

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

Order Form

CALL-OFF REFERENCE: project_6872

THE BUYER: **Department for Education**

BUYER ADDRESS: Sanctuary Buildings Great Smith Street, London
SW1P 3BT

THE SUPPLIER: Cision Group Limited

SUPPLIER ADDRESS: Cision Group Limited, 5 Churchill Place, Canary
Wharf, London, E14 5HU

REGISTRATION NUMBER: 874637

DUNS NUMBER: 210089876

SID4GOV ID: N/A

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 29th March 2022.

It's issued under the Framework Contract with the reference number RM6134 for the provision of Media Monitoring and Associated Services.

CALL-OFF LOT(S):
Not applicable

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) RM6134
3. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6134
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Call-Off Schedules for RM6134
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 3 (Continuous Improvement)
4. CCS Core Terms (version 3.0.7)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6134

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: **1 April 2022**

CALL-OFF EXPIRY DATE: **31 March 2023**

CALL-OFF INITIAL PERIOD: **12 months**

CALL-OFF DELIVERABLES

- Media contact database
 - Up to 3 x licenses/ users access to online system
 - Access to comprehensive contact database, which provides email, phone number and recent articles / topics of interest for UK journalists across print, online and broadcast.
 - Ability to create, save and export journalist contact distribution lists as CSV/excel.
 - Tracking for email open rate, click rate and bounce rate for press releases issued through the platform.
- Print, online and broadcast monitoring

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- Print and online news monitoring based on up to 30 keyword category searches
- UK online news monitoring, up to 200 clips per month
- UK print news monitoring, up to 50 clips per month
- Broadcast (TV & radio) monitoring, up to 10 clips per month

- Social media monitoring
 - Social media monitoring across Twitter, Facebook, Instagram and Youtube based on unlimited DIY keyword searches
 - Ability to monitor blogs and other user uploaded content
 - Ability to measure quantitative metrics, including retweets, mentions, comments, posts, likes and impressions.

- Evaluation and reporting
 - Live analytics dashboard and reporting available through online platform, with ability to download reports into PDF.
 - Daily email report with news clippings.
 - Automated email alerts for mentions of the Panel or its members (real-time or bespoke frequency)
 - Human analysis and evaluation by expert in public sector or government
 - Ability to filter analysis by organisation names, campaigns, media type, publications and keywords
 - Analysis of volume, reach and value of media coverage

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 is **£15,756.72 + VAT.**

CALL-OFF CHARGES

The estimated Year 1 charges are £15,756.72 + VAT in line with RM6134 March 2022 Pricing Schedule.

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).

REIMBURSABLE EXPENSES

None.

PAYMENT METHOD

All invoices must be sent, quoting a valid purchase order number (PO Number), to:

AccountsPayable.OCR@education.gov.uk

and Mailbox.NationalReviewPanel@education.gov.uk

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Within 10 Working Days of receipt of your countersigned copy of this letter, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.

If you have a query regarding an outstanding payment, please contact our Accounts Payable section: accountspayable.BC@education.gov.uk

BUYER'S INVOICE ADDRESS:

AccountsPayable.OCR@education.gov.uk

Sanctuary Buildings, 16-20 Great Smith Street, London SW1P 3BT.

BUYER'S AUTHORISED REPRESENTATIVE

[Redacted]
[Redacted]
[Redacted]

[Child Safeguarding Practice Review Panel]

Sanctuary Buildings, Great Smith Street, London SW1P 3BT

BUYER'S ENVIRONMENTAL POLICY

Appended at Call-Off Schedule.

BUYER'S SECURITY POLICY

Appended at Call-Off Schedule.

SUPPLIER'S AUTHORISED REPRESENTATIVE

[Redacted]
[Redacted]

[Supplier Personnel]

Cision Group Limited, 5 Churchill Place, Canary Wharf, London, E14 5HU

SUPPLIER'S CONTRACT MANAGER

[Redacted]
[Redacted]
[Redacted]

[Supplier Personnel]

Cision Group Limited, 5 Churchill Place, Canary Wharf, London, E14 5HU

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month.

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter.

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KEY STAFF



[Supplier Personnel]

Cision Group Limited, 5 Churchill Place, Canary Wharf, London, E14 5HU

KEY SUBCONTRACTOR(S)

Not Applicable

COMMERCIALLY SENSITIVE INFORMATION

Not Applicable.

SERVICE CREDITS

Not Applicable.

ADDITIONAL INSURANCES

Not Applicable.

GUARANTEE

There's a guarantee of the Supplier's performance provided for all Call-Off Contracts entered under the Framework Contract.

SOCIAL VALUE COMMITMENT

Not Applicable.