

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

Order Form

CALL-OFF REFERENCE:	CPD4126132
THE BUYER:	Department for Levelling Up, Housing and Communities
BUYER ADDRESS	Department for Levelling Up, Housing and Communities, Fry Building, 2 Marsham Street, SW1P 4DF
THE SUPPLIER:	Moorhouse Consulting Ltd
SUPPLIER ADDRESS:	16 th Floor, Dashwood House, 69 Old Broad St, London EC2M 1QS
REGISTRATION NUMBER:	05053551
DUNS NUMBER:	737971072
SID4GOV ID:	[REDACTED]

Applicable framework contract

This Order Form is for the provision of the Call-Off Deliverables and dated 27th October 2023.

It's issued under the Framework Contract with the reference number RM6187 for the continued provision of a resource on the BSF Strategy and Change team.

CALL-OFF LOT: RM6187 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 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 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)

Call-Off Schedules

- Call-Off Schedule 7 (Key Supplier Staff)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.10)
 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

- (ii) 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*

[None]

Call-off start date: 1st October 2023

Call-off expiry date: 31st December 2023

Call-off initial period: 3 months

Call-off deliverables:

Option A: deliverables will be agreed and formalised between the parties within one month of the start of the contract.

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, based on the table in the call off charges section:

Up to £43,710 (Forty-three Thousand, Seven Hundred and Ten pounds).

Call-off charges

Option A: The Charges for the Deliverables shall be agreed and formalised at the same time as the deliverables are formalised. The

Consultant Name	Grade	Day Rate	Time period	Total value (day rate x amount of days)
[REDACTED]	Senior Consultant	[REDACTED]	47 days	[REDACTED]
			47	[REDACTED]

Reimbursable expenses

Recoverable as stated in Framework Schedule 3 (Framework Prices) paragraph 4.

Payment method

Milestone payments to be discussed and agreed after the start of the requirement and during the first month of the contract.

Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

The Purchase Order (PO) number must be included when the Invoice is submitted.

Payment of Invoices follow a process of checking and approval; timeframe is subject to agreement with the Contract Manager.

Buyer's invoice address

Department for Levelling Up, Housing & Communities,
Invoice Processing team,
Finance Shared Services Division,
High Trees,
Hillfield Road,
Hemel Hempstead,
HP2 4XN
Email: CLGInvoices@levellingup.gov.uk

FINANCIAL TRANSPARENCY OBJECTIVES

The Financial Transparency Objectives apply to this Call-Off Contract.

Buyer's authorised representative

[REDACTED] Senior Executive Officer, Intervention Delivery

[REDACTED]@levellingup.gov.uk

Department for Levelling Up, Housing and Communities, Fry Building, 2 Marsham Street, SW1P 4DF

Buyer's security policy

To be provided by Buyers Authorised Representative upon request, but also available here:

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

Supplier's authorised representative

[REDACTED] Partner

[REDACTED]@moorhouseconsulting.com

Supplier's contract manager

[REDACTED] Partner

[REDACTED]@moorhouseconsulting.com

Progress report frequency

To be agreed and scheduled within one month of the contract services beginning

Progress meeting frequency

To be agreed and scheduled within one month of the contract services beginning. The expectation for these will be once a month at a minimum.

Key staff

The resources to be provided by Moorhouse Consultancy under this agreement.

[REDACTED]

Key subcontractor(s)
Not Applicable

Commercially sensitive information
Not Applicable

Service credits
Not Applicable

Additional insurances
Not Applicable

Guarantee
Not Applicable

Buyer's environmental and social value policy
BUYER'S ENVIRONMENTAL POLICY

<https://www.gov.uk/government/publications/sustainability-in-ukhsa/environmental-policy>

BUYER'S SECURITY POLICY
<https://www.gov.uk/government/publications/security-policy-framework>

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.

For and on behalf of the Supplier:

Signature: [REDACTED]

Name: [REDACTED]

Role: Partner

Date: 31 October 2023

For and on behalf of the Buyer:

Signature: [REDACTED]

Name: [REDACTED]

Role: Head of Procurement Major Programmes & Projects

Date: 9th November 2023