

Framework Schedule 6 (Order Form Template and Call-Off Schedules)
Crown Copyright 2018

RM6187 Framework Schedule 6 (Order Form and Call-Off Schedules)

Order Form

CALL-OFF REFERENCE: **ITT 670&674/ prj_1148**

THE BUYER: **Department for Business, Energy & Industrial Strategy (BEIS)**

BUYER ADDRESS **BEIS Commercial, 1 Victoria Street, London, SW1H 0ET**

THE SUPPLIER: **Mott Macdonald Limited**

SUPPLIER ADDRESS: **Mott Macdonald House, 8-10 Sydenham Road, Croydon, Surrey, CR0 2EE**

REGISTRATION NUMBER: **01243967**

Applicable framework contract

This Order Form is for the provision of the Call-Off Deliverables and dated 21st April 2023.

It's issued under the Framework Contract with the reference number RM6187 for the provision of **Implementation & Corporate Set up services for GBN** (via RM6187 Management Consultancy Framework 3 Lot 1 – Business)

Call-off incorporated terms

The following documents are incorporated into this Call-Off Contract.

Where schedules are missing, those schedules are not part of the agreement and cannot be used. If the documents conflict, the following order of precedence applies:

1. This Order Form includes the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) RM6187
3. The following Schedules in equal order of precedence:

Joint Schedules for RM6187 Management Consultancy Framework Three

- Joint Schedule 1 (Definitions)
- Joint Schedule 2 (Variation Form)
- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 4 (Commercially Sensitive Information)
- Joint Schedule 6 (Key Subcontractors)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)

Framework: RM6187
Model version: v3.7

Framework Schedule 6 (Order Form Template and Call-Off Schedules)
Crown Copyright 2018

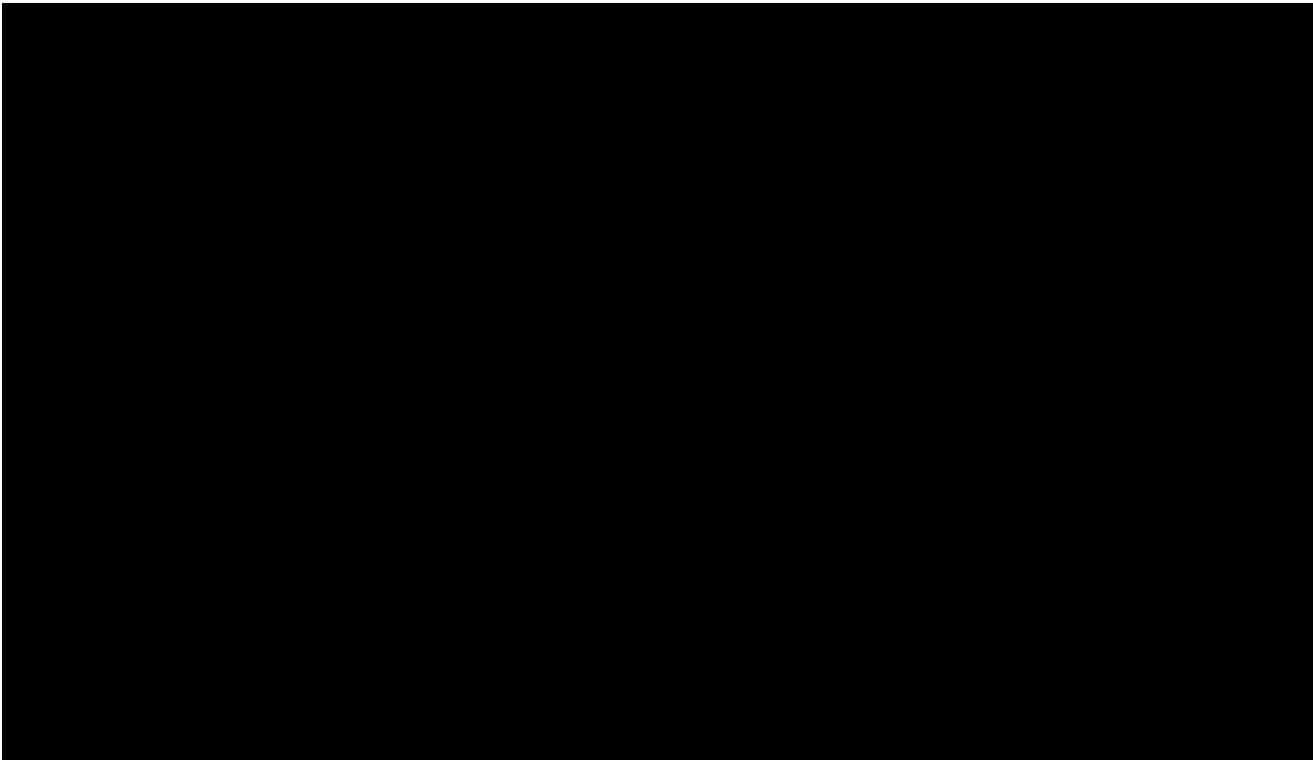
- 0. CCS Core Terms
- 1. Joint Schedule 5 (Corporate Social Responsibility)
- 2. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.
- 3. Call-Off Schedule 9 (Security)
- 4. Call-Off Schedule 16 (Benchmarking)

Schedules 5 (Pricing) and 20 (Call-Off specification) are not used as the pricing and specification are contained with this schedule (Schedule 6).

Supplier terms are not 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: 21st April 2023

Call-off expiry date: 21st April 2024

Call-off optional extension period: 22nd April 2024 to 22nd October 2024

Call-off deliverables:
Requirement: Focus on providing support to the corporate services and other structural elements required to support GBN as a Minimum Viable Organisation is achieved by

Summer 2023 and any other such activities which may be required in relation to facilitation and delivery of the new organisation.

Framework: RM6187

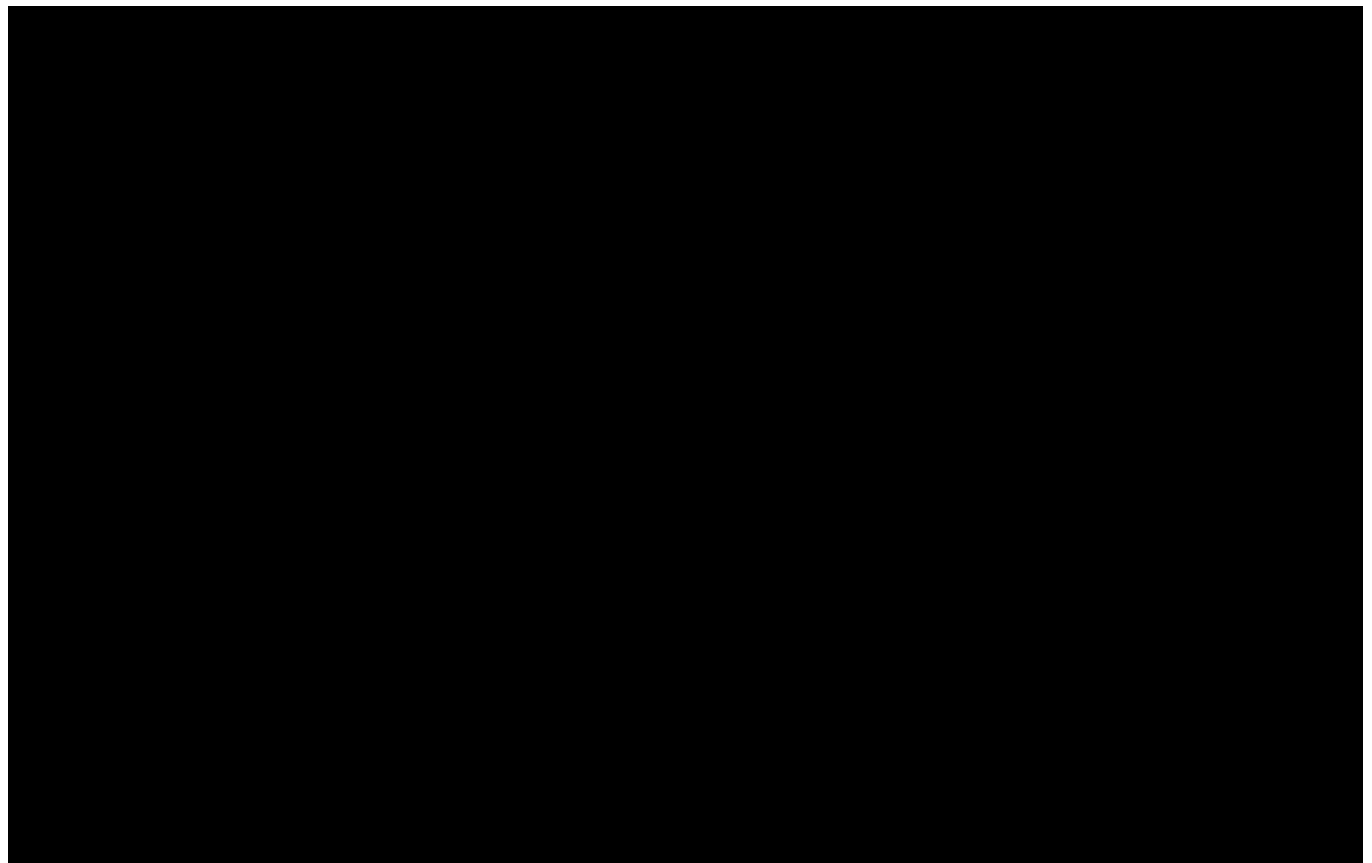
Model version: v3.7

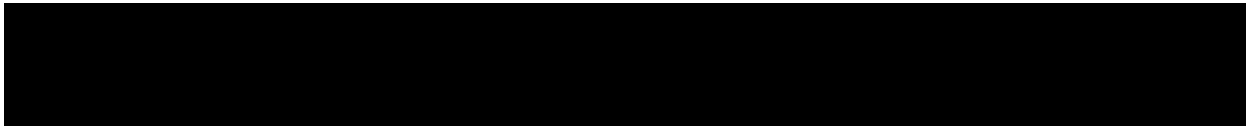
Framework Schedule 6 (Order Form Template and Call-Off Schedules)
Crown Copyright 2018

Required experience

To do this at the pace required, it is essential that the successful supplier has recent, first-hand experience that covers the following:

- Supporting the launch of organisations managing major/mega projects within the nuclear sector or other comparable complex sectors
- Supporting delivery of reward structure and policy and related remuneration schemes in the public sector
- Provision of support to organisations to select and join appropriate pensions schemes
- Specifying commercial off the shelf ERP systems for finance, procurement and HR/Payroll and project managing implementation
- Provision of agile support to emerging issues during the formation of the new business





Framework: RM6187
Model version: v3.7

Framework Schedule 6 (Order Form Template and Call-Off Schedules)
Crown Copyright 2018

Deliverables

The exact form and frequency of updates and deliverables will be discussed in the initial stages of the contract and at the acceptance of each work package. In general terms GBN expects that interim deliverables will be tested with GBN and other relevant stakeholders prior to final reports. On mobilisation, the Supplier will agree a process with the Authority for accepting final Deliverables to confirm they have met the requirements.

Work packages shall be scoped for each requirement during the contract with a fixed price being requested from the supplier, applying the rates and the project blended rate. Work

viewed as part of the progress meetings. For clarity, the Authority is only liable for costs agreed within a work package.

Detailed reports in PowerPoint and Word documents will be required with presentations of findings and recommendations to the relevant GBN team members. Reports will be GBN branded and GBN will own and be responsible for these documents once they have been approved by GBN.

Draft policies must be no longer than a single page of A4 in accordance with best practice and can be supported by processes which have more detail.

Workshops may be required from time to time in a BEIS location or the supplier's offices. Templates should be proposed for any standard documentation required under this contract and verified with GBN before first use e.g. procurement approvals, policies, business cases etc.

Deliverable scope: Work Package 1

Lot 2: Agile Implementation Partner and Corporate Set Up **Work package 1: IT/Digital Support**

Engagement with the GBN team and other key stakeholders to provide the following outputs. Policies should be no longer than 2 pages of A4 when printed, procedures may be up to 15 pages of A4 in length.

Stage 1 within one month of award: Develop and produce a costed plan with best estimates of timescales required for compliant public procurement of an enterprise system(s) for HR, Procurement and Finance in compliance with all BEIS and CO approval processes.

Recommend an approach to GBN as to what type(s) of systems should be considered with optioneering. The plan shall consider value for money and systems effectiveness for an

organisation [REDACTED] The base IT provision will be from BEIS digital and therefore the plan for [REDACTED] should ensure that the services comply with BEIS

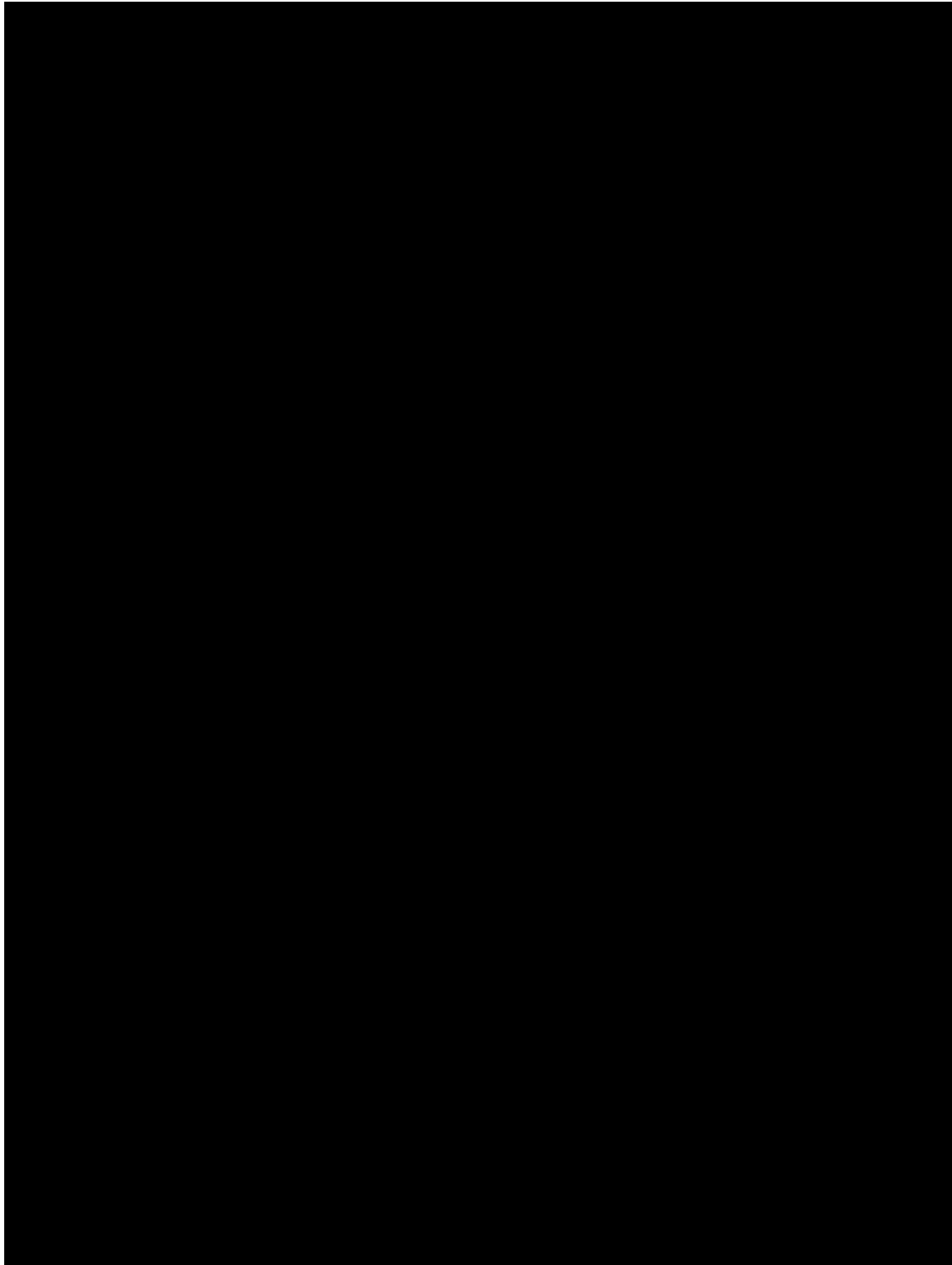
Framework Schedule 6 (Order Form Template and Call-Off Schedules)
Crown Copyright 2018

Digital IT, security and cyber requirements and can be provided as software as a service. Proposed solution(s) will be procured by GBN and must adhere to GBN IT principles (which will be provided) which include that GBN will use Commercial Off the Shelf products with minimal bespoke configuration. GBN will consider adopting finance and HR processes which match the selected system(s) to assist in adoption.

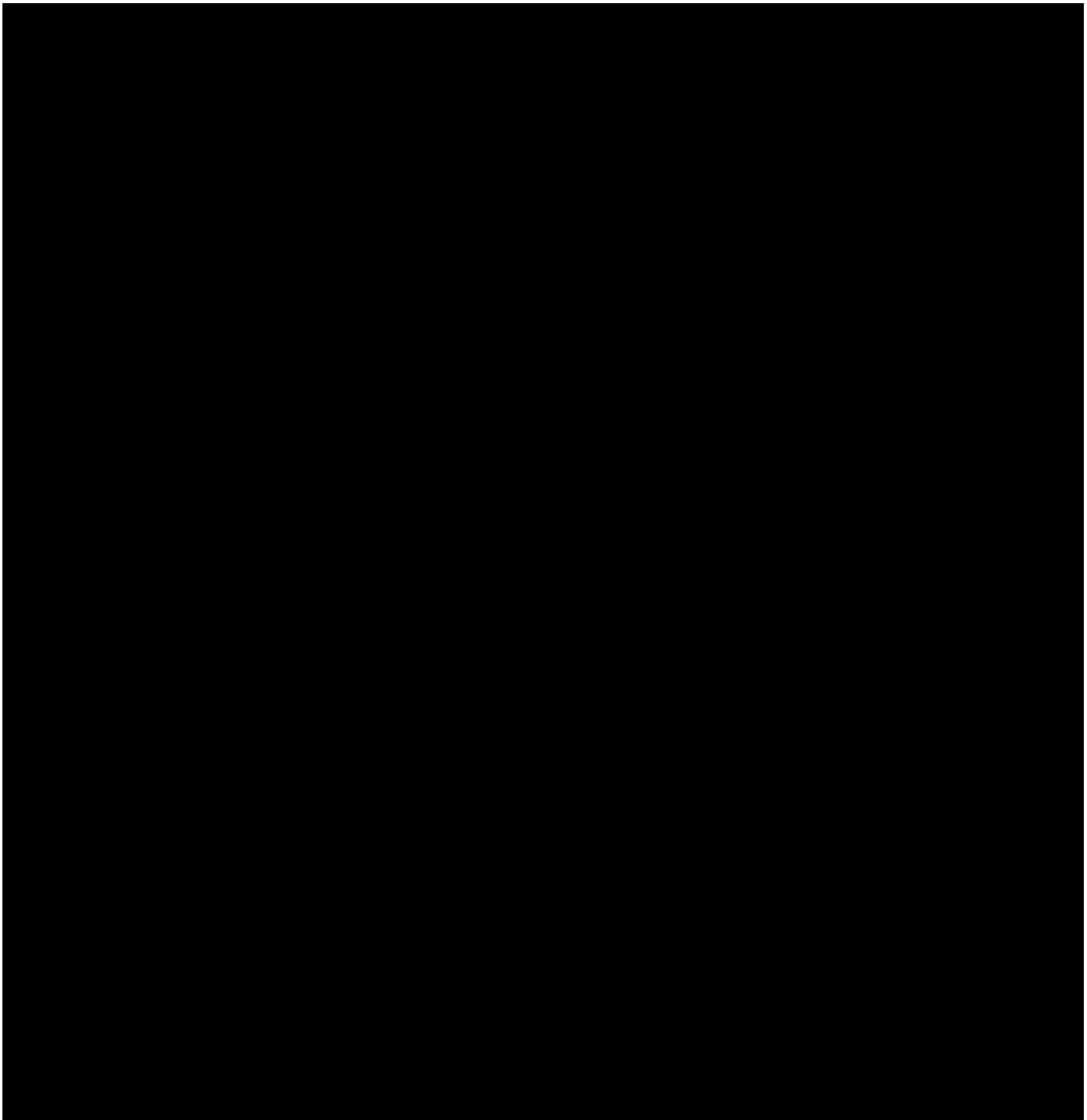
Stage 2 within two months of award: Develop and produce a high-level implementation plan for the recommended solution once Stage 1 has been completed to the satisfaction of GBN. The plan shall include detail of the GBN expertise required to develop and implement the recommended system(s), approximate timelines and risks and issues to consider in the implementation. The assumptions that there will be no data migration and that this will be a new system should be used. This plan should be considered a guide for GBN to use when examining implementation plans which will be required from successful bidders.

The Supplier's indicative approach to delivering Work package one is included below. The scope will be reviewed and updated during contract mobilisation:

Framework Schedule 6 (Order Form Template and Call-Off Schedules)
Crown Copyright 2018

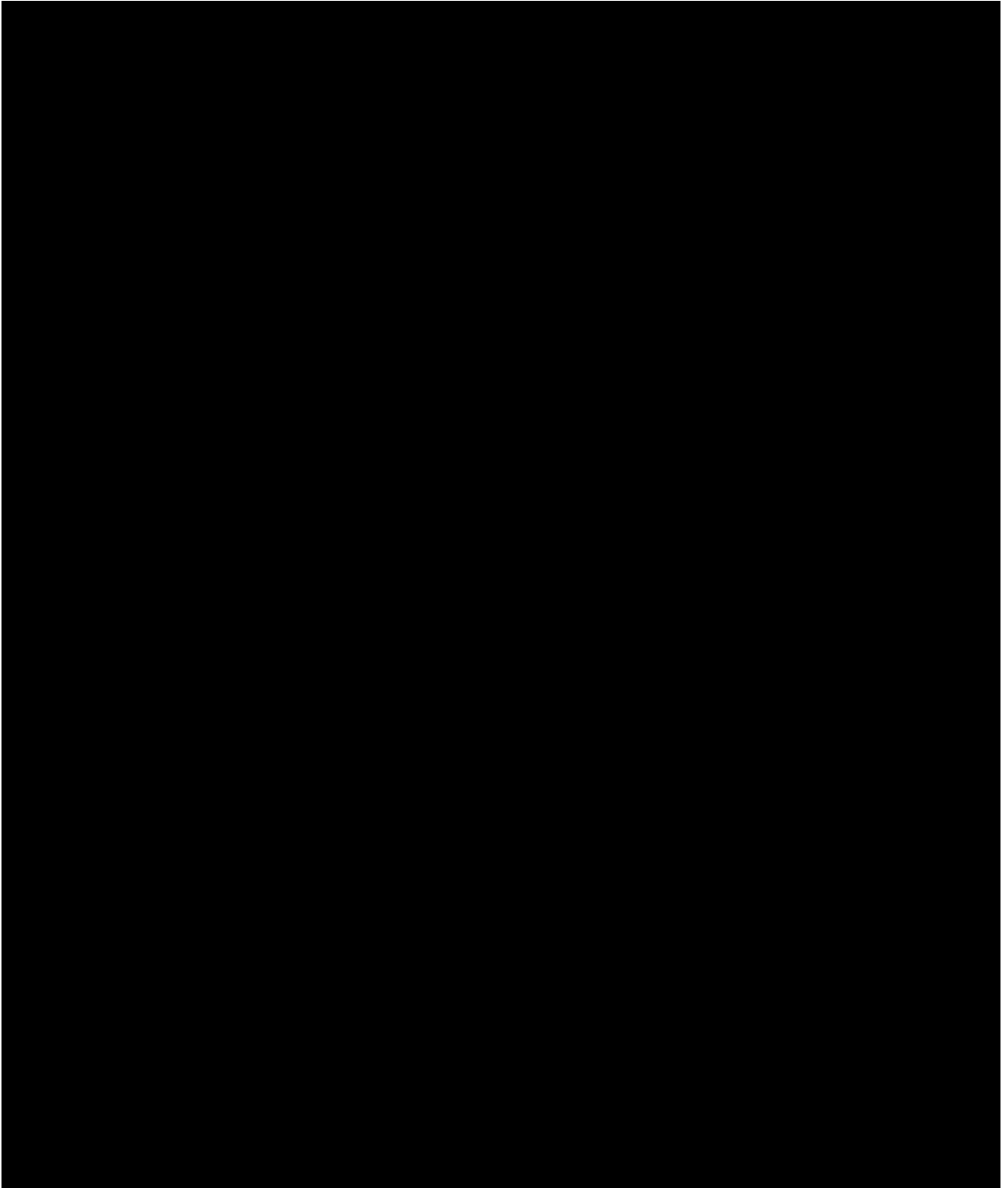


Framework Schedule 6 (Order Form Template and Call-Off Schedules)
Crown Copyright 2018

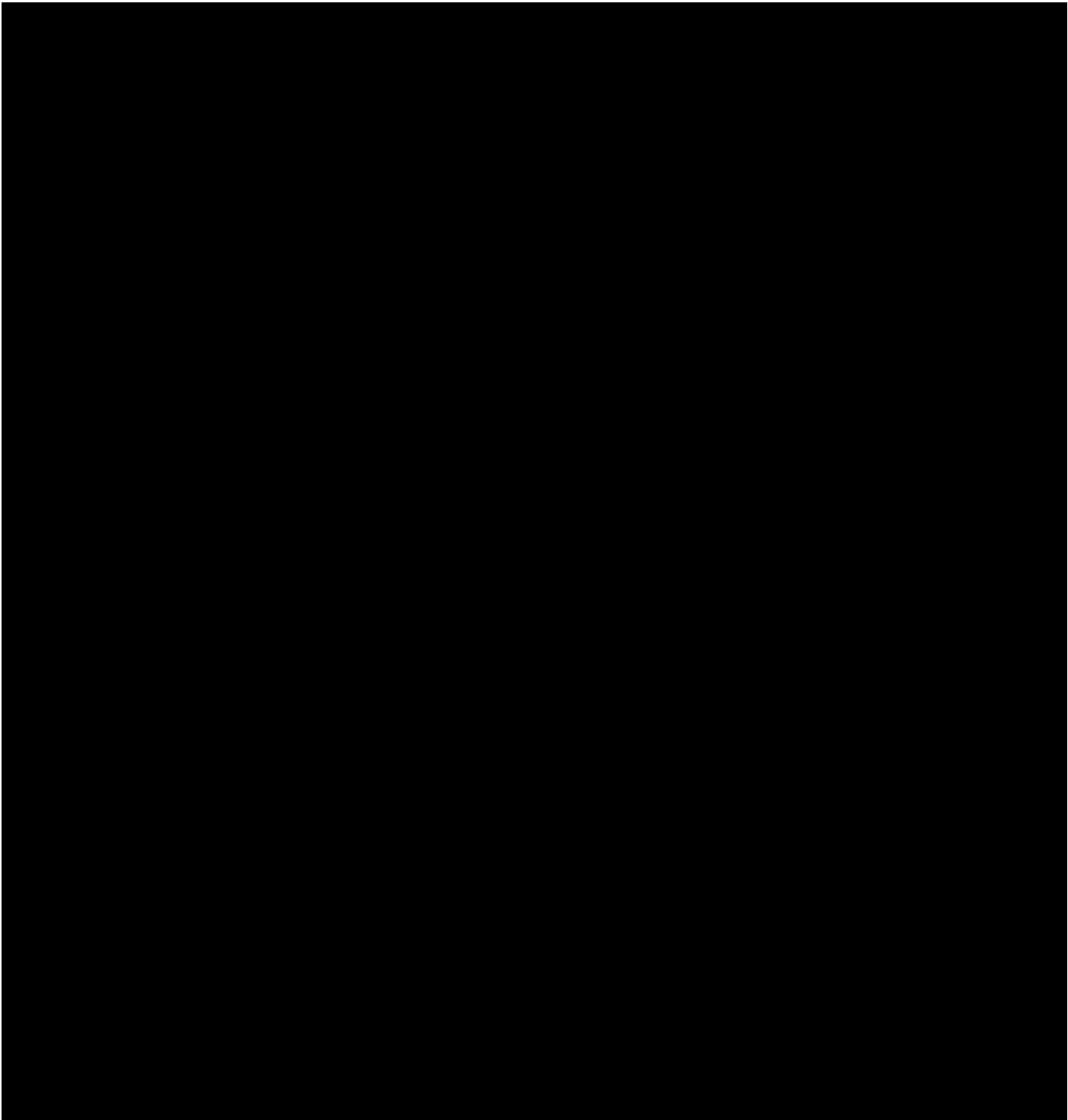


Framework: RM6187
Model version: v3.7

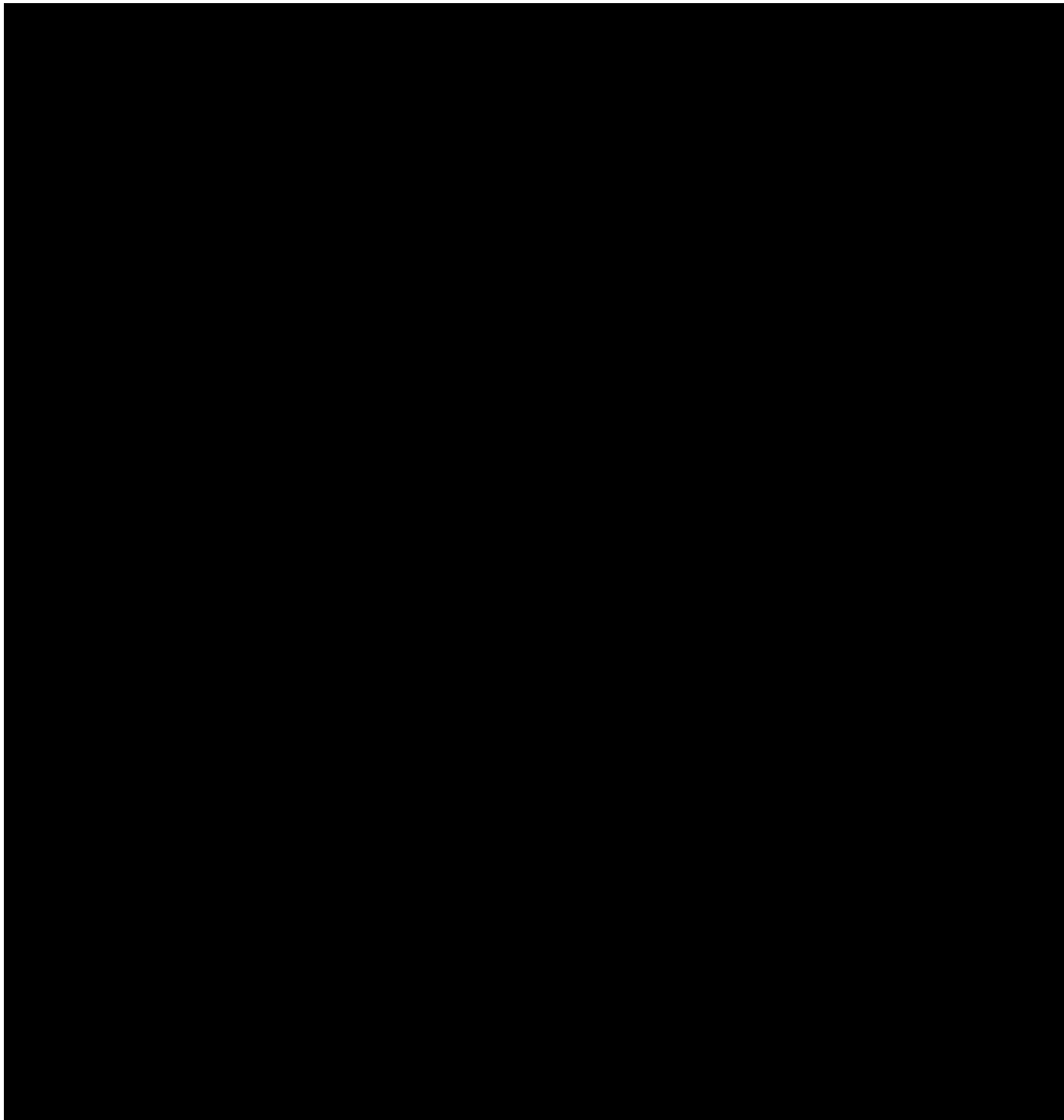
Framework Schedule 6 (Order Form Template and Call-Off Schedules)
Crown Copyright 2018



Framework Schedule 6 (Order Form Template and Call-Off Schedules)
Crown Copyright 2018

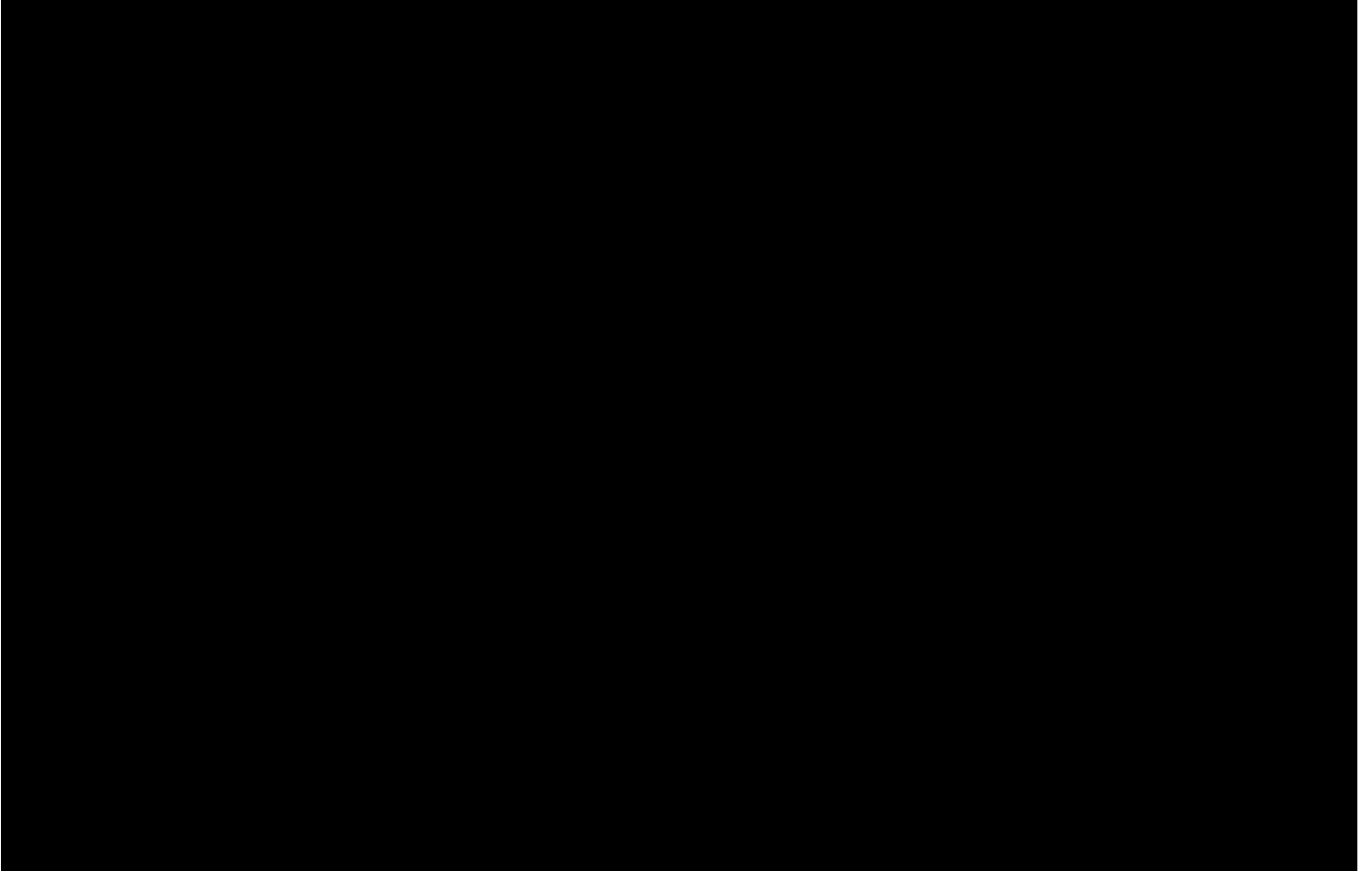


Framework Schedule 6 (Order Form Template and Call-Off Schedules)
Crown Copyright 2018



Framework Schedule 6 (Order Form Template and Call-Off Schedules)
Crown Copyright 2018





Framework: RM6187
Model version: v3.7

Framework Schedule 6 (Order Form Template and Call-Off Schedules)
Crown Copyright 2018

Security

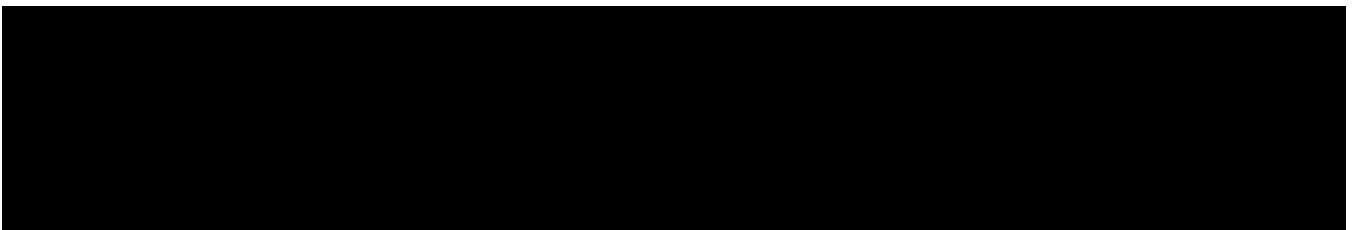
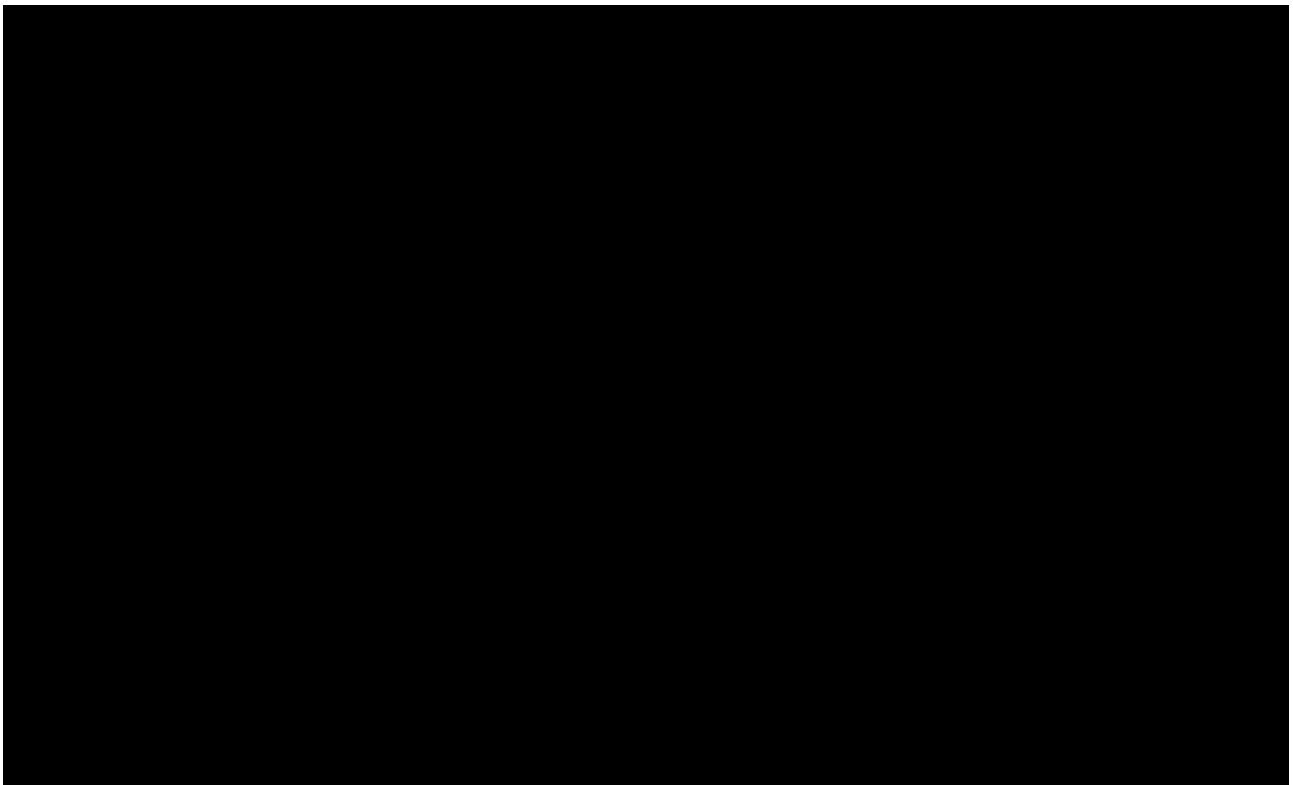
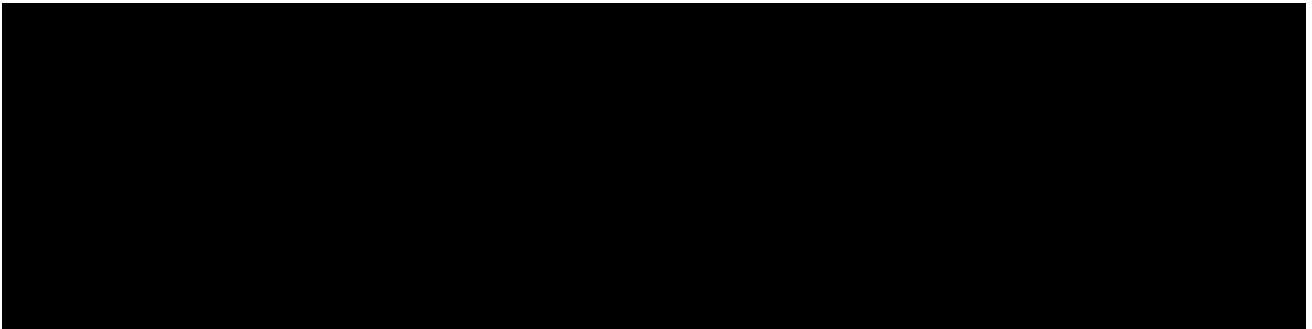
Short form security requirements apply

Maximum liability

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.



Call-off charges

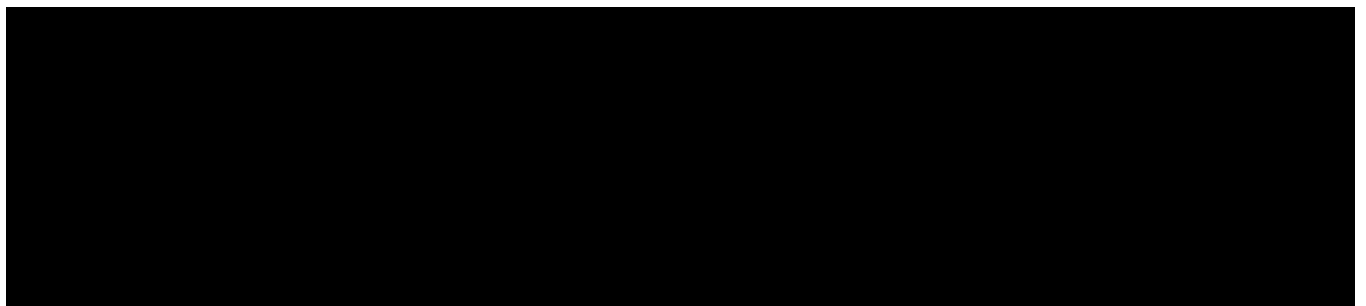
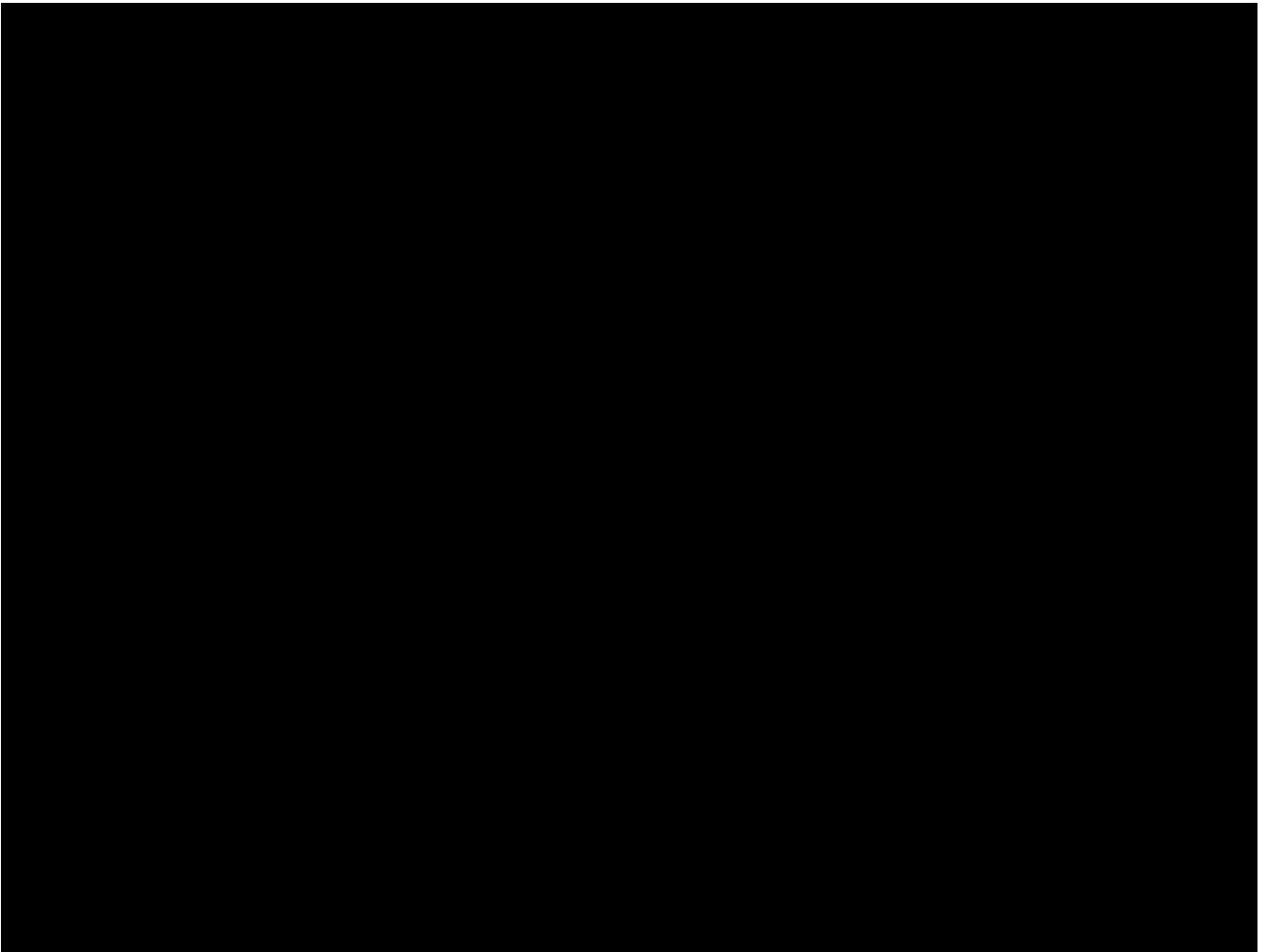


Framework Schedule 6 (Order Form Template and Call-Off Schedules)
Crown Copyright 2018



Framework: RM6187
Model version: v3.7

Framework Schedule 6 (Order Form Template and Call-Off Schedules)
Crown Copyright 2018



Reimbursable expenses

Expenses are chargeable in accordance with BEIS Expenses policy.

Payment method

Monthly invoicing in arrears. The invoice must be sent to the Contract Manager for approval prior to submission for payment.



Framework: RM6187
Model version: v3.7

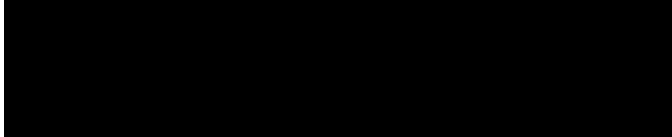
Framework Schedule 6 (Order Form Template and Call-Off Schedules)

Crown Copyright 2018

FINANCIAL TRANSPARENCY OBJECTIVES

The Financial Transparency Objectives apply to this Call-Off Contract.

Buyer's authorised representative



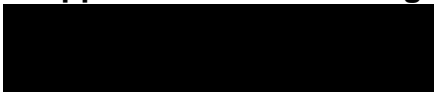
Buyer's contract manager



Supplier's authorised representative



Supplier's contract manager



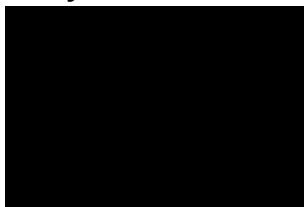
Progress report frequency

Fortnightly

Progress meeting frequency

To be agreed

Key subcontractors



Guarantee

Not applicable

Social Value

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).

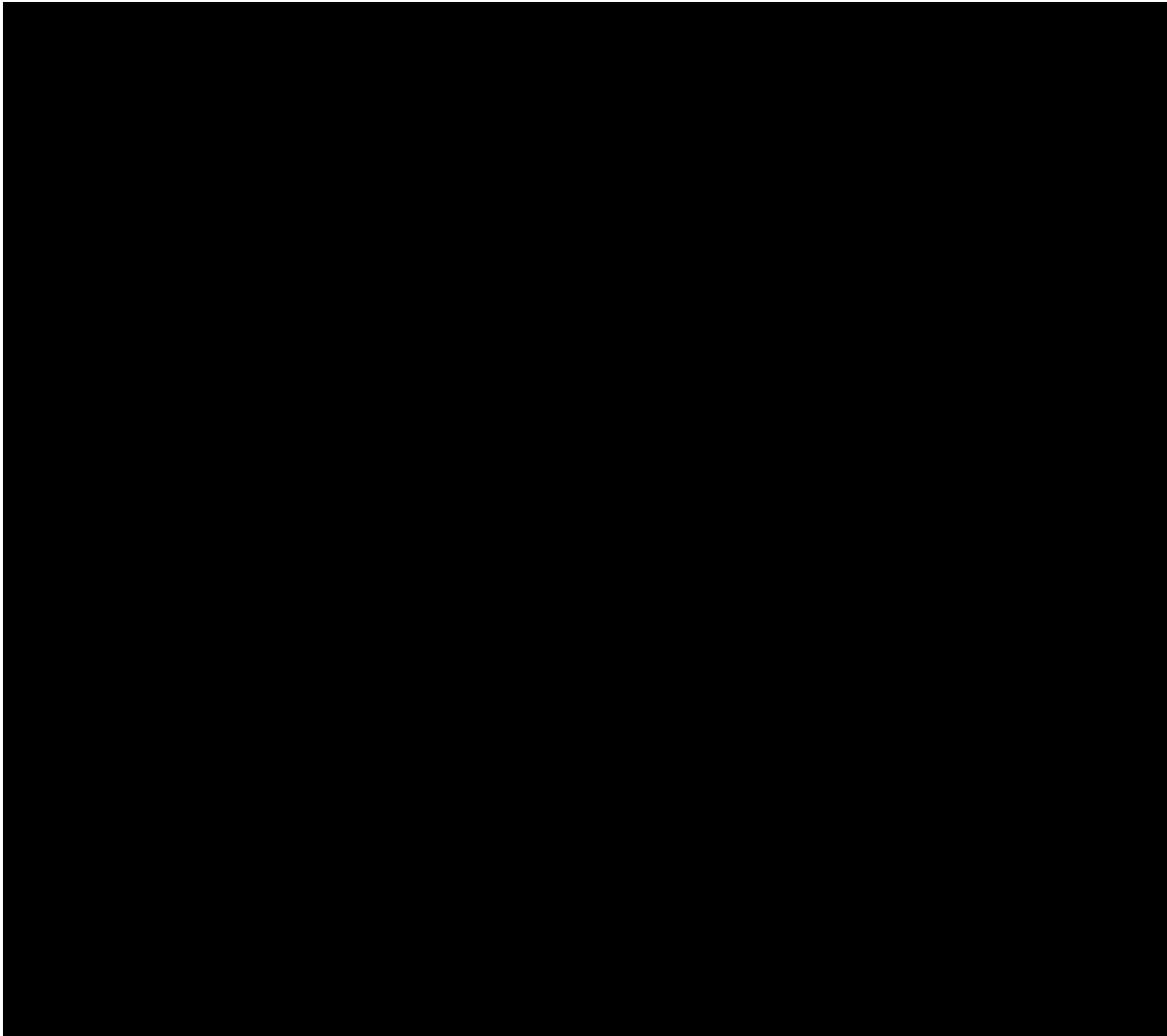
Framework: RM6187
Model version: v3.7

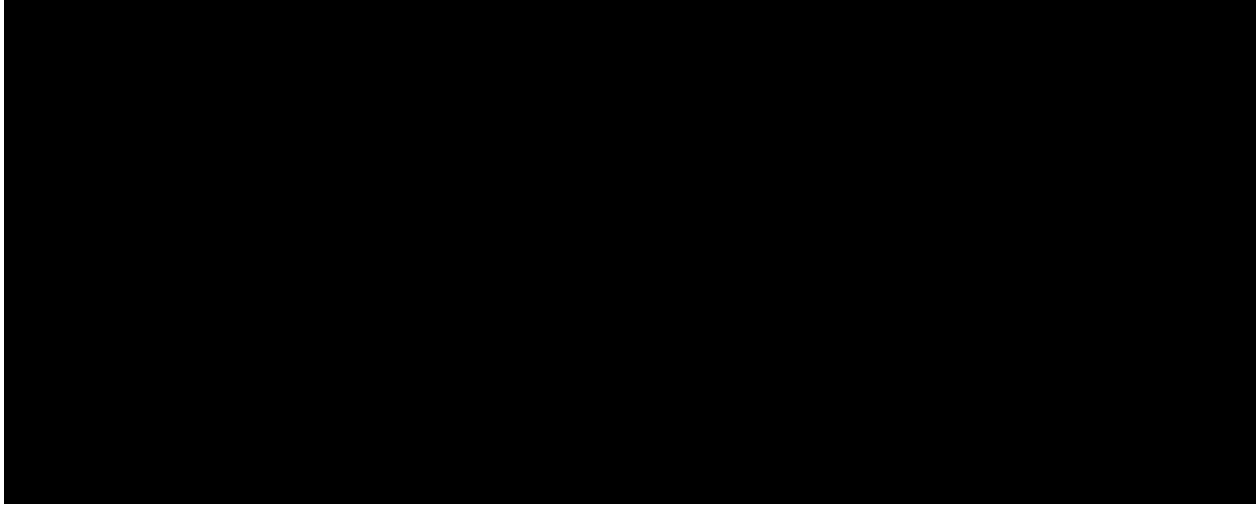
Framework Schedule 6 (Order Form Template and Call-Off Schedules)
Crown Copyright 2018

Formation of call off contract

By signing and returning this Call-Off Order Form the Supplier agrees to enter a Call-Off Contract with the Buyer to provide the Services in accordance with the 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.





04 May 2023 | 16:02:44 CEST

