

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

Order Form

CALL-OFF REFERENCE:	RM6175 con_21478
THE BUYER:	Department for Education
BUYER ADDRESS SW1P 3BT	Sanctuary Buildings, Great Smith Street, London.
THE SUPPLIER:	Iron Mountain (UK) PLC
SUPPLIER ADDRESS: SE1 2AU	Ground Floor, 4 More London Riverside, London,
REGISTRATION NUMBER:	01478540
DUNS NUMBER:	22794949
SID4GOV ID:	N/A

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 29 August 2023.

It's issued under the Framework Contract with the reference number RM6175 for the provision of Records Information Management, Digital Solutions and Associated Services.

CALL-OFF LOT(S):
Lot 5

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) RM6175*
3. *The following Schedules in equal order of precedence:*

- *Joint Schedules for RM6175*

- *Joint Schedule 1 (Transparency Reports)*
- *Joint Schedule 2 (Variation Form)*
- *Joint Schedule 3 (Insurance Requirements)*
- *Joint Schedule 4 (Commercially Sensitive Information)*
- *Joint Schedule 5 (Corporate Social Responsibility)*
- *Joint Schedule 6 (Key Subcontractors)*
- *Joint Schedule 7 (Financial Difficulties)*
- *Joint Schedule 10 (Rectification Plan)*
- *Joint Schedule 11 (Processing Data)*
- *Joint Schedule 12 (Supplier Chain Visibility)*
- *Joint Schedule 13 (Continuous Improvement)*
- *Joint Schedule 14 (Benchmarking)*

- *Call-Off Schedules for RM6175*

- *Call-Off Schedule 1 (Definitions)*
- *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 18 (Background Checks)*
- *Call-Off Schedule 20 (Call-Off Specification)*

4. CCS Core Terms (version 3.0.10)

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

The following Special Terms are incorporated into this Call-Off Contract:



CALL-OFF START DATE: 29 August 2023

CALL-OFF EXPIRY DATE: 29 August 2028

CALL-OFF INITIAL PERIOD: 5 years (with a yearly extension option up to a maximum of 2 years)

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.

[REDACTED]

CALL-OFF CHARGES

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

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Indexation; and/or
- Specific Change in Law.

REIMBURSABLE EXPENSES

None.

PAYMENT METHOD

By BACS (or such other method as the Buyer may reasonably require from time to time in consultation with the Supplier). (see special terms).

BUYER'S INVOICE ADDRESS:

[REDACTED]

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

BUYER'S ENVIRONMENTAL POLICY

N/A

BUYER'S SECURITY POLICY

N/A

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

PROGRESS REPORT FREQUENCY

Monthly

PROGRESS MEETING FREQUENCY

Monthly

KEY STAFF

[REDACTED]

KEY SUBCONTRACTOR(S)

[REDACTED]

COMMERCIALLY SENSITIVE INFORMATION

Supplier's Commercially Sensitive Information set out in Joint Schedule 4
(Commercially Sensitive Information)

SERVICE CREDITS

See call off schedule 14.

ADDITIONAL INSURANCES

Not applicable.

GUARANTEE

Not applicable.

SOCIAL VALUE COMMITMENT

See Joint Schedule 5 (Corporate Social Responsibility).

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	