

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

CALL-OFF REFERENCE: project_26355, ecm_11734 – Pilot of Independent Procurement Assurance Reviews Phase 2

THE BUYER: Department for Work and Pensions

BUYER ADDRESS
Ground Floor
Caxton House
Tothill Street
London
SW1H 9NA

THE SUPPLIER: Sharpe Pritchard LLP

SUPPLIER ADDRESS:
Elm Yard
10-16 Elm Street
London
WC1X 0BJ

REGISTRATION NUMBER: OC378650

DUNS NUMBER: 218596329

SID4GOV ID:

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 20th February 2024.

It's issued under the Framework Contract with the reference number Legal Services Panel RM6179 for the provision of legal advice and services.

CALL-OFF LOT(S):

Framework Ref: RM6179
Project Version: v1.0
Model Version: v3.7

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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) RM6179
3. Framework Special Terms
4. The following Schedules in equal order of precedence:

- Joint Schedules for RM6179

- Joint Schedule 2 (Variation Form)
- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 4 (Commercially Sensitive Information)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)

- Call-Off Schedules for project_26355, ecm_11734– Pilot of Independent Procurement Assurance Reviews Phase 2

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- 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 9 – (Security)
- Call-Off Schedule 15 – (Call-Off Contract Management)
- Call-Off Schedule 20 – (Call-Off Specification)
- Call-Off Schedule 24 (Special Schedule)

5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) RM6179
7. Call-Off Schedule 4 (Call-Off Tender).

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:

None

CALL-OFF START DATE: 20th February 2024

CALL-OFF EXPIRY DATE: 19th September 2024

CALL-OFF EXTENSION PERIOD: 1 Month

CALL-OFF DELIVERABLES**REDACTED UNDER FOI SECTION 43, COMMERCIAL INTERESTS**

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

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MANAGEMENT OF CONFLICT OF INTEREST

No Conflicts of Interest so far as the Supplier and Buyer are aware.

CONFIDENTIALITY

No additional measures to those set out in this Order Form and Call Off Schedules shall apply.

IPR

As set out in Clause 9 (IPRs).

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms, and as amended by the Framework Special Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £51,000.

CALL-OFF CHARGES

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

VOLUME DISCOUNTS

Where the Supplier provides Volume Discounts, the applicable percentage discount (set out in Table 2 of Annex 1 of Framework Schedule 3 (Framework Prices)) shall automatically be applied by the Supplier to all Charges it invoices regarding the Deliverables on and from the date and time when the applicable Volume Discount threshold is met and in accordance with Paragraphs 8, 9 and 10 of Framework Schedule 3.

REIMBURSABLE EXPENSES

None

DISBURSEMENTS

Not Payable

ADDITIONAL TRAINING CHARGE

None

SECONDMENT CHARGE

None

PAYMENT METHOD

Framework Ref: RM6179

Project Version: v1.0

Model Version: v3.7

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Payment by Purchase Order on receipt of a valid invoice.

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Once the draft invoice is approved, the invoice should be sent to the Buyer's Invoicing Address quoting the correct Purchase Order Number/Payment reference.

Supplier Bank Details:

REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION

BUYER'S INVOICING ADDRESS:

REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION

BUYER'S AUTHORISED REPRESENTATIVE

REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION

BUYER'S ENVIRONMENTAL POLICY

DWP policy available online at: <https://www.gov.uk/government/publications/dwp-sustainable-procurement-strategy>

BUYER'S SECURITY POLICY

DWP security policies and standards available online at:
<https://www.gov.uk/government/publications/dwp-procurement-security-policies-and-standards>

BUYER'S ICT POLICY

DWP information management and information security policies available online at:
<https://www.gov.uk/government/publications/dwp-procurement-security-policies-and-standards>

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION

SUPPLIER'S CONTRACT MANAGER

REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION

PROGRESS REPORT

The Supplier will weekly work in progress (WIP) reports to the Customer so that spend can be tracked throughout the course of the Call-Off.

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PROGRESS MEETINGS AND PROGRESS MEETING FREQUENCY

As agreed between the Buyer's Authorised Representative and the Supplier's Contract Manager.

KEY STAFF

Name	Job Title	Email Address
REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION	Partner	REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION
REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION	Legal Director (acting as Partner designate)	REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION
REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION	Senior Associate	REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION
REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION	Junior Associate	REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION
REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION	Junior Associate	REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION
REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION	Junior Associate	REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION

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KEY SUBCONTRACTOR(S)

Not Applicable

COMMERCIALLY SENSITIVE INFORMATION

As per Joint Schedule 4 (Commercially Sensitive Information).

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

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).

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION	Signature:	REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION
Name:	REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION	Name:	REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION
Role:		Role:	
Date:		Date:	