

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

Order Form

CALL-OFF REFERENCE:	Project 24855
THE BUYER:	Department for Work and Pensions
BUYER ADDRESS	Caxton House, Tothill Street, London SW1H 9NA
THE SUPPLIER:	PA Consulting Services Limited
SUPPLIER ADDRESS:	10 Bressenden Place London SW1E 5DN
REGISTRATION NUMBER:	414220
DUNS NUMBER:	211000617
SID4GOV ID:	211000617

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract.

Applicable framework contract

This Order Form is for the provision of the Call-Off Deliverables and dated 10th March 2022

It's issued under the Framework Contract with the reference number RM6187 Lot 3 for the Provision of Consultancy Support For "Way to Work" Campaign Office'

CALL-OFF LOT(S):

Crown Commercial Service Management Consultancy Framework 3 (RM6187) Lot 3

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) - Mandatory
- Joint Schedule 2 (Variation Form) - Mandatory
- Joint Schedule 3 (Insurance Requirements) - Mandatory
- Joint Schedule 4 (Commercially Sensitive Information) - Mandatory
- Joint Schedule 10 (Rectification Plan) - Mandatory
- Joint Schedule 11 (Processing Data) - Mandatory

Call-Off Schedules

- Call-Off Schedule 7 (Key Supplier Staff) - Optional
 - Call-Off Schedule 15 (Call-Off Contract Management) - Optional
4. CCS Core Terms (version 3.0.10)
 5. Joint Schedule 5 (Corporate Social Responsibility) - Mandatory
 6. 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.

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

The following Special Terms are incorporated into this Call-Off Contract:

Special Term 1 - The Buyer is only liable to reimburse the Supplier for any expense or any disbursement which is

- (i) specified in this Contract or*
- (ii) which the Buyer has Approved prior to the Supplier incurring that expense or that disbursement. The Supplier may not invoice the Buyer for any other expenses or any other disbursements*

Special Term 2 - Direct confidentiality undertakings from Supplier Staff are not required under Core Terms 15.3

Call-off start date: 14 March 2022

Call-off expiry date: 15 July 2022

Call-off initial period: 4 months

Call-off deliverables:

‘Way to Work’ is a national drive to get half a million people who are out of work into jobs in the next five months. It will build on the £400 billion investment into the ‘Plan for Jobs’ which has succeeded in supporting jobs and livelihoods during COVID-19, with the latest figures showing a record number of people in pay rolled employment. There are around 1.2 million vacancies currently available, including in many sectors vital for our recovery. At a time of record vacancies, we have hundreds of thousands of people on Universal Credit who are actively looking for work. ‘Way to Work’ will accelerate connecting current opportunities and people searching for work, by:

- transforming the offer to claimants in our jobcentres, giving them more time with their work coaches and ensuring they have the tools they need to be job ready.
- working with employers of all sizes to proactively match them with claimants who can rapidly move into jobs, responding to the needs of the sectors and areas of the country where vacancies are particularly high and need filling quickly.
- Learning from the success of our Plan for Jobs programme and using its provisions to move claimants closer to the work force ‘Way to Work’ is a high profile, performance improvement campaign. We require a team of resources to staff the Campaign Office and support the Campaign Manager and SRO to at least 15/07/22. The team will have responsibility for all PMO type activities and need to be skilled in planning, milestone reporting, risk management, governance, and secretariat, including with the centre of government (HMT and No 10 Delivery Unit). They will also take on other key activities including working with the Secretary of State’s Private Office to ensure any actions are tracked through to closure. Strong stakeholder management will be vital as ‘Way to Work’ is delivering across several arms of DWP including operations, digital, policy and the new business team.

We require the PMO team to:

- Support three strands of the ‘Way to Work’ campaign via weekly governance meetings, providing secretariat duties and maintaining the campaign action & decision logs.
- Weekly reporting within DWP and feeding into wider departmental reporting to No.10 Delivery Unit and HMT.
- Maintaining the ‘Way to Work’ plan and tracking milestone delivery with all pillar planning leads including dependency management.
- Maintaining the ‘Way to Work’ risk and assumptions registers, reporting into other departmental risk discussions as necessary.
- Maintaining an action tracker with Secretary of State, Minister for Lords / Minister for Employment Private Offices as required, ensuring timely responses to questions / queries from a range of stakeholders across DWP.
- Any other programme management type activities that may be required to support the ‘Way to Work’ campaign.

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:

£530,480 exc. VAT

Call-off charges

£530,480.00 excluding VAT – Fixed Price

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

Reimbursable expenses

Recoverable only if travel to a DWP location other than Caxton House, Tothill Street London SW1H 9NA is required.

Payment method

BACS

Invoiced monthly in arrears

Buyer's invoice address

Purchase.2pay@dwp.gov.uk

FINANCIAL TRANSPARENCY OBJECTIVES

The Financial Transparency Objectives do not apply to this Call-Off Contract.

Buyer's authorised representative

REDACTED

Buyer's security policy

Available online at: [DWP procurement: security policies and standards - GOV.UK](https://www.gov.uk/government/publications/dwp-procurement-security-policies-and-standards)
(www.gov.uk)

Supplier's authorised representative

REDACTED

Supplier's contract manager
REDACTED

Progress report frequency
Not Applicable

Progress meeting frequency
As defined above and in the Call-Off Deliverables and the Statement of Requirements in the Tender Bid Pack

Key staff
Defined by CVs submitted as part of the Tender Submission at Questionnaire 6

Key subcontractor(s)
PA Holdings Limited

Commercially sensitive information

No.	Item(s)	Duration of Confidentiality
1	Identity of professional staff and skills experience	- 5 years
2	Fee rates for professional staff	- 5 years
3	PA Consulting Methodologies and Tools	- 5 years

Service credits
Not applicable.

Additional insurances
Not applicable

Guarantee
Not applicable

Social value commitment
Not Applicable

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: Member of PA's Management Group

Date: 17.03.2022

For and on behalf of the Buyer:

Signature: REDACTED

Name: REDACTED

Role: Head of Professional Services

Date: 18/3/22