

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

Order Form

CALL-OFF REFERENCE: **GLD 023-2022** [REDACTED]
GLD case reference [REDACTED]

THE BUYER: **Government Legal Department**

BUYER ADDRESS **102 Petty France, Westminster, London
SW1H 9GL**

THE SUPPLIER: [REDACTED]

SUPPLIER ADDRESS: [REDACTED]

REGISTRATION NUMBER: [REDACTED]

DUNS NUMBER: [REDACTED]

SID4GOV ID: **N/A**

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **11 August 2022**

It's issued under the Framework Contract with the reference number RM6203 for the provision of eDisclosure and Review Services.

CALL-OFF LOT(S):
Lot 2 End to End Service

Call-Off Schedule 4 (Call-Off Tender)

Call-Off Ref: GLD 017-2022

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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) RM6203
3. The following Schedules in equal order of precedence:

- Joint Schedules for **RM6203**

- o Joint Schedule 2 (Variation Form)
- o Joint Schedule 3 (Insurance Requirements)
- o Joint Schedule 4 (Commercially Sensitive Information)
- o Joint Schedule 6 (Key Subcontractors) - NOT USED
- o Joint Schedule 7 (Financial Difficulties)
- o Joint Schedule 8 (Guarantee) – NOT USED
- o Joint Schedule 10 (Rectification Plan)
- o Joint Schedule 11 (Processing Data)
- o Joint Schedule 12 (Supply Chain Visibility) – NOT USED

- Call-Off Schedules for **GLD 023 2022**

- o Call-Off Schedule 1 (Transparency Reports)
- o Call-off Schedule 2 (Staff Transfer) - NOT USED
- o Call-Off Schedule 3 (Continuous Improvement)
- o Call-Off Schedule 5 (Pricing Details)
- o Call-Off Schedule 6 (ICT Services)
- o Call-Off Schedule 7 (Key Supplier Staff)
- o Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
- o Call-Off Schedule 9 (Security)
- o Call-Off Schedule 10 (Exit Management)
- o Call-off Schedule 11 (Installation Works) – NOT USED
- o Call-off Schedule 12 (Clustering) – NOT USED
- o Call-Off Schedule 13 (Implementation Plan and Testing)
- o Call-Off Schedule 14 (Service Levels)
- o Call-Off Schedule 15 (Call-Off Contract Management)
- o Call-Off Schedule 16 (Benchmarking)
- o Call-off Schedule 17 (MOD Terms) – NOT USED
- o Call-off Schedule 18 (Background Checks)
- o Call-off Schedule 19 (Scottish Law) – NOT USED
- o Call-Off Schedule 20 (Call-Off Specification)(Call-Off Specification)
- o Call-off Schedule 21 (Northern Ireland Law) – NOT USED

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o Call-off Schedule 23 (HMRC terms) – NOT USED

4. Core Terms (version 3.0.8)
5. Joint Schedule 5 (Corporate Social Responsibility)RM6203
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.

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 START DATE: **12 May 2023**

CALL-OFF EXPIRY DATE: **11 May 2024**

CALL-OFF INITIAL PERIOD: **12 months**

The Contract term is 12 months or until 11/05/24 whichever is later, with an option to extend for a maximum of 24 further months in 12-month increments.

CALL-OFF DELIVERABLES

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

MAXIMUM LIABILITY

[REDACTED]

CALL-OFF CHARGES

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

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in Framework Schedule 3 (Framework Prices)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

[REDACTED]



BUYER'S INVOICE ADDRESS:



BUYER'S AUTHORISED REPRESENTATIVE



BUYER'S ENVIRONMENTAL POLICY
Not applicable

BUYER'S SECURITY POLICY
Not applicable

SUPPLIER'S AUTHORISED REPRESENTATIVE

Call-Off Schedule 4 (Call-Off Tender)

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SUPPLIER'S CONTRACT MANAGER



PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter

KEY STAFF

Name:

Role:

Email address

Address:

Name:

Role:

Email address:

Address:

KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

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

In relation to availability of the eDisclosure review platform, a Critical Service Level Failure shall comprise the system not being available 98% of the time during core working hours (08:00 - 18:00 Monday - Friday) and 95% at all other times for a

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cumulative total of more than 8 instances accumulated in any three (3) Month period, or 16 instances in any rolling twelve (12) Month period.

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

There's a guarantee of the Supplier's performance provided for all Call-Off Contracts entered under the Framework Contract]

SOCIAL VALUE COMMITMENT

The Government Legal Department (GLD) has a strong commitment to equality and diversity. Suppliers are required to support and encourage employment and skills development opportunities through the performance of this Contract, with specific focus on opportunities for priority groups, including (but not limited to):

- People with disabilities
- Ex-offenders
- Ethnic Minorities
- Long term unemployed

[REDACTED]		[REDACTED]	
[REDACTED]		[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]		[REDACTED]	