



Department
for Work &
Pensions

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

Order Form

CALL-OFF REFERENCE:	Project_26540 ecm-11976
THE BUYER:	Department for Work and Pensions
BUYER ADDRESS	Finance Group, 5th Floor, Caxton House, Tothill Street, London, SW1H 9NA
THE SUPPLIER:	Incendium Consulting Limited
SUPPLIER ADDRESS:	11 th Floor, Bluefin Building, 110 Southwark Street, London, SE1 0TA
REGISTRATION NUMBER:	08216440
DUNS NUMBER:	21-858-9656

Applicable framework contract

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

It is issued under the Framework Contract with the reference number RM6187 for the provision of DWP Estates Supply Chain Management Support.

CALL-OFF LOT(S):

Lot 6 – Procurement and Supply Chain

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 can not 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 6 (Key Subcontractors)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)

Call-Off Schedules

- Call-Off Schedule 9 (Security)
4. CCS Core Terms
 5. Joint Schedule 5 (Corporate Social Responsibility)

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 – Not Applicable

Call-off start date:	21 May 2024
Call-off expiry date:	10 October 2024
Call-off initial period:	[REDACTED]
Call-off optional extension period	Not Applicable

Call-off deliverables:

Role: Estates Supply Chain Manager

Scope of the services include;

- Support with the establishment of a fully centralised DWP Estates Contract Management function to aid with the exit of existing DWP Estates Facilities Management and Security contracts and support the development of a new Estates Service Manager function, and commercial solutions for the provision of IFRS16 support. Specific Services to be delivered include:

- Support with the operational contract management during the transition, including strategic advice on changes to the DWP Estates operating model.
- Advice and support on the establishment of an Estates Service Manager function to manage the new WPS contracts.
- Advice and support on the IFRS16 services currently provided by a supply chain partner and a recommendation of optimal contracting arrangements for the services moving forward.
- Other advice on the DWP Estates Contract Management and performance aspects of the suite of Estates contracts, if required.
- Knowledge transfer on deliverables.

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.

The Estimated Year 1 Charges used to calculate liability in the first contract year are:

[REDACTED] Year 1 Charges of the Contract.

Call-off charges

Charges associated with the services are **£1,150** per day

Role	Day Rate	Working Days	Total + VAT
Supply Chain Manager SME	[REDACTED]	[REDACTED]	[REDACTED]
Total		£115,000.00	£138,000.00

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)

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Specific Change in Law
- Benchmarking using Call-Off Schedule 16 (Benchmarking)

Reimbursable expenses

Recoverable as stated in Framework Schedule 3 (Framework Prices) paragraph 4.

Payment method

The payment method for this Call-Off Contract is via BACS. The Buyer will provide the Supplier with a Purchase Order which shall be confirmed following Contract Signature.

The payment profile for this Call-Off Contract is monthly in arrears.

The Supplier will issue electronic invoices (PDF), to the SSCL address below, with a copy issued to the Buyer's Authorised Representative.

APinvoices-DWP-U@sscl.gse.gov.uk

The Buyer will pay the Supplier within a maximum of 30 days of receipt of a valid invoice.

All invoices must include purchase order number, contract reference and Buyer's reference details, supported by the evidence and calculations of hours worked.

Buyer's invoice address

Newport SSCL
Department For Work And Pensions,
PO Box 406,
Newport
NP10 8FZ.

FINANCIAL TRANSPARENCY OBJECTIVES

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

Buyer's authorised representative

Name [REDACTED]
Position [REDACTED]
Email [REDACTED]
Address [REDACTED]

Buyer's Commercial representative

Name [REDACTED]
Position [REDACTED]
Email [REDACTED]
Address [REDACTED]

Buyer's security policy

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

Supplier's authorised representative

[REDACTED]

Supplier's contract manager

[REDACTED]

Progress report frequency

There may be a requirement for the Supplier to provide output reports during the term of the contract, in a format and at a frequency to be mutually agreed, to support the service deliverables.

Progress meeting frequency

There may be a requirement for the Supplier to attend progress meetings during the term of the contract, at a frequency to be mutually agreed, to support the service deliverables.

Key staff

Not applicable

Key subcontractor(s)

[REDACTED]

Commercially sensitive information

Please refer to Joint Schedule 4

Service credits

Not applicable

Additional insurances

Not applicable

Guarantee

Not applicable

Buyer's environmental and social value policy

[Chapter 10: sustainable development - GOV.UK \(www.gov.uk\)](#)

[Procurement at DWP - Department for Work and Pensions - GOV.UK \(www.gov.uk\)](#)

Social value commitment

Social Value - DWP adheres to the [Public Services \(Social Value\) Act](#) which requires departments who procure services to consider social, economic and environmental benefits in procurements. This means we utilise our procurement and contract management activities to deliver additional value that benefits our citizens, communities or the environment.

For this Service, we require the Supplier to provide periodic updates, if requested, on the steps the Supplier is taking to ensure delivery of this Call-Off Contract supports the Buyer's Social Value theme of "Well Being" with the required policy outcome being to;

- Improve Health and wellbeing – demonstrating action to support health and wellbeing including physical and mental health in the contract workforce

Further guidance is available in the "[Social Value Model](#)" and "[Guide to Using the Social Value Model](#)" for further information about Social Value in procurement.

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 this Call-Off.

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.

For and on behalf of the Supplier:

Signature:

[REDACTED]

Name: [REDACTED]

Role: [REDACTED]

Date: 20/05/2024

For and on behalf of the Buyer:

Signature: [REDACTED]

Name: [REDACTED]

Role: [REDACTED]

Date: [REDACTED]