

Crown Commercial Service

Call Off Order Form for Management Consultancy Services

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 **Business Consultancy Services (Lot 1)** dated **04 September 2018**.

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 Template Call Off Order Form and the Call Off Terms.

Order Number	02/DWP Estates Expansion
From	The Secretary of State for Work and Pensions (acting as part of the Crown) ("CUSTOMER")
To	Incendium Consulting Limited ("SUPPLIER")
Date	17th July 2020

SECTION B

1. CALL OFF CONTRACT PERIOD

1.1.	Commencement Date: 17th July 2020
1.2.	Expiry Date: End date of Initial Period: 31st March 2021 End date of Extension Period: Not Applicable Minimum written notice to Supplier in respect of extension: Not Applicable

2. SERVICES

2.1	<p>Services required: In Call Off Schedule 2 (Services)</p> <p>Services to support the Customer in the delivery of a Rapid Estate Expansion Programme, to include:</p> <p>Portfolio Strategy & Planning – ie working with DWP operations, DWP Estates and delivery partners to translate demand into actual target sites, early wave planning into delivery, with key activities being:</p> <ul style="list-style-type: none">• Development of Power BI mapping• Identifying and specifying business demand by location to enable searches• Sourcing target supply across locations (serviced, managed, traditional)• Develop metro-plans by location• Develop programme budget and decision tools• Identify early wave targets and oversee early delivery <p>Programme Management Office – ie programme management as an extension of the DWP Estates team, with a particular focus on programme set up and workstream output management, the workstreams being:</p> <ul style="list-style-type: none">• Workstream 1: Portfolio Planning & Site Selection• Workstream 2: Leases & Licences• Workstream 3: Design & Fit Out• Workstream 4: Services• Workstream 5: Commercial, Finance, Decision Making & Governance <p>Roles as set out in 5.1 Key Personnel. Individual roles may be added or removed on thirty (30) calendar days written notice.</p>
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3. PROJECT PLAN

3.1.	Project Plan: Not required
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4. CONTRACT PERFORMANCE

4.1.	Standards: Clause 11 (Standards and Quality)
4.2	Service Levels/Service Credits: Not applied
4.3	Critical Service Level Failure: Not applied
4.4	Performance Monitoring: Not applied
4.5	Period for providing Rectification Plan: Clause 39.2.1(a) of the Call Off Terms

5. PERSONNEL

5.1	Key Personnel: Lead REDACTED Strategy Lead REDACTED Programme Lead REDACTED Portfolio Planning REDACTED Transaction Manager REDACTED Programme Manager REDACTED Project Support REDACTED Analyst REDACTED Design REDACTED Location Modelling REDACTED
5.2	Relevant Convictions (Clause 28.2 of the Call Off Terms)

6. PAYMENT

	REDACTED
6.3	Reimbursable Expenses: Not permitted
6.4	Customer billing address REDACTED OR

	REDACTED
6.5	Call Off Contract Charges fixed for (paragraph 8.2 of Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): Duration of call-off
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

7. LIABILITY AND INSURANCE

7.1	Estimated Year 1 Call Off Contract Charges The sum of REDACTED
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

8. TERMINATION AND EXIT

8.1	Termination on material Default Clause 42.2 of the Call Off Terms
8.2	Termination without cause notice period Thirty (30) Working Days written notice (Clause 42.7 of the Call Off Terms)
8.3	Undisputed Sums Limit: Clause 43.1.1 of the Call Off Terms
8.4	Exit Management: Not applied

9. SUPPLIER INFORMATION

9.1	Supplier's inspection of Sites, Customer Property and Customer Assets: Not required
9.2	Commercially Sensitive Information: Clause 35.4.8 of the Call Off Terms

10. OTHER CALL OFF REQUIREMENTS

10.1	Recitals (in preamble to the Call Off Terms): Recital A
10.2	Call Off Guarantee (Clause 4 of the Call Off Terms): Not required
10.3	Security: Short form (paragraphs 1 to 5 of Schedule 7 (Security)) AND DWP Security Policy and Standards as published https://www.gov.uk/government/publications/dwp-procurement-security-policies-and-standards
10.4	ICT Policy: To be provided by the Customer before the Commencement Date
10.6	Business Continuity & Disaster Recovery: Not applied
10.7	NOT USED
10.8	Protection of Customer Data Clause 35.2.3 of the Call Off Terms
10.9	Notices (Clause 56.6 of the Call Off Terms): Customer's postal address and email address: DWP Commercial Directorate - Estates, Caxton House, Tothill Street, London, SW1H 9NA. REDACTED Supplier's postal address and email address: 1st Floor, Blue Fin Building, 110 Southwark Street, London, SE1 0TA REDACTED
10.10	Transparency Reports Not required
10.11	Alternative and/or Additional Clauses from Call Off Schedule 14 and if required, any Customer alternative pricing mechanism: Not required
10.12	Call Off Tender: Not applicable
10.13	Publicity and Branding Clause 36 of the Call Off Terms
10.14	Staff Transfer Not applicable
10.15	Processing Data

	Call Off Schedule 17
10.16	MOD DEFCONs and DEFFORM Not applicable

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	REDACTED
Signature	REDACTED
Date	20/08/2020

For and on behalf of the Customer:

Name and Title	REDACTED
Signature	REDACTED
Date	20/08/20