

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

Order Form

CALL-OFF REFERENCE: CR 1077

THE BUYER: Secretary of State for the Home Department

BUYER ADDRESS Marsham Street, London SW1P 4DF

THE SUPPLIER: Iron Mountain (UK) PLC

SUPPLIER ADDRESS: Ground Floor, 4 More London Riverside, London SE12AU

REGISTRATION NUMBER: 1478540

DUNS NUMBER: 227294949

SID4GOV ID:

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 13th June 2024.

It's issued under the Framework Contract with the reference number RM6175 for the provision of scanning legacy hard copy documentation.

CALL-OFF LOT(S):
Lot 5

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) **RM6175**
3. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6175**
 - 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 9 (Minimum Standards of Reliability)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 13 (Continuous Improvement)
 - Joint Schedule 14 (Benchmarking)
 - Call-Off Schedules for **RM6175**
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - 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 11 (Installation Works)
 - 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 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)
 - Call-Off Schedule 24 (Supplier Furnished Terms)
4. CCS Core Terms (version 3.0.10)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6175**
6. Call-Off Schedule 4 (Call-Off Tender)

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

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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: 14th June 2024

CALL-OFF EXPIRY DATE: 13th June 2025

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

CALL-OFF CHARGES

redacted

The OCR and implementation for this project will be a fee of redacted.

PAYMENT METHOD

All payments shall be made in accordance with the Framework terms and conditions. The payment method for this Call-Off Contract is invoice and BACS.

BUYER'S INVOICE ADDRESS:

Email:

redacted

Or

by post to:

Home Office Shared Services

PO Box 5015

SSCL Phoenix House

Newport, NP10 8FZ

BUYER'S AUTHORISED REPRESENTATIVE

Ahmed Choudhry

Contract Manager

Ahmed.choudhry4@homeoffice.gov.uk

Clive House, 70 Petty France, London SW1H 9EX

BUYER'S ENVIRONMENTAL POLICY

Policy paper "Greening Government Commitments 2021 to 2025" Available online at: [Greening Government Commitments 2021 to 2025 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/greening-government-commitments-2021-to-2025)

Framework Ref: RM6175

Project Version: v1.0

Model Version: v3.5

BUYER'S SECURITY POLICY

Any security incidents such as loss of information assets or the suspicion of unauthorized access by Supplier their employees, sub-contractors, or other party with whom they have shared HMG information assets, must be reported without delay to Buyers Authorised Representatives, who will liaise with the Authority's Security team.

SUPPLIER'S AUTHORISED REPRESENTATIVE

redacted

redacted

Ground Floor, 4 More London Riverside, London SE12AU

SUPPLIER'S CONTRACT MANAGER

redacted

Ground Floor, 4 More London Riverside, London SE12AU

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month unless mutually agreed in writing by both Parties.

PROGRESS MEETING FREQUENCY

On the first Working Day of each calendar month unless mutually agreed in writing by both Parties.

KEY STAFF

redacted

Ground Floor, 4 More London Riverside, London, SE1 2AU

KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Prices

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:	Redacted	Name:	Ahmed Choudhry
Role:	Redacted	Role:	Commercial Lead
Date:	5 th June 2024	Date:	15 th June 2024