

# RM6187 Framework Schedule 6 (Order Form and Call-Off Schedules)

## Order Form

CALL-OFF REFERENCE: PRJ\_1332

THE BUYER: **Department for Business, Energy, and Industrial Strategy**

BUYER ADDRESS 1 Victoria Street, London. SW1H 0ET

THE SUPPLIER: **Investigo Public Sector Consulting**

SUPPLIER ADDRESS: 10 Bishops Square, London. E1 6EG

REGISTRATION NUMBER: 04803377

DUNS NUMBER: 735410255

### Applicable framework contract

This Order Form is for the provision of the Call-Off Deliverables and dated 13<sup>th</sup> February 2023. It's issued under the Framework Contract with the reference number RM6187 for the provision of Delivery Model Assessment and Programme Business Case Support for the Matrix Programme.

### CALL-OFF LOT(S): Lot 1

### 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 can not be used. If the documents conflict, the following order of precedence applies:

1. This Order Form includes 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)
- Joint Schedule 6 (Key Subcontractors)
- Joint Schedule 7 (Financial Difficulties)
- Joint Schedule 11 (Processing Data)

### Call-Off Schedules

- Call-Off Schedule 1 (Transparency Reports)
- Call-Off Schedule 3 (Continuous Improvement)
- Call-Off Schedule 5 (Pricing Details)
- 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 12 (Clustering)
- 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)

4. CCS Core Terms
5. Joint Schedule 5 (Corporate Social Responsibility)
6. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

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:

*Special Term 1 - The Buyer is only liable to reimburse the Supplier for any expense or any disbursement which is*

- (i) specified in this Contract or*
- (ii) which the Buyer has Approved prior to the Supplier incurring that expense or that disbursement. The Supplier may not invoice the Buyer for any other expenses or any other disbursements.*

Special Term 2 – BEIS Standard Terms and Conditions



BEIS Standard T&Cs

**Call-off start date: 16 February 2023**

**Call-off expiry date: 15 February 2024**

**Call-off initial period:** Twelve (12) months

**Call-off deliverables:** See details in Call-Off Schedule 20 (Call-Off Specification)

### **Security**

Short form security requirements apply. From the Start Date of this Call-Off Contract, the Supplier shall comply with the relevant (and current as of the Call-Off Start Date) Standards set out in Framework Schedule 1 (Specification). The Buyer requires the Supplier to comply with the following additional Standards for this Call-Off Contract:

<https://www.gov.uk/government/publications/the-minimum-cyber-security-standard>

### **Maximum liability**

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

The Estimated Year 1 Charges used to calculate liability in the first contract year are: **£720,750.00.**

### **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)

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
- Benchmarking using Call-Off Schedule 16 (Benchmarking)

### **Reimbursable expenses**

Attendance at Contract Review meetings with an Account Manager (or designated Senior) shall be at the Supplier's own expense.

The base location for this opportunity is London. Primary work location will not attract expenses.

For meetings outside of London, the supplier may recover travel costs based on travel and subsistence rates applicable to The Authority and in line with the Authority's Expenses Policy.



BEIS Expense  
Policy.pdf

**Payment method**

BACS monthly in arrears on successful completion of milestones/deliverables

**Buyer's invoice address**

1 Victoria Street,  
London,  
SW1H 0ET

The electronic PDF invoice shall be emailed to: [REDACTED]  
CC: [REDACTED]

**FINANCIAL TRANSPARENCY OBJECTIVES**

The Financial Transparency Objectives do not apply to this Call-Off Contract.

**Buyer's authorised representative**

Richard Henshall  
Matrix Senior Responsible Officer  
[REDACTED]

**Buyer's security policy**

available online at: <https://www.gov.uk/government/publications/security-policy-framework>

**Supplier's authorised representative**

[REDACTED]

**Supplier's contract manager**

[REDACTED]

**Progress report frequency**

Fortnightly – Date to be agreed at contract inception meeting.

**Progress meeting frequency**

Fortnightly initially – dates to be agreed during mobilisation. This may be changed during the contract period with agreement from both parties.

**Key staff**

<b>Buyer</b>	[REDACTED] – Matrix Programme Director – [REDACTED] [REDACTED] - Head of Matrix Commercial - [REDACTED]
<b>Supplier</b>	[REDACTED] – Client Assurance Director - [REDACTED] [REDACTED] – Client Director - [REDACTED]

**Key subcontractor(s)**

#	Subcontractor	Named Resource
1	██████████	██████████
2	██████████	██████████
3	██████████	██████████
4	██████████	██████████

**Commercially sensitive information**

Supplier's submitted proposal and rate card.

**Service credits**

Not applicable

**Additional insurances**

Not applicable

**Guarantee**

Not applicable

**Buyer's environmental and social value policy**



BEIS Environmental  
Policy.pdf

**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 Call-Off 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.

<b>For and on behalf of the Supplier:</b>	<b>For and on behalf of the Buyer:</b>
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Signature:	██████████	Signature:	██████████
Name:	██████████	Name:	██████████
Role:	Director, Public Sector	Role:	Programme Director
Date:	16/02/2023	Date:	17/02/2023

### 1. AMENDED JOINT SCHEDULES



RM6187-Joint-Schedule-4-Commercially-



Joint Schedule 7 - Financial Difficulties



Joint Schedule 11 - Data Processing

### 2. STANDARD JOINT SCHEDULES



Joint Schedule 1 - Definitions



Joint Schedule 2 - Variation Form



RM6187-Joint-Schedule-3\_Insurance-Re



RM6187-Joint-Schedule-5\_-Corporate-So



Joint Schedule 6 - Key Subcontractor

### 3. AMENDED CALL-OFF SCHEDULES



RM6187CallOffSchedule1



RM6187CallOffSchedule3



Call-Off Schedule 9 - Security



Call-Off Schedule 12 - Clustering



RM6187-Call-Off-Schedule-15\_-Call-Of



RM6187-Call-Off-Schedule-18\_-Backgro



### 4. STANDARD CALL-OFF SCHEDULES



RM6187-Call-Off-Schedule-7\_-Key-Suppli



RM6187-Call-Off-Schedule-8\_-Business-C



Call-Off Schedule 10 - Exit



Call-Off Schedule 16 - Benchmarking



RM6187-Core-Terms - .docx



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