

## **Crown Commercial Service**

---

# **Call-Off Order Form for RM6187 Management Consultancy Framework Three (MCF3) PS454**

---

OFFICIAL-SENSITIVE COMMERCIAL

Framework Ref: RM6187  
Project Version: v1.0

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

**Order Form**

Call-off reference: Defence Digital Procurement Support

Requirements: Professional Services (PS) Capacity Plan Tracker Automation

The Buyer: Ministry of Defence

Buyer address: MOD Corsham, Corsham, Wiltshire, SN13 9NR on behalf of the Secretary of State for Defence

The Supplier: Capita Business Services Limited (Capita)

Supplier address: 65 Gresham Street, London, EC2V 7NQ

Registration number: 2299747

DUNS number: 500191747

Sid4gov id: Not Applicable

**Applicable framework contract**

This Order Form is for the provision of the Call-Off Deliverables and dated 21 May 2024.

It is issued under the Framework Contract with the reference number RM6187 for the provision of management consultancy services.

OFFICIAL-SENSITIVE COMMERCIAL

Framework Ref: RM6187  
Project Version: v1.0

**Call-off lot:** Lot 6 – Procurement & Supply Chain

**Call-off incorporated terms**

The following documents are incorporated into this Call-Off Contract.

Where schedules are missing, those schedules are not part of the agreement and cannot be used. 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) RM6187
3. The following Schedules in equal order of precedence:

**Joint Schedules for RM6187 Management Consultancy Framework Three**

- Joint Schedule 1 (Definitions)
  - Joint Schedule 2 (Variation Form)
  - Joint Schedule 3 (Insurance Requirements)
  - Joint Schedule 4 (Commercially Sensitive Information)
4. CCS Core Terms (version 3.0.7)
  5. Joint Schedule 5 (Corporate Social Responsibility)

Supplier terms are not 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:

- The Supplier Confirms that all workers are employees of the Supplier.
- Current and Valid SC clearance is needed for all workers on the Contract.
- The following Quality Assurance Standards apply:
  - No specific Quality Management System requirements are defined. This does not relieve the Supplier of providing conforming products

OFFICIAL-SENSITIVE COMMERCIAL

Framework Ref: RM6187  
Project Version: v1.0

under this contract. CoC shall be provided in accordance with DEFCON 627

- No Deliverable Quality Plan is required reference DEFCON 602B.
- Concessions shall be managed in accordance with Def Stan. 05-061 Part 1, Issue 7 - Quality Assurance Procedural Requirements - Concessions.
- Any contractor working parties shall be provided in accordance with Def Stan. 05-061 Part 4, Issue 4 - Quality Assurance Procedural Requirements Contractor Working Parties.

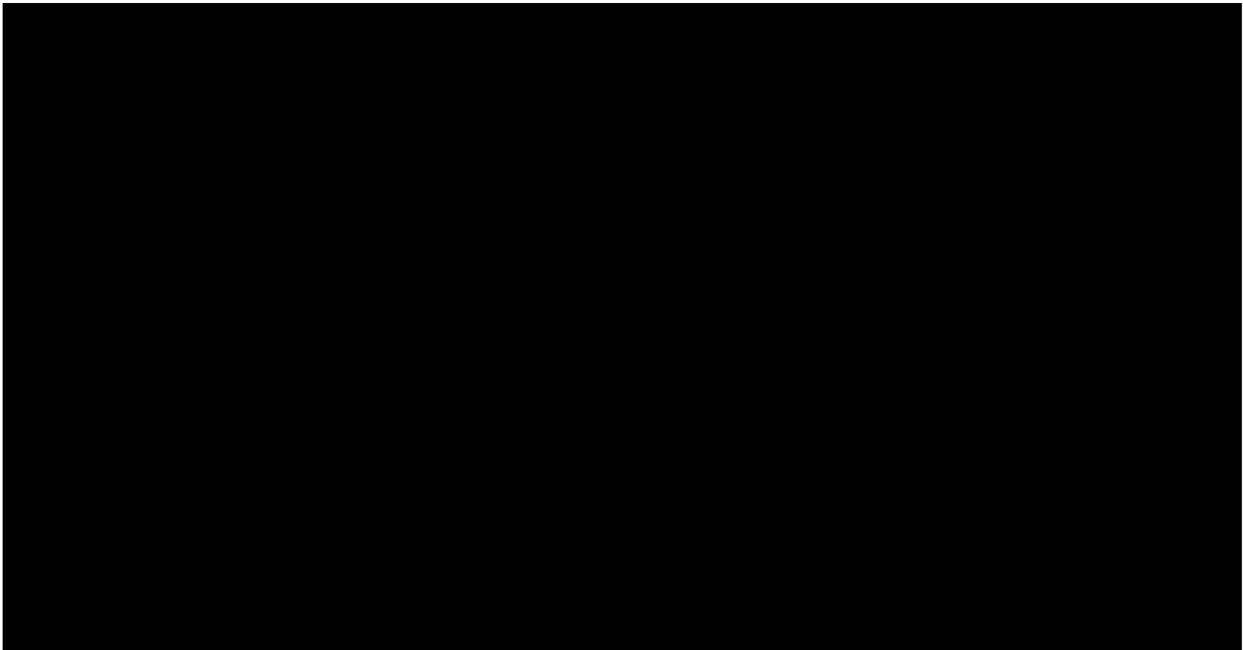
**Call-off start date:** 3<sup>rd</sup> June 2024

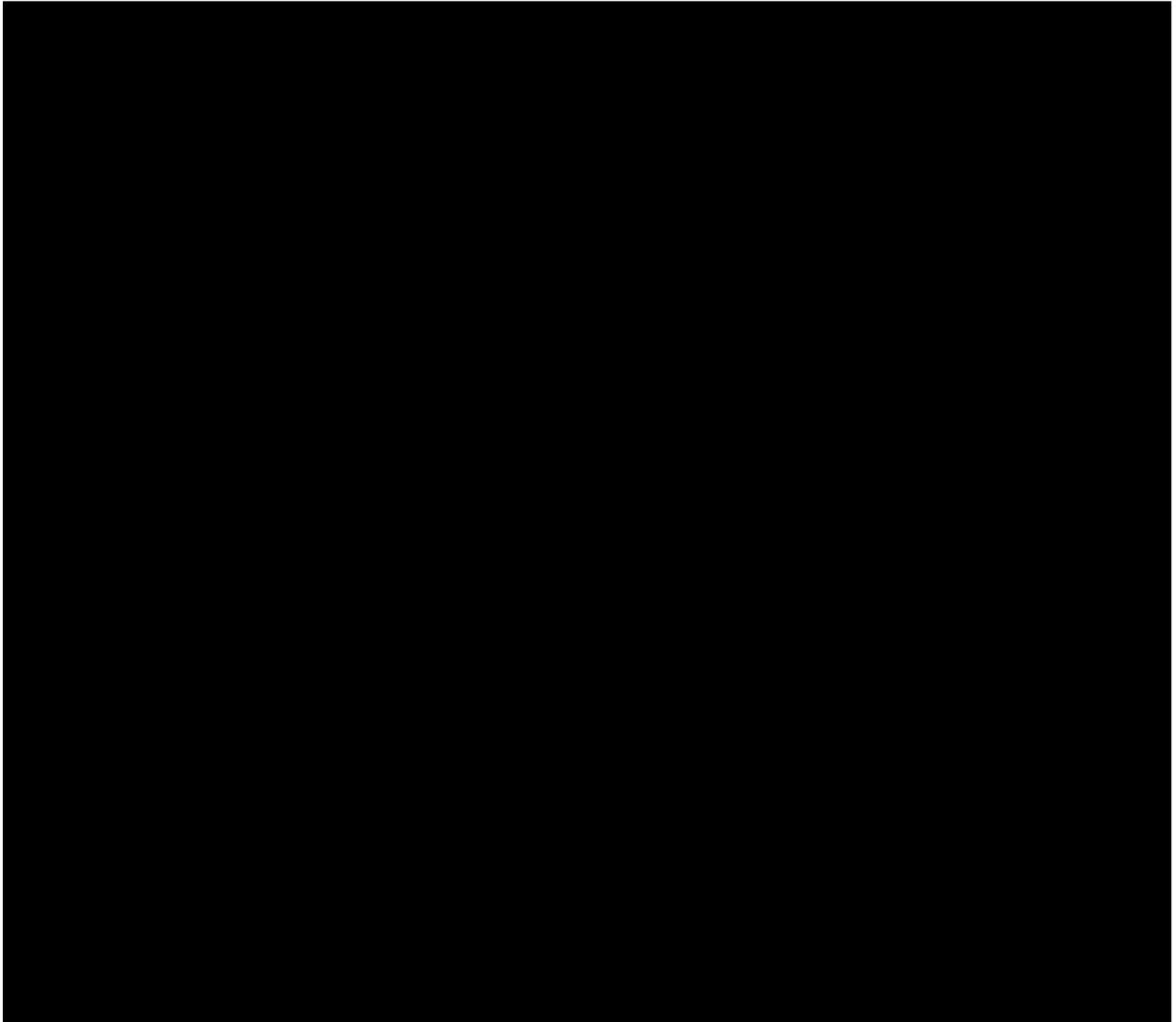
This Call-Off Contract comes into force on the date both parties have signed the Call-Off Contract.

**Call-off expiry date:** 1<sup>st</sup> July 2024

**Call-off initial period:** 1 month

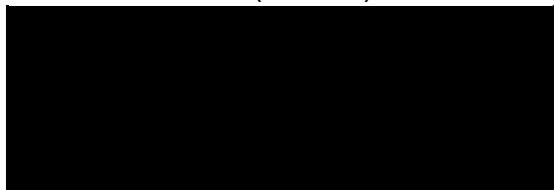
**Call-off deliverables**





**Call-off charges**

TCV: £25,000.00 (ex VAT) and these charges will be split as follows:



The Call off Contract may be extended by the Authority (subject to Financial Approval). Invoking any option requires a formal Contract Change.

OFFICIAL-SENSITIVE COMMERCIAL

Framework Ref: RM6187  
Project Version: v1.0

The Authority may terminate the Contract by providing the Supplier with two weeks' notice.

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).

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:

- Specific Change in Law

### **Maximum liability**

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

The Estimated Charges used to calculate liability for the call-off initial period expiring 1<sup>st</sup> July 2024.

**£25,000 (ex VAT).** 

### **Payment method**

A single invoice will be submitted to the Buyer's Accounts Payable team via email, with the relevant purchase order. The invoice will be payable following completion of the work on 1<sup>st</sup> July 2024, and payable within 30 days of receipt. **Buyer's invoice address**

Accounts Payable

Defence Digital

MOD Corsham, Corsham, Wiltshire, SN13 9NR

### **Buyer's authorised representative**

OFFICIAL-SENSITIVE COMMERCIAL

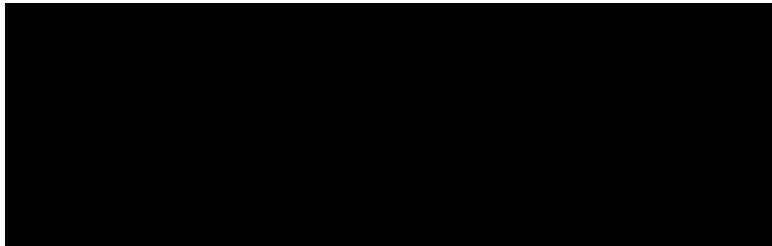
Framework Ref: RM6187

Project Version: v1.0



**Buyer's security policy** To be provided  
by the Buyer.

**Supplier's authorised representative/s**



**Progress report frequency** Not applicable.

**Progress meeting frequency**

Not applicable.

**Key staff**

Not Applicable

**Key subcontractor(s)** Not applicable.

**Commercially sensitive information**

The following information shall be deemed Commercially Sensitive Information:

- any information relating to the Supplier's fee rates, its methodology for providing the services in question and any personal data provided by the

OFFICIAL-SENSITIVE COMMERCIAL

Framework Ref: RM6187  
Project Version: v1.0

Supplier including the CVs of the Staff engaged in the provision of the Services;

- any information falling within the definition of “Supplier’s Confidential Information”.

The duration for which such information shall be confidential is indefinite.

An NDA has accompanied this Contract.

**Service credits** Not applicable.

**Additional insurances** Not applicable.

**Guarantee**

Not applicable.

**Buyer’s environmental and social value policy** To be provided prior to the commencement date.

**Social value commitment**

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)

**Formation of call off contract**

By signing and returning this Call-Off Order Form the Supplier agrees to enter a CallOff Contract with the Buyer to provide the Services in accordance with the Call-Off Order Form and the Call-Off Terms.

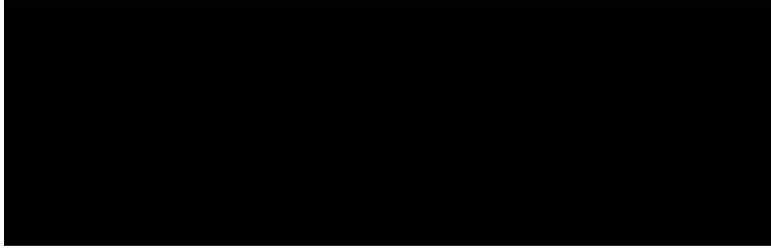
The Parties hereby acknowledge and agree that they have read the Call-Off Order Form and the Call-Off Terms and by signing below agree to be bound by this Call-Off Contract.

**For and on behalf of the Supplier:**

OFFICIAL-SENSITIVE COMMERCIAL

Framework Ref: RM6187

Project Version: v1.0



**For and on behalf of the Buyer:**



OFFICIAL-SENSITIVE COMMERCIAL

Framework Ref: RM6187  
Project Version: v1.0