

Crown Commercial Service

Call Off Order Form for Management Consultancy Services

PART 1 – CALL OFF ORDER FORM

SECTION A

This Call Off Order Form is issued in accordance with the provisions of the Framework Agreement for the provision of a **Logistics Strategy Concept** dated **04 September 2018**.

The Supplier agrees to supply the Services specified below on and subject to the terms of this Call Off Contract.

For the avoidance of doubt this Call Off Contract consists of the terms set out in this Template Call Off Order Form and the Call Off Terms.

Order Number	[]	PO Issued on approval of contract
From	Department for Environment, Food and Rural Affairs (Defra) "CUSTOMER"	
To	"SUPPLIER"	
Date	12 May 2021 "DATE"	

SECTION B

1. CALL OFF CONTRACT PERIOD

1.1.	Commencement Date: Monday 24 May 2021	
1.2.	Expiry Date: End date of Initial Period: 31 January 2022 End date of Extension Period: Minimum written notice to Supplier in respect of extension:	

2. SERVICES

2.1	Services required: In Call Off Schedule 2 (Services)	See Appendix 1
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3. PROJECT PLAN

3.1.	Project Plan: Project Plan provided	<i>Guidance Note: if a Project Plan is required,</i>				
Milestone	Deliverables	Duration	Milestone Date	Customer Responsibilities	Milestone Payments	Delay Payments

4. CONTRACT PERFORMANCE

4.1.	Standards: See Framework Clause 11	Services provided to "Good Industry Practice"
4.2	Service Levels/Service Credits: Not applied	Not applicable.
4.3	Critical Service Level Failure: Not applied	Not applicable.
4.4	Performance Monitoring: Not applied	Not applicable.
4.5	Period for providing Rectification Plan: [In Clause 39.2.1(a) of the Call Off Terms]	

5. PERSONNEL

5.1	Key Personnel: <div style="background-color: black; width: 80px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 160px; height: 15px;"></div>	
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5.2	Relevant Convictions (Clause 28.2 of the Call Off Terms):	
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6. PAYMENT

6.1	Call Off Contract Charges (including any applicable discount(s), but excluding VAT): In Annex 1 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)	As detailed within the Jacobs proposal. Analysis provided to show each rate is within the Framework capped rates.
6.2	Payment terms/profile (including method of payment e.g. Government Procurement Card (GPC) or BACS): In Annex 2 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)	Monthly profile. BACS payment.
6.3	Reimbursable Expenses: [Not permitted]	Reimbursable expenses including within rates
6.4	Customer billing address (paragraph 7.6 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)):	SSCL Department for Environment, Food and Rural Affairs PO Box 790 Newport NP10 8FZ
6.5	Call Off Contract Charges fixed for (paragraph 8.2 of Schedule 3 (Call Off Contract Charges, Payment and Invoicing)):	The duration of the study defined within the proposal
6.6	Supplier periodic assessment of Call Off Contract Charges (paragraph 9.2 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)) will be carried out on:	Not applicable
6.7	Supplier request for increase in the Call Off Contract Charges (paragraph 10 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): Not Permitted	

7. LIABILITY AND INSURANCE

7.1	Estimated Year 1 Call Off Contract Charges: The sum of £ 342,254.00	
7.2	Supplier's limitation of Liability (Clause 37.2.1 of the Call Off Terms); To the sum of the fee payable.	
7.3	Insurance (Clause 38.3 of the Call Off Terms):	In accordance with Framework Guidance Note.


8. TERMINATION AND EXIT

8.1	Termination on material Default (Clause 42.2 of the Call Off Terms)); In Clause 42.2.1(c) of the Call Off Terms	
8.2	Termination without cause notice period (Clause 42.7 of the Call Off Terms): In Clause 42.7 of the Call Off Terms	
8.3	Undisputed Sums Limit: In Clause 43.1.1 of the Call Off Terms	
8.4	Exit Management: Not applied	

9. SUPPLIER INFORMATION

9.1	Supplier's inspection of Sites, Customer Property and Customer Assets:	
9.2	Commercially Sensitive Information: Not Applicable	

10. OTHER CALL OFF REQUIREMENTS

10.1	Recitals (in preamble to the Call Off Terms): Recital A	
10.2	Call Off Guarantee (Clause 4 of the Call Off Terms): Not required	
10.3	Security: Defra Security Policy to be adhered to	
10.4	ICT Policy: Not applied	
10.6	Business Continuity & Disaster Recovery: In Call Off Schedule 8 (Business Continuity and Disaster Recovery)	
10.7	NOT USED	
10.8	Protection of Customer Data (Clause 35.2.3 of the Call Off Terms): Applied	
10.9	Notices (Clause 56.6 of the Call Off Terms): Customer's postal address and email address: Nobel house,17 Smith Square, London SW1P 3JR 	

	Supplier's postal address and email address: Cottons Centre Cottons Lane London SE1 2QG [REDACTED]	
10.10	Transparency Reports In Call Off Schedule 13 (Transparency Reports)	
10.11	Alternative and/or Additional Clauses from Call Off Schedule 14 and if required, any Customer alternative pricing mechanism: N/A	
10.12	Call Off Tender: In Schedule 16 (Call Off Tender)	
10.13	Publicity and Branding (Clause 36.3.2 of the Call Off Terms)	
10.14	Staff Transfer Annex to Schedule 10, List of Notified Sub-Contractors (Call Off Tender).	<i>Not Applicable</i>
10.15	Processing Data Call Off Schedule 17	
Contract Reference:		<i>Ecm_61475</i>
Date:		13 May 2021
Description Of Authorised Processing		Details
Identity of the Controller and Processor		The Parties acknowledge that for the purposes of the Data Protection Legislation the Parties are independent controllers of Personal Data under this Framework Agreement.

Use of Personal Data	Managing the obligations under the Call Off Contract Agreement, including exit management, and other associated activities,	
Duration of the processing	For the duration of the Framework Contract plus 7 years.	
Nature and purposes of the processing		
Type of Personal Data	Full name Worplace address Workplace Phone Number Workplace email address Names Job Title Compensation Tenure InformationQualifications or Certific Nationality Education & training history Previous work history Personal Interests References and referee details Driving license details National insurance number Bank statements Utility bills Job title or role Job application details	

		<p>Start date</p> <p>End date & reason for termination</p> <p>Contract type</p> <p>Compensation data</p> <p>Photographic Facial Image</p> <p>Biometric data</p> <p>Birth certificates</p> <p>IP Address</p> <p>Details of physical and psychological health condition</p> <p>Next of kin & emergency contact details</p> <p>Record of absence, time tracking & annual</p>	
	Categories of Data Subject		
10.16	MOD DEFCONs and DEFFORM	<i>Not Required</i>	
	Call Off Schedule 15		

Appendix 1 – SCOPE OF SERVICES

Executive Summary

This report describes the work undertaken by Jacobs to develop a construction Logistics Strategy Concept for SCAH & DEFRA.

The Strategy Concept will show the outline of the logistics support required for the programme providing recommendations to enable the Project to procure the appropriate logistics services.

Contained within the Concept will be the options considered along with the pros and cons to support the decision making. It will also provide a Scope Definition table outlining, in detail, who is responsible for delivery regarding the logistics functions of the Project.

In the process of compiling the Concept numerous risks and assumptions are likely to arise and these will be reflected and, where appropriate, conclusions provided at the end of each section.

The output is for a written report, with spreadsheets, drawings and graphics.

Agree Scope & Terms of Reference:

1. Prepare sufficient plans and documents to allow the Local Planning Authority (LPA) engagement and sign-off.
2. Scope of works need to develop construction logistics concept to allow engagement of designers and contractors through an open tender, costing and scheduling of the works.
3. Define with the client the proposed procurement strategy for the building, operating, and decommissioning.
4. Understand the logistics for SCAH enabling and Critical Works projects that are forecast to be onsite during the period leading up to the implementation of the SCAH construction logistics to develop an integrated strategy. This should include for delivery/access routes, site compounds, welfare facilities etc and should consider how to minimise the impact of these on the operation.

Execution Schedule:

1. Meet the key people to explain and agree the scope of works, including:
 - Fully understand the constraints
 - Understand the rationale for key decisions already taken
 - Confirm 3/6/9-month gateways

- Understand where further information can be found
 - Confirm deliverables aligned to 3/6/9-month gateways
 - Agree success criteria
2. Understand the construction requirements and sequencing for:
- The demolition of existing buildings
 - Temporary works
 - New construction
 - Capital works programme
 - Shared opportunities
3. Option analysis:
- Take due regard of the site location
 - Take due regard of all stakeholders
 - Explore all possible avenues to develop firm proposals
 - Ensure all risks and opportunities are highlighted
 - Provide control to the logistics processes
4. Determine the project workforce levels:
- Workers
 - Construction management (incl. design & client)
 - Logistics – i.e. 3PL (if deemed necessary)
 - Availability of resources – consideration to be given to security requirements and where workers may be coming from
5. Plan site requirements for welfare and site accommodation:
- Proximity to site
 - Utilities
 - Ease of access considering location and security
 - IT and comms
 - Transportation and parking incl. cycling
 - Courier management (milk run/electric vehicle)
6. Determine waste volumes and consider options for removal and disposal regarding location and environmental concerns.
7. Ascertain material requirements, in context of wider UK demand:
- Local supplies (concrete)
 - National supplies
 - Supply chain capabilities

8. Investigate suitable locations for materials laydown and waste compounds:

- Size
- Suitability
- Location
- Transport
- Loading/unloading capability
- Sitewide infrastructure

9. Assess the demand for power, water, and drainage (incl. foul) to deliver the scheme during the construction phase.

10. Review access/egress to and from site in relation to determining the feasibility of using existing site road infrastructure, outlining any improvements required.

11. Develop the logistics concept so that in operation it can both demonstrate and develop best practise and sustainable solutions through key performance indicators such as:

- Vehicle movements
- Carbon footprint
- Forecasts
- Vehicle safety
- Driver training

12. Other matters:

- Capital works programme
- Delivery management
- Material control
- Off-site manufacture/pre-fabrication/Design for manufacture (DFMA)
- Stakeholder relationships incl. blue lights
- Interface with existing site operations
- Environmental management
- Vulnerable road user protection - vehicle and driver safety/Construction Logistics and Community Safety (CLOCS)

13. Security:

- General site security incl. site induction
- Specific site security
 - Workforce
 - Deliveries

14. Value engineering/innovations.

15. Risks and assumptions.

How it all works:

The concept provides a logistical assessment of the proposed construction project with the purpose of enhancing cost and schedule estimates. It should advise on further works that may emerge to further enhance cost and schedule certainty and look at where economies of scale may be obtained.

The first step is to understand the methodology of construction from which it is possible to determine a cost effective and safe way of ensuring that all parts are intrinsically linked to ensure best value and efficiency in production.

Once the methodology is determined the next step is to plan the logistics to enable it to happen and support the construction phase. A key part to this is a programme from which an indication of lorry numbers and staffing levels can be extracted to inform on the relevant documents listed below in point 4.

1. Construction - the key parts to the project:

- Decommissioning – soft strip
- Demolition – steel, concrete, general waste
- Basement/slab/cores – concrete, formwork, rebar (piles and slabs)
- Shell – steelwork, concrete
- Envelope – cladding, glazing
- M&E – electrical, plumbing, fire systems
- Fit out – fixtures and fittings
- Operations – office furniture, kitchen and canteen facilities (if you are having one), IT, lab kit etc

2. Site preparation: Making ready for construction.

- Determination of access/egress points
- Determination of routes to/from site
- Creation & establishment of internal haul routes – surface, drainage, segregation, signage etc
- Welfare accommodation requirements – slab, utilities etc
- Welfare accommodation instal
- Security requirements
- Staff access/egress – security clearance, parking, shuttle bus from station, off-site car parking with shuttle bus, secure bus i.e. T2
- Creation of laydown area/warehouse
- Creation of lorry holding area

3. Logistics Strategy Concept:

- The purpose of this is to lay down how logistics will work on the Project to support both programmes and existing functions as well as helping to inform and support the planning application.
 - Agree the option
 - Develop the option in more detail
 - Obtain stakeholder feedback
 - Communicate the agreed solution
 - Produce report

- 4. Documentation: Supporting papers on how the strategy concept will work in detail and how it will inform the tender process regarding the way in which logistics will work.
 - Works' information – traffic management and logistics
 - This will inform the construction team and the commercial team how the logistics will work on the project. Traffic management being external to the site, logistics being within the site demise but including items such as external lorry holding areas or logistics centres.
 - The procurement will include these in the ITT to ensure tenderers are aware of the requirements and plan and price appropriately.
 - It needs to inform so that tenderers provide indicative numbers for materials, deliveries and manpower.
 - Will detail key elements:
 - Health, safety and well-being
 - Site establishment
 - Temporary infrastructure plan
 - Delivery management plan
 - Material logistics strategy
 - People logistics (incl. accommodation, welfare, access)
 - Support logistics
 - Security
 - KPIs

 - Local Traffic Management Plan
 - This will inform the Local Planning Authority as to how the Project will manage logistics, particularly regarding vehicle movements and should include some level of detail on projected lorry numbers, routes to site and control measures as well as information about safety i.e. CLOCS.

- Logistics scope
 - This will inform the procurement team for the logistics package tender.
- Security Plan
 - This will be the Project specific plan that will necessarily be secondary to the existing site plan but must be definitive about ensuring the construction site and associated compounds etc are protected. It will need to consider the verification and management of information for individuals coming to work on the Project.
- Traffic management and logistics plan
 - This will inform the successful sub-contractors and the construction team as to how the logistics will work on site. It will, necessarily be a moving feast as the site develops.



FORMATION OF CALL OFF CONTRACT

BY SIGNING AND RETURNING THIS CALL OFF ORDER FORM (which may be done by electronic means) the Supplier agrees to enter a Call Off Contract with the Customer to provide the Services in accordance with the terms 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.

In accordance with paragraph 7 of Framework Schedule 5 (Call Off Procedure), the Parties hereby acknowledge and agree that this Call Off Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of the Call Off Order Form from the Supplier within two (2) Working Days from such receipt.

For and on behalf of the Supplier:

Name and Title	 , Regional Director of Projects
Signature	
Date	21 st May 2021

For and on behalf of the Customer:

Name and Title	
Signature	
Date	