

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

## Order Form

CALL-OFF REFERENCE: **GLD 057 2023 eDisclosure Services**

[REDACTED]  
[REDACTED]

THE BUYER: **Government Legal Department**

BUYER ADDRESS **102 Petty France, Westminster, London  
SW1H 9GL**

THE SUPPLIER: [REDACTED]

SUPPLIER ADDRESS: **3<sup>rd</sup> Floor, 1 Aldersgate Street, London  
EC1A 4HJ**

REGISTRATION NUMBER: [REDACTED]

DUNS NUMBER: [REDACTED]

SID4GOV ID:

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **22 December 2023**.

It's issued under the Framework Contract with the reference number **RM6336** for the provision of eDisclosure and Review Services.

CALL-OFF LOT(S):  
**Lot 2 End to End Service**

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

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### CALL-OFF INCORPORATED TERMS

This is a Silver Contract

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) **RM6336**
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6336**
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 7 (Financial Difficulties)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Call-Off Schedules for **GLD 057 2023**
    - Call-Off Schedule 1 (Transparency Reports)
    - 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 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)
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) RM6336

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

None

CALL-OFF START DATE: **22 December 2023**

CALL-OFF EXPIRY DATE: **30 December 2024**

CALL-OFF INITIAL PERIOD: **12 months**

The Contract term is **12** months or until 6 March 2027, with an option to extend for a maximum of 24 further months in 12-month increments.

For the avoidance of doubt, the Contracting Authority does not guarantee any volume of work.

**CALL-OFF DELIVERABLES**

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

**MAXIMUM LIABILITY**

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

[REDACTED]

**CALL-OFF CHARGES**

See details in Call-Off Schedule 5 (Pricing Details)]

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in Framework Schedule 3 (Framework Prices).

**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**BUYER'S INVOICE ADDRESS:**

[REDACTED]

**BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

**BUYER'S ENVIRONMENTAL POLICY**

Not applicable

**BUYER'S SECURITY POLICY**

Not applicable

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]

**PROGRESS REPORT FREQUENCY**

On the first Working Day of each calendar month

**PROGRESS MEETING FREQUENCY**

Quarterly on the first Working Day of each quarter]

**KEY STAFF**

Framework Ref: RM6336  
Project Version: v1.0  
Model Version: v3.8

[REDACTED]

**KEY SUBCONTRACTOR(S)**

Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

See Joint Schedule 4

**SERVICE CREDITS**

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).

[REDACTED]

In relation to availability of the eDisclosure review platform a Critical Service Level Failure shall be recorded if the system is NOT available 99.75% of the time during (outside of planned maintenance windows) for a cumulative total of more than 8 instances accumulated in any three (3) Month period, or 16 instances in any rolling twelve (12) Month period (excluding planned Relativity maintenance windows which will be communicated to GLD).

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

Not applicable

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]