

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

Order Form

CALL-OFF REFERENCE: **GLD 003 2025 eDisclosure and Review Services 2
Marples v Secretary of State for Education
Z2212342**

THE BUYER: **Government Legal Department**

BUYER ADDRESS **102 Petty France, Westminster, London
SW1H 9GL**

THE SUPPLIER: **Altlaw EDiscovery Limited**

SUPPLIER ADDRESS: **Westgate House, 9 Holborn, London EC1N 2LL**

REGISTRATION NUMBER: **07108843**

DUNS NUMBER: **216327854**

SID4GOV ID: **N/A**

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 29 January 2025.

It's issued under the Framework Contract with the reference number **RM6336** for the provision of eDisclosure and Review Services 2.

CALL-OFF LOT(S):
Lot 2 End to End Service

CALL-OFF INCORPORATED TERMS

This is a Silver Contract.

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) RM6336
3. Framework Special Terms [

4. The following Schedules in equal order of precedence:

- Joint Schedules for RM6336
 - 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 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
- Call-Off Schedules for **GLD 003 2025**
 - Call-Off Schedule 1 (Transparency Reports)
 - 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 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 18 (Background Checks)
 - Call-Off Schedule 20 (Call-Off Specification)

5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) RM6336
7. 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.

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: 29 January 2025

CALL-OFF EXPIRY DATE: 08 August 2025

CALL-OFF INITIAL PERIOD: 7 months.

CALL-OFF DELIVERABLES

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

MAXIMUM LIABILITY



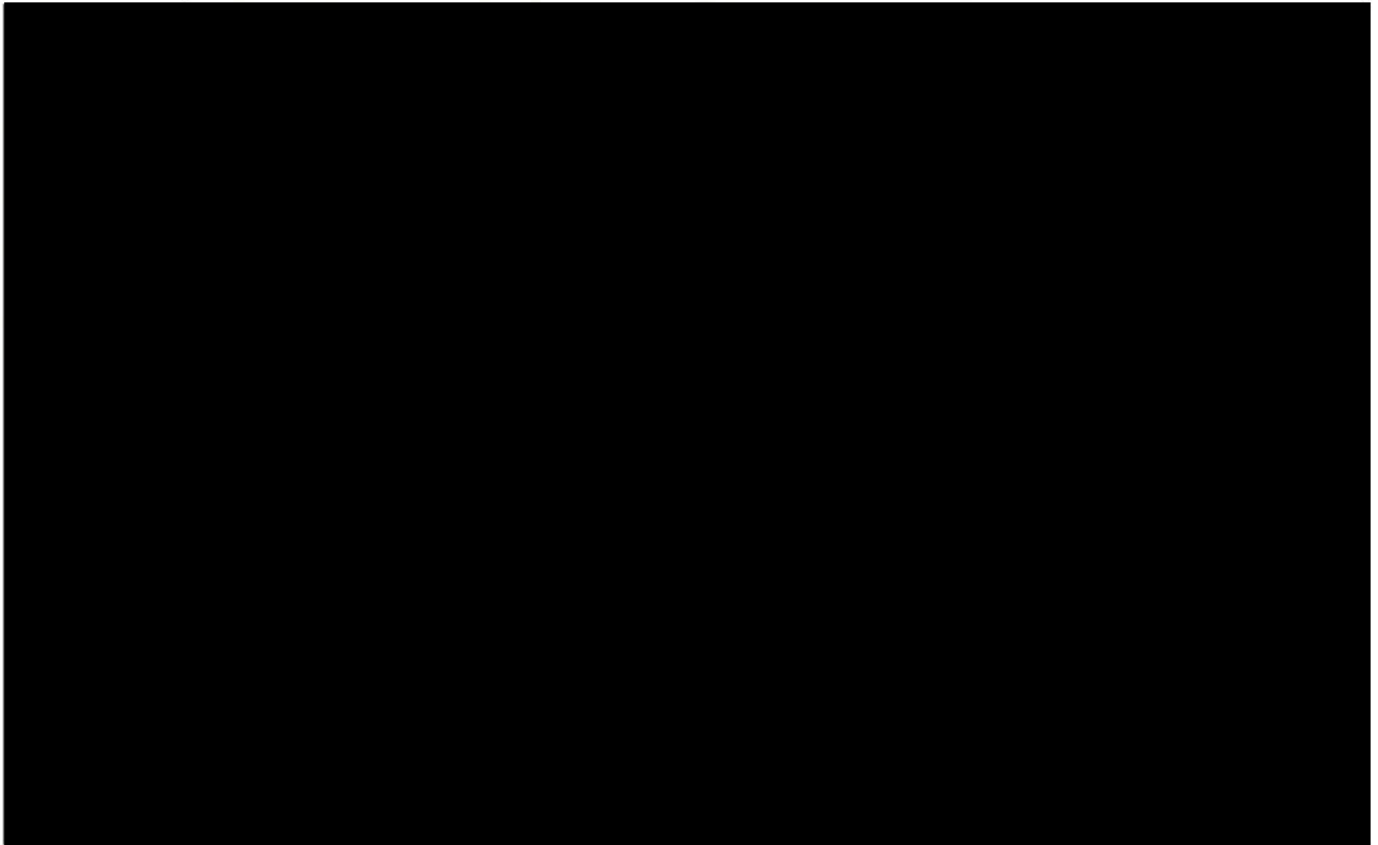
CALL-OFF CHARGES

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

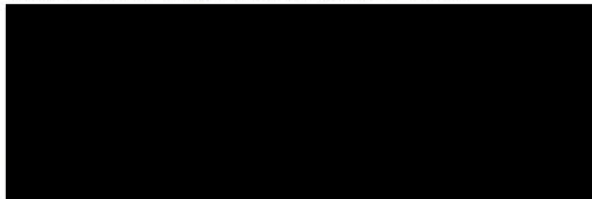
REIMBURSABLE EXPENSES

None

PAYMENT METHOD



BUYER'S INVOICE ADDRESS:



BUYER'S AUTHORISED REPRESENTATIVE





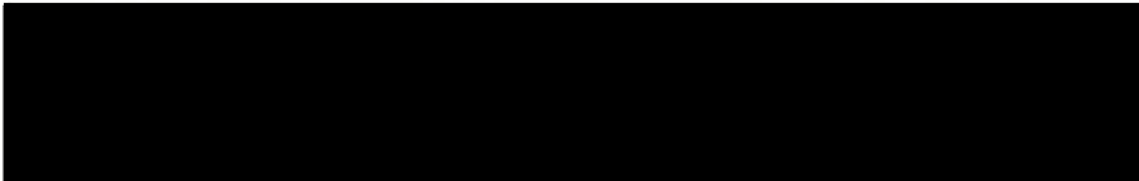
BUYER'S ENVIRONMENTAL POLICY

Not applicable

BUYER'S SECURITY POLICY

Not applicable

SUPPLIER'S AUTHORISED REPRESENTATIVE



SUPPLIER'S CONTRACT MANAGER



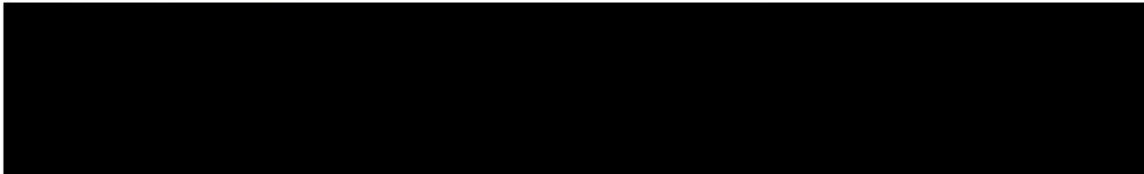
PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Quarterly, on the first Working Day of each quarter

KEY STAFF



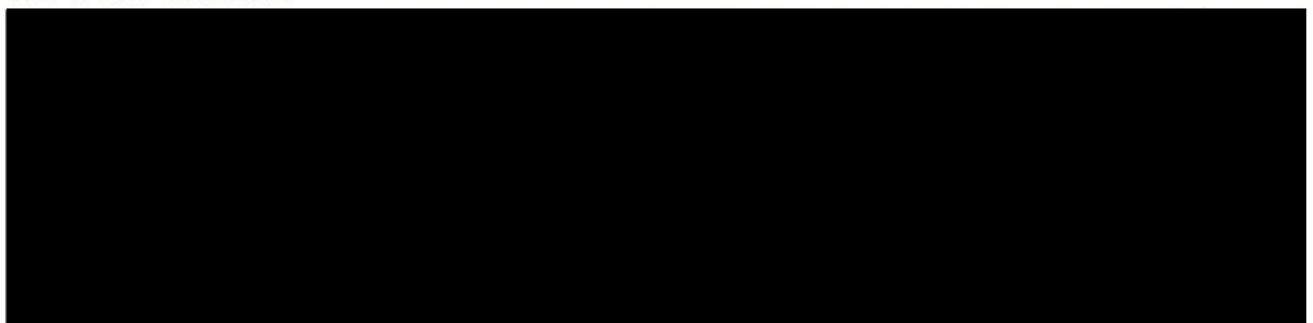
KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

See Joint Schedule 4

SERVICE CREDITS





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: | |