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

### Order Form

CALL-OFF REFERENCE:	Immigration Accommodation Legal Services
THE BUYER:	Secretary of the State for the Home Department acting as part of the Crown
BUYER ADDRESS	2 Marsham Street, London SW1P 4DF
THE SUPPLIER:	Pincent Masons LLP
SUPPLIER ADDRESS:	[REDACTED]
REGISTRATION NUMBER:	[REDACTED]
DUNS NUMBER:	[REDACTED]
SID4GOV ID:	N/A

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 15 November 2023  
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):

Lot 1 - General Legal Advice and Services

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**CALL-OFF INCORPORATED TERMS**

The following documents are incorporated into this Call-Off Contract. Where numbers are missing, those schedules are not being used. 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 7 (Financial Difficulties)
    - Joint Schedule 8 (Guarantee)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Call-Off Schedules for Immigration Accommodation Legal Services
    - 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)
    - 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) 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

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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: 15 November 2023

CALL-OFF EXPIRY DATE: 14 November 2024

CALL-OFF INITIAL PERIOD: 12 months

CALL-OFF OPTIONAL EXTENSION PERIOD: Option to extend by two periods of a further 12 months each at the discretion of the Buyer.

### WORKING DAY

For the purposes of this Call-Off Contract, “**Working Day**” shall mean any day, including Saturdays and Sundays and public holidays.

### CALL-OFF DELIVERABLES

The Buyer is entitled to 2 hours of free initial consultation and legal advice with each Order in accordance with Paragraph 5.2 of Framework Schedule 1 (Specification).

See further detail in Call-Off Schedule 20 (Call-Off Specification)

### MANAGEMENT OF CONFLICT OF INTEREST:

Nothing additional to the CCS Core Terms (Version 3.0.11).

### CONFIDENTIALITY:

Nothing additional to the CCS Core Terms (Version 3.0.11).

### IPR:

Nothing additional to the CCS Core Terms (Version 3.0.11).

### MAXIMUM LIABILITY

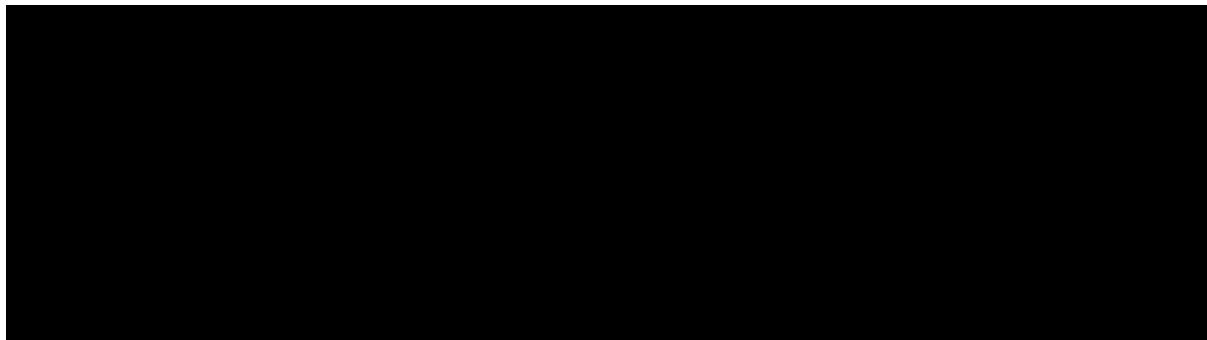
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The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms (Version 3.0.11), and as amended by the Framework Special Terms (Call-off schedule 24).

**CALL-OFF CHARGES**

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

The Supplier shall charge for the Services at the hourly rates set out in the table below.

A large black rectangular box redacting the content of the table that would follow the text 'The Supplier shall charge for the Services at the hourly rates set out in the table below.'

Hourly rates may be varied during the term of the contract, however all changes to rates must use procedures that are equivalent to those in paragraphs 4 and 5 in the *Framework Schedule 3 (Framework Prices)*.

**Maximum Contract Value:** 

**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

Framework Ref: RM6179

Project Version: v1.0

Model Version: v3.7

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**SECONDMENT CHARGE:**

None

**PAYMENT METHOD**

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

Pricing mechanism is as per hourly rates outlined in the Call-Off Charges.

Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables. It is anticipated that the Supplier will provide invoices on a monthly basis.

Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

Payment will be made in arrears upon submission of a compliant Invoice.

Supplier to insert Bank Details:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**BUYER'S INVOICING ADDRESS:**

All draft invoices, after being verified and approved by the Buyer, quoting a valid purchase order number (PO Number), must be sent to:

Home Office Shared Service Centre

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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**BUYER'S ENVIRONMENTAL POLICY**

Available on request

**BUYER'S SECURITY POLICY**

Available on request

**BUYER'S ICT POLICY**

Available on request

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**SUPPLIER'S CONTRACT MANAGER**

As above

**PROGRESS REPORT**

The Supplier shall provide timely management information, statistics and reports in relation to project costs, delivery timescales, and general contract performance issues as reasonably required by the Home Office.

The Supplier shall respond promptly, and within 2 working days, to report complaints and requests received via individuals authorised to contact the Supplier on behalf of the Home Office.

The Home Office may request the Supplier to create and generate ad hoc reports on its behalf such as Work in Progress Reports detailing:

- 1.1. The charges billed to date on each matter
- 1.2. The work completed for each matter
- 1.3. The total spend to date across all matters

**PROGRESS REPORT FREQUENCY**

The Supplier shall prepare Work in Progress Reports at intervals of 3 months.

The Supplier shall prepare additional Work in Progress Reports upon request.

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Upon request the Supplier will be expected to report to the lead lawyer in each department for whom work has been undertaken at contract review meetings. Contract review meetings are to be provided free of cost and will be attended by the Supplier's contract manager and at least one lawyer working on each of the two instructions which have incurred the greatest cost in the reporting period.

### **PROGRESS MEETINGS AND PROGRESS MEETING FREQUENCY**

Not applicable

### **KEY STAFF**

The Supplier shall provide a sufficient level of resource (including senior resource) throughout the duration of the Contract in order to consistently deliver quality service.

The Supplier's staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract to the required standard.

### **KEY SUBCONTRACTOR(S)**

Not Applicable

### **COMMERCIALLY SENSITIVE INFORMATION**

As per Joint Schedule 4 (Commercially Sensitive Information)

### **SERVICE CREDITS**

Not Applicable

### **ADDITIONAL INSURANCES**

Not applicable


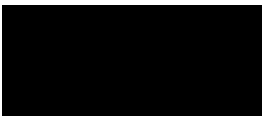




### **GUARANTEE**

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 established at Framework level.

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	15 <sup>th</sup> November 2023	Date:	17 <sup>th</sup> November 2023