

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

[**Buyer guidance** this Framework Schedule 6a (Short Order Form Template and Call-Off Schedules) can be used under lots 1 - 6 only, in instances where a Contract is awarded via Direct Award, and no changes are made to the Framework standard Terms and Conditions as detailed this Framework Schedule 6a, and the Specification is in line with Framework Schedule 1 (Specification). If a Contracting Authority wish to run a further competition, wish to use Framework Lot 7, or wish to make any adjustments to Terms and Conditions or Specification, then Framework Schedule 6 - Order Form Template should be used.

Order Form

CALL-OFF REFERENCE:	DPS/00157
THE BUYER:	DEFENCE DIGITAL, MINISTRY OF DEFENCE
BUYER ADDRESS	MOD Corsham Building 405 Westwells Road Corsham SN13 9NR
THE SUPPLIER:	INVESTIGO LIMITED
SUPPLIER ADDRESS:	10 BISHOPS SQUARE, LONDON, E1 6EG
REGISTRATION NUMBER:	[REDACTED]
DUNS NUMBER:	[REDACTED]
SID4GOV ID:	[REDACTED]

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

APPLICABLE FRAMEWORK CONTRACT

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

It's issued under the Framework Contract with the reference number RM6277 for the provision of Non Clinical Staff.

CALL-OFF LOT(S): Lot 2 - Corporate Functions

CALL-OFF INCORPORATED TERMS

This is a Bronze 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.
2. Joint Schedule 1 (Definitions and Interpretation) RM6277
3. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6277
 - 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 including Annex 5 Optional Terms for Bronze Contracts)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Call-Off Schedules for RM6277
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 7 (Key Supplier Staff)
 - Call Off Schedule 9 (Security)
 - Call-Off Schedule 17 (MOD Terms)
4. CCS Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6277

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 START DATE: 1st September 2023

CALL-OFF EXPIRY DATE: **31st August 2024**

CALL-OFF DELIVERABLES:

Project delivery partner for EUS & Enduring Services Exit. Provision of Contingent Labour and SoW services, as required by the Buyer.

Operations

Outside IR35 engagements will be managed using Trello as a progress-versus-outcomes & customer approval tool, or other project sharing tool as agreed between the parties.

Individual SOWs to be agreed for each requirement and/or phase of delivery (where applicable).

Each SOW will include agreed outcomes and deliverables.

Inside IR35 engagements will be managed using our standard timesheet system (ETZ).

A 'Sub-Order' form will be provided for each requirement highlighting the person or service being provided, total price, dates of service provision, clearances required, IR35 status, sub-contractor details and SoW (if applicable).

Expenses payable in line with Contracting Authority policy.

The responsibility to provide a Status Determination Statement (SDS) lies with the Ministry of Defence. Investigo will not deploy resources without confirmation (and receipt) of the SDS for each requirement.

Clearances: All personnel supplied under this Call-Off agreement will require SC clearance. Any additional clearance requirements will be defined by the Buyer (eg DV clearance).

SUBCONTRACTORS
[REDACTED]

KEY PERSONNEL
[REDACTED]
[REDACTED]
[REDACTED]

MAXIMUM LIABILITY

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

CALL-OFF CHARGES

£434,757.00 Ex VAT

The Buyer reserves the right to spend all, part or none of this amount.

PAYMENT METHOD

Payment will be made by electronic transfer via MoD's internal requisition to pay process (CP&F).

Invoices shall be submitted electronically through Exostar (the portal that suppliers use to upload invoices to CP&F).

Where the contractor submits an invoice to the Authority, the Authority will consider and verify that invoice in a timely fashion.

The Authority shall pay the Contractor any sums due under such an invoice no later than 30 days from the date on which the Authority has determined that the invoice is valid and undisputed.

BUYER'S INVOICE ADDRESS:

[REDACTED]

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

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:	04/09/2023	Date:	01/09/2023

Sub Order Form References

[REDACTED]