

**Provision of Audit Services**

**for Actual Cost Review**

**To**

**Ministry of Defence**

**From**

**Deloitte LLP**

**Contract Reference: CCCC19A83**

**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 Agreementfor the provision of Audit Services for Actual Cost Review dated **31ST October 2019.**

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 | **To be advised by Contracting Authority post award** |
| From | **Ministry of Defence**  **("CUSTOMER")** |
| To | **Deloitte LLP**  **("SUPPLIER")** |

SECTION B

1. call off contract period

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|  | **Commencement Date**: 4th November 2019 |
|  | **Expiry Date**:  End date of Period: 10th January 2020 |

1. Services

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| 2.1. | **Services required**:  In Call Off Schedule 2 (Services)  In Call Off Attachment 3, Statement of Requirements |

1. PROJECT Plan

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| **3.1.** | **Project Plan**:  In Call Off Attachment 3, Statement of Requirements, section 7. |

1. contract performance

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| **4.1.** | **Standards**:  Please refer to Attachment 3- Statement of Requirements, Section 12 |
| **4.2** | **Service Levels/Service Credits**:  Not applied |
| **4.3** | **Critical Service Level Failure**:  Not applied |
| **4.4** | **Performance Monitoring:**  Please refer to Attachment 3- Statement of Requirements |
| **4.5** | **Period for providing Rectification Plan:**  In Clause 39.2.1(a) of the Call Off Terms |

1. personnel

|  |  |
| --- | --- |
| **5.1** | **Key Personnel**:  Customer- **Redacted**  Supplier- **Redacted** |
| **5.2** | **Relevant Convictions** (Clause 28.2 of the Call Off Terms):  Not Applied |

1. PAYMENT

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| **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)  **Redacted** |
| **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**:  Permitted  Travel to and from the base location as defined in Section 18 of the Statement of Requirements in Call Off Schedule 2 Annex 1 shall be included in the day rates. Travel to other locations are to be charged at the Customer’s rates |
| **6.4** | **Customer billing address** (paragraph 7.6 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)):  JFC Comrcl C2-07  Defence Academy  Room 5, Greenhill House  Faringdon Road  Shrivenham, SN6 8LA |
| **6.5** | **Call Off Contract Charges fixed for** (paragraph 8.2 of Schedule 3 (Call Off Contract Charges, Payment and Invoicing)):  Ten (10)Call OffContract Weeks from the Call Off Commencement Date |
| **6.6** | **Supplier periodic assessment of Call Off Contract Charges** (paragraph 9.2 ofCall Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing))will be carried out on:  Not Applied |
| **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 |

1. LIABILITY and insurance

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| **7.1** | **Estimated Year 1 Call Off Contract Charges**:  The sum of £39,975.00 (exc VAT) |
| **7.2** | **Supplier’s limitation of Liability** (Clause 37.2.1 of the Call Off Terms);  In Clause 37.2.1 of the Call Off Terms |
| **7.3** | **Insurance** (Clause 38.3 of the Call Off Terms):  In Clause 38.3 of the Call Off Terms |

1. TERMINATION and exit

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| **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 Term |
| **8.4** | **Exit Management:**  Not Applied |

1. supplier information

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

1. OTHER CALL OFF REQUIREMENTS

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| **10.1** | **Recitals** (in preamble to the Call Off Terms):  Recital A  Recital C - date of issue of the Statement of Requirements: 21st October 2019  Recital D - date of receipt of Call Off Tender:25th October 2019 |
| **10.2** | **Call Off Guarantee (Clause 4 of the Call Off Terms):**  Not required |
| **10.3** | **Security**:  Short form security requirements  AND  Security Policy**-** Refer to Attachment 3- Statement of Requirements, Section 16 |
| **10.4** | **ICT Policy:**  Not applied |
| **10.6** | **Business Continuity & Disaster Recovery**:  In Call Off Schedule 8 (Business Continuity and Disaster Recovery)  **Disaster Period**:  For the purpose of the definition of “Disaster” in Call Off Schedule 1 (Definitions) the “Disaster Period” shall be Not Applied |
| **10.8** | **Protection of Customer Data** (Clause 35.2.3 of the Call Off Terms):  In Clause 35.2.3 of the Call Off Terms |
| **10.9** | **Notices** (Clause 56.6 of the Call Off Terms):  Customer’s postal address and email address:  JFC Comrcl C2-07 Defence Academy Room 5, Greenhill House Faringdon Road Shrivenham, SN6 8LA  **Redacted**  Supplier’s postal address and email address:  1 New Street Square,  London  EC4A 3HQ  **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:**  Not Applied |
| **10.12** | **Call Off Tender**:  In Schedule 15 (Call Off Tender)  **Redacted** |
| **10.13** | **Publicity and Branding (Clause 36.3.2 of the Call Off Terms)**  In 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). Not Applied. |
| **10.15** | **Processing Data**  Call Off Schedule 17 |
| **10.16** | **DEFCONs and DEFFORMs** |
|  | DEFCON 5J Unique Identifiers  DEFCON 35 Progress Payments  DEFCON 76 [Contractor's Personnel At Government Establishments [36KB PDF]](http://aof.uwh.diif.r.mil.uk/aofcontent/tactical/toolkit/downloads/defcons/pdf/076.pdf)  DEFCON 129J(edn 18/11/16) The Use of The Electronic Business Delivery Form  DEFCON 501 [Definitions And Interpretations [26KB PDF]](http://aof.uwh.diif.r.mil.uk/aofcontent/tactical/toolkit/downloads/defcons/pdf/501_1117.pdf)  DEFCON 502 Specifications Changes  DEFCON 503 Formal Amendments to Contract  DEFCON 522 [Payment and Recovery of Sums Due [50KB PDF]](http://aof.uwh.diif.r.mil.uk/aofcontent/tactical/toolkit/downloads/defcons/pdf/522_1117.pdf)  DEFCON 531 [Disclosure Of Information [26KB PDF]](http://aof.uwh.diif.r.mil.uk/aofcontent/tactical/toolkit/downloads/defcons/pdf/531_1114.pdf)  DEFCON 602B Quality Assurance (without Quality Plan)  DEFCON 647 [Financial Management Information [12KB PDF]](http://aof.uwh.diif.r.mil.uk/aofcontent/tactical/toolkit/downloads/defcons/pdf/647_0419.pdf) and [Financial Management Information Annex A and B [147KB XLS]](http://aof.uwh.diif.r.mil.uk/aofcontent/tactical/toolkit/downloads/defcons/xls/647_ann_0419.xls)  DEFCON 658 Cyber  DEFCON 703 [Intellectual Property Rights - Vesting In The Authority [25KB PDF]](http://aof.uwh.diif.r.mil.uk/aofcontent/tactical/toolkit/downloads/defcons/pdf/703_0813.pdf) |
| **10.17**   |  |  |  |  | | --- | --- | --- | --- | | **Contract Reference:** | CCCC19A83 |  |  | | **Date:** | **4th November 2019** |  |  | | **Description Of Authorised Processing** | **Details** |  |  | | Identity of the Controller and Processor  Not Applicable. No personal data is being proceesed on behalf of the Authority | 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 Certifications | | 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 | | Start date | | End date & reason for termination | | Contract type | | Compensation data | | Photographic Facial Image | | Biometric data | | Birth certificates | | IP Address | | Details of physical and psychological health or medical condition | | Next of kin & emergency contact details | | Record of absence, time tracking & annual leave | |  |  | | Categories of Data Subject |  |  |  | | |

**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.**

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| --- | --- |
| **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 |  |