

Crown Commercial Service

Call Off Order Form for Management Consultancy Services

FRAMEWORK SCHEDULE 4

CALL OFF ORDER FORM

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 **Programme Management Support to Government Liaison Office** 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	CPD/004/121/128
From	Ministry of Housing, Communities and Local Government ("CUSTOMER")
To	Moorhouse Consulting Limited ("SUPPLIER")
Date	22 October 2020 ("DATE")

SECTION B

1. CALL OFF CONTRACT PERIOD

1.1.	Commencement Date: 23 October 2020
1.2.	Expiry Date: End date of Initial Period: 31st December 2020

2. SERVICES

2.1	Services required: There is urgent need to support the new London Transition Board and Transition Management Group. This includes ensuring that all actions arising from meetings are effectively managed and that appropriate and timely briefing is produced for those attending. There are a number of high-level risks and issues and these need to be properly managed. The role will also be responsible for effective communication across the team and with key stakeholders. There is essential work to be done to ensure London is fully organised and able to respond to the critical challenges immediately in front of it. In recovery mode, the Taskforce has worked together with the Greater London Assembly, London boroughs and other key stakeholders to advance the
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	<p>recovery of London for the benefit of individuals, communities and businesses across the capital in the following areas:-</p> <ul style="list-style-type: none"> • Infection Control • Economy & Transport • Health & Social Care • Community Integration & Public Order <p>Work must continue in these areas, supporting the Transition Board and its 7 Strategy Groups, banking recovery work already completed while providing enhanced emergency support to the Strategic Co-ordination Group (SCG) and Tactical Coordination Group (TCG) which have been stood up again. Within the taskforce there is a need for programme management expertise to ensure that the heightened risks and issues are managed and that there is a timely completion of the actions arising from the SCG, the TCG and their sub-groups.</p> <p>Full specification found at Annex A</p>
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3. PROJECT PLAN

3.1.	Project Plan: Services will be performed in accordance with Annex B – Proposal.
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4. CONTRACT PERFORMANCE

4.1.	Standards: Not applied
4.2	Service Levels/Service Credits: Not applied
4.3	Critical Service Level Failure: Not applied
4.4	Performance Monitoring: Not applied
4.5	Period for providing Rectification Plan: In Clause 39.2.1(a) of the Call Off Terms

5. PERSONNEL

5.1	Key Personnel: REDACTED – Senior Consultant REDACTED – Consultant REDACTED – Junior Consultant
5.2	Relevant Convictions (Clause 28.2 of the Call Off Terms):

6. PAYMENT

6.1	Call Off Contract Charges (including any applicable discount(s), but excluding VAT): Senior Consultant - REDACTED Consultant - REDACTED Junior Consultant - REDACTED 60 days per Junior Consultant and Consultant and 2 days for Senior Consultant The Authority will only pay for days worked as agreed in advance.
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)
6.3	Reimbursable Expenses: Not permitted
6.4	Customer billing address (paragraph 7.6 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): REDACTED
6.5	Call Off Contract Charges fixed for (paragraph 8.2 of Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): For the life of the call off
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: N/A
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 capped price of this contract is £ 66,400 (excl VAT). The Authority will only pay for days worked as agreed in advance. In accordance with payment as detailed in section 6.1.
7.2	Supplier's limitation of Liability (Clause 37.2.1 of the Call Off Terms);
7.3	Insurance (Clause 38.3 of the Call Off Terms):

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8. TERMINATION AND EXIT

8.1	Termination on material Default (Clause 42.2 of the Call Off Terms):
8.2	Termination without cause notice period (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: N/A
9.2	Commercially Sensitive Information: N/A

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
10.4	ICT Policy: Not applied
10.6	Business Continuity & Disaster Recovery: Not applied
10.7	NOT USED
10.8	Protection of Customer Data (Clause 35.2.3 of the Call Off Terms):

10.9	<p>Notices (Clause 56.6 of the Call Off Terms):</p> <p>Customer's postal address and email address: MHCLG, 2 Marsham Street, London SW1P 4DF REDACTED</p> <p>Supplier's postal address and email address: Moorhouse Consulting, 20 St Andrew Street, London EC4A 3AG</p>
10.10	<p>Transparency Reports</p> <p>In Call Off Schedule 13 (Transparency Reports)</p>
10.11	<p>Alternative and/or Additional Clauses from Call Off Schedule 14 and if required, any Customer alternative pricing mechanism:</p>
10.12	<p>Call Off Tender:</p> <p>In Schedule 16 (Call Off Tender)</p>
10.13	<p>Publicity and Branding (Clause 36.3.2 of the Call Off Terms)</p>
10.14	<p>Staff Transfer</p> <p>Annex to Schedule 10, List of Notified Sub-Contractors (Call Off Tender).</p>
10.15	<p>Processing Data</p> <p>Call Off Schedule 17</p>
10.16	<p>MOD DEFCONs and DEFFORM</p> <p>Call Off Schedule 15</p>

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	REDACTED
Signature	
Date	

For and on behalf of the Customer:

Name and Title	REDACTED
Signature	
Date	