUYER'S INVOICING ADDRESS:  
<REDACTED>

BUYER'S AUTHORISED REPRESENTATIVE  
<REDACTED>

BUYER'S ENVIRONMENTAL POLICY  
**Not Applicable**

BUYER'S SECURITY POLICY  
**Not Applicable**

BUYER'S ICT POLICY  
**Not Applicable**

SUPPLIER'S AUTHORISED REPRESENTATIVE  
<REDACTED>

PROGRESS REPORT  
**As agreed between the Supplier and Buyer's Authorised Representative**

PROGRESS REPORT FREQUENCY  
**As agreed between the Supplier and Buyer's Authorised Representative**

PROGRESS MEETINGS AND PROGRESS MEETING FREQUENCY  
**As agreed between the Supplier and Buyer's Authorised Representative**

KEY STAFF  
<REDACTED>

COMMERCIALLY SENSITIVE INFORMATION  
<REDACTED>

SERVICE CREDITS  
<REDACTED>

ADDITIONAL INSURANCES

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&lt;REDACTED&gt;

GUARANTEE

&lt;REDACTED&gt;

SOCIAL VALUE COMMITMENT

&lt;REDACTED&gt;

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	<REDACTED>	Signature:	<REDACTED>
Name:	<REDACTED>	Name:	<REDACTED>
Role:	<REDACTED>	Role:	<REDACTED>
Date:	03.11.2023	Date:	09/11/2023