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

**Order Form**

CALL-OFF REFERENCE: PS/23/69

THE BUYER: Driver and Vehicle Licensing Agency (DVLA)

BUYER ADDRESS Longview Road, Clase, Swansea, SA6 7JL.

THE SUPPLIER: Robertson Bell Ltd.

SUPPLIER ADDRESS:UoN Innovation Centre, Green Street, Northampton, NN1 1SY

REGISTRATION NUMBER:913 3258 43

DUNS NUMBER: 21-002-5356

SID4GOV ID:n/a

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 26th June 2023.

It’s issued under the Framework Contract with the reference number RM6229 for the Provision of Head of Finance Controls and Operations.

CALL-OFF LOT(S):

Lot - 2

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) **RM6229**
3. Framework Special Terms
4. The following Schedules in equal order of precedence:

* Joint Schedules for **RM6229**
  + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + [Joint Schedule 6 (Key Subcontractors) ]
  + [Joint Schedule 7 (Financial Difficulties) ]
  + [Joint Schedule 8 (Guarantee) ]
  + [Joint Schedule 9 (Minimum Standards of Reliability) ]
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
  + Joint Schedule 12 (Supply Chain Visibility) ]
* Call-Off Schedules for **RM6229** 
  + 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 6 (ICT Services) ]
  + [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 12 (Clustering) ]
  + [Call-Off Schedule 13 (Implementation Plan and Testing) ]
  + [Call-Off Schedule 14 (Service Levels) ]
  + [Call-Off Schedule 15 (Call-Off Contract Management) ]
  + [Call-Off Schedule 16 (Benchmarking) ]
  + [Call-Off Schedule 17 (MOD Terms) ]
  + [Call-Off Schedule 18 (Background Checks) ]
  + [Call-Off Schedule 19 (Scottish Law) ]
  + [Call-Off Schedule 20 (Call-Off Specification) ]
  + [Call-off Schedule 21 (Northern Ireland Law)  ]
  + [Call-Off Schedule 23 (HMRC Terms) ]

1. CCS Core Terms (version 3.0.11)
2. Joint Schedule 5 (Corporate Social Responsibility) **RM6229**

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

None

CALL-OFF START DATE: **21st June 2023**

CALL-OFF EXPIRY DATE: **20th June 2024**

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

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.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is£8,499.15.

CALL-OFF CHARGES

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

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

BACS – Via Invoice Details see below:



BUYER’S INVOICE ADDRESS:

See above embedded document.

BUYER’S AUTHORISED REPRESENTATIVE

Xxxxx redacted under FOI Section 40

DVLA Commercial Directorate,

Longview Road,

Clase,

Swansea,

SA6 7JL

BUYER’S ENVIRONMENTAL POLICY

See specification

BUYER’S SECURITY POLICY

See specification

SUPPLIER’S AUTHORISED REPRESENTATIVE

[**Insert** name]

**[Insert** role]

[**Insert** email address]

**[Insert** address]

SUPPLIER’S CONTRACT MANAGER

[**Insert** name]

**[Insert** role]

[**Insert** email address]

**[Insert** address]

PROGRESS REPORT FREQUENCY

N/A

PROGRESS MEETING FREQUENCY

N/A

KEY STAFF

Buyer contact:

Xxxxx redacted under FOI Section 40

Finance and Assurance Services Director

Xxxxx redacted under FOI Section 40

KEY SUBCONTRACTOR(S)

None

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

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