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

**Order Form**

CALL-OFF REFERENCE: CCZX22A14

THE BUYER: The Home Office

BUYER ADDRESS **REDACTED TEXT under FOIA Section 40, Personal Information**.

THE SUPPLIER: Press Data Limited

SUPPLIER ADDRESS: **REDACTED TEXT under FOIA Section 40, Personal Information.**

REGISTRATION NUMBER: SC177530

DUNS NUMBER: 536039464

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.

If an electronic purchasing system is used instead of signing as a hard-copy, text below must be copied into the electronic order form

It is essential that if you, as the Buyer, add to or amend any aspect of any Call-Off Schedule, then **you must send the updated Schedule** with the Order Form to the Supplier]

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **15th September 2022**.

It’s issued under the Framework Contract with the reference number RM6134 for the provision of Media Monitoring and Associated Services.

CALL-OFF LOT(S):

Lot 1 - Media Monitoring and Associated Services

CALL-OFF INCORPORATED TERMS

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 including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) RM6134
3. The following Schedules in equal order of precedence:

* Joint Schedules for RM6134
  + 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 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
* Call-Off Schedules forRM6134
  + Call-Off Schedule 1 (Transparency Reports)
  + Call-Off Schedule 2 (Staff Transfer)
  + 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 14 (Service Levels)
  + Call-Off Schedule 15 (Call-Off Contract Management)
  + Call-Off Schedule 20 (Call-Off Specification)

1. CCS Core Terms (version 3.0.7)
2. Joint Schedule 5 (Corporate Social Responsibility) RM6134

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 SPECIAL TERMS

## In addition to the RM6134 Call-off Terms and Conditions, the following terms will apply:

### Where delivery does not meet the KPI/SLAs set out in the Statement of Requirements Attachment 3 15.1 the Customer shall have its account credited. In the case of the service being delayed or unavailable for more than 3 hours beyond the agreed deadline the cost of the full days pack will be credited to the Customer. Where duplicates cuttings are included their cost will be reimbursed. Where 10 or more articles are missed in a month the cost of a day’s cuttings will be reimbursed.

### Exit strategy: The Customer will be able to review the delivery of the contract at 6 months and at a year. Failure by the Supplier to consistently (2 or more instances) meet one or more of the KPI/SLAs the Customer reserves the right to exit the contract.

## Where there is a conflict between the terms at 1.1.1 ,1.1.2 and those of the RM6134 Call-off Terms and Conditions, the additional terms at 15.3 shall take precedence.

CALL-OFF START DATE: **1st November 2022**

CALL-OFF EXPIRY DATE: **31st October 2023**

**Extension option 1 – 31st October 2024**

**Extension option 2 – 31st October 2025**

CALL-OFF INITIAL PERIOD: **One (1) year**

**Optional two (2) periods of one (1) year iextension included.**

CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification)

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 is **£65,000.00** Estimated Charges in the first 12 months of the Contract.

CALL-OFF CHARGES

See details in Call-Off Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

N/A

PAYMENT METHOD

BACS

One month in arrears

BUYER’S INVOICE ADDRESS:

**Home Office**

**REDACTED TEXT under FOIA Section 40, Personal Information**.

**REDACTED TEXT under FOIA Section 40, Personal Information**.

BUYER’S AUTHORISED REPRESENTATIVE

**REDACTED TEXT under FOIA Section 40, Personal Information**.

**Commercial Lead**

**REDACTED TEXT under FOIA Section 40, Personal Information**.

**REDACTED TEXT under FOIA Section 40, Personal Information**.

BUYER’S ENVIRONMENTAL POLICY

N/A

BUYER’S SECURITY POLICY

Appended at Call-Off Schedule 9

SUPPLIER’S AUTHORISED REPRESENTATIVE

**REDACTED TEXT under FOIA Section 40, Personal Information**.

**Business Development Director**

**REDACTED TEXT under FOIA Section 40, Personal Information**.

**REDACTED TEXT under FOIA Section 40, Personal Information**.

SUPPLIER’S CONTRACT MANAGER

**REDACTED TEXT under FOIA Section 40, Personal Information**.

**Business Development Director**

**REDACTED TEXT under FOIA Section 40, Personal Information**.

**REDACTED TEXT under FOIA Section 40, Personal Information**.

PROGRESS REPORT FREQUENCY

Effective and efficient management of contract shall take place through quarterly meetings between the Customer and the Supplier.

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Effective and efficient management of contract shall take place through quarterly meetings between the Customer and the Supplier.

KEY STAFF

**REDACTED TEXT under FOIA Section 40, Personal Information**.

**Head of News**

**REDACTED TEXT under FOIA Section 40, Personal Information**.

**REDACTED TEXT under FOIA Section 40, Personal Information**.

**REDACTED TEXT under FOIA Section 40, Personal Information**.

**SEO HR, Finance & Business Planning**

**REDACTED TEXT under FOIA Section 40, Personal Information**.

**REDACTED TEXT under FOIA Section 40, Personal Information**.

**REDACTED TEXT under FOIA Section 40, Personal Information**.

**Business Development Director**

**REDACTED TEXT under FOIA Section 40, Personal Information**.

**REDACTED TEXT under FOIA Section 40, Personal Information**.

**REDACTED TEXT under FOIA Section 40, Personal Information**.

[role] **TBC on Contract Award**

**REDACTED TEXT under FOIA Section 40, Personal Information**.

**REDACTED TEXT under FOIA Section 40, Personal Information**.

KEY SUBCONTRACTOR(S)

**N/A**

COMMERCIALLY SENSITIVE INFORMATION

Supplier’s Commercially Sensitive Information with Call-Off Schedule 4 (Commercially Sensitive Information)

SERVICE CREDITS

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).

REDACTED TEXT under FOIA Section 43 Commercial Interests.

REDACTED TEXT under FOIA Section 43 Commercial Interests.

A Critical Service Level Failure is: Significant delays to the service or non-delivery of the core parts of the service ordered by the customer in excess of twenty-four (24) hours more than once in any three (3) Month period or more than three (3) times in any rolling twelve (12) Month period will be considered as a Critical Service Level Failure.

ADDITIONAL INSURANCES

Details of Additional Insurances required in accordance with Joint Schedule 3 (Insurance Requirements)

GUARANTEE

The Supplier must have a Call-Off Guarantor to guarantee their performance using the form in Joint Schedule 8 (Guarantee)

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)

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | **REDACTED TEXT under FOIA Section 40, Personal Information.** | Signature: | **REDACTED TEXT under FOIA Section 40, Personal Information.** |
| Name: | **REDACTED TEXT under FOIA Section 40, Personal Information.** | Name: | **REDACTED TEXT under FOIA Section 40, Personal Information.** |
| Role: | **REDACTED TEXT under FOIA Section 40, Personal Information.** | Role: | **REDACTED TEXT under FOIA Section 40, Personal Information.** |
| Date: |  | Date: |  |