

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

Order Form

CALL-OFF REFERENCE: **TRSS10186**

THE BUYER: **The Department for Transport (DfT)**

BUYER ADDRESS **Great Minster House, 33 Horseferry Road,
London, SW1P 4DR**

THE SUPPLIER: **Allied Publicity Services (Manchester) Limited**

SUPPLIER ADDRESS: **Chetham House, Bird Hall Lane Cheadle Heath,
Stockport, Cheshire, SK3 0ZP**

REGISTRATION NUMBER: **00681528**

DUNS NUMBER: **21-222-8001**

SID4GOV ID: **N/A**

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **07/02/2023**. It's issued under the Framework Contract (Print Management Services) with the reference number **RM6170** for the provision of **Blue Badge Production, Distribution & Innovation**.

CALL-OFF LOT(S): **Lot 2**

Framework Ref: RM6170 Print Management Services

Project Version: v1.0

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Model Version: v3.6

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) **RM6170**
3. The following Schedules in equal order of precedence:

- Joint Schedules for **RM6170**

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- 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)
 - Joint Schedule 13 (Continuous Improvement)
 - Joint Schedule 14 (Benchmarking)
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- Call-Off Schedules for **RM6170**

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- 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 recover)
- Call-Off Schedule 9 (Security)
- Call-Off Schedule 10 (Exit Management)
- Call-Off Schedule 14 (Service Levels)
- Call-Off Schedule 15 (Contract Management)
- Call-Off Schedule 20 (Specification)

4. CCS Core Terms (version 3.0.8)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6170**
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.

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

Special Term 1 - Business Continuity and Disaster recover

Supplier is to provide their BCDR plan in accordance with Call-Off Schedule 8. In the format of ISO27001 and not as set out in Schedule 8.

Special Term 2 – Pricing

The supplier is to provide 6 weeks' notice in writing prior to any price increases at any time throughout the contract term

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CALL-OFF START DATE: **5th February 2023**

CALL-OFF EXPIRY DATE: **4th February 2026**

CALL-OFF INITIAL PERIOD: The contract will be for an initial 3 year period with an option to extend for a further 1 year (12 months). (3+1).

CALL-OFF DELIVERABLES

Option B: 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 Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £3,000,000 (3 Million) Estimated Charges in the first 12 months of the Contract.

CALL-OFF CHARGES

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

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

The supplier will invoice each LA directly for the respective products and services they use. The supplier will invoice the LAs on or around the 20th of the month for all badges produced during the period 16th of the previous month to the 15th of the current month.

e.g. By the 20th of April 2023, invoices will be issued covering the period 16th March 2023 to 15th April 2023

The supplier shall provide a consolidated invoice to each LA for that month's activity, supported by Management Information (MI) with a breakdown of every individual badge ordered by that LA .

The supplier will provide dedicated contact details for the management of invoices and any queries in relation to this.

In line with Government Procurement policy, the supplier will be paid within 30 days of invoice.

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BUYER'S INVOICE ADDRESS:

As per the detail provided by the relevant Local Authority in their Access Agreement

BUYER'S AUTHORISED REPRESENTATIVE

REDACTED

Commercial Lead

REDACTED

Great Minster House, 33 Horseferry Road, London, SW1P 4DR

BUYER'S ENVIRONMENTAL POLICY

N/A

BUYER'S SECURITY POLICY

N/A

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED

Executive Director

REDACTED

The APS Group, Chetham House, Bird Hall Lane, Cheadle Heath, Cheshire SK3 0ZP

SUPPLIER'S CONTRACT MANAGER

REDACTED

Client Services Director

REDACTED

The APS Group, Chetham House, Bird Hall Lane, Cheadle Heath, Cheshire SK3 0ZP

PROGRESS REPORT FREQUENCY

Monthly on an agreed specified day with both Parties. (to be agreed on inception meeting)

PROGRESS MEETING FREQUENCY

Monthly

KEY STAFF

As outlined in Schedule 7 (Key Supplier Staff)

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KEY SUBCONTRACTOR(S)

None

COMMERCIALLY SENSITIVE INFORMATION

As set out in Joint Schedule 4

SERVICE CREDITS

N/A

ADDITIONAL INSURANCES

N/A

GUARANTEE

N/A

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 in Call-Off Schedule 4 (Call-Off Tender)

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	Executive Director	Role:	Commercial Lead
Date:	03/02/23	Date:	03/02/23

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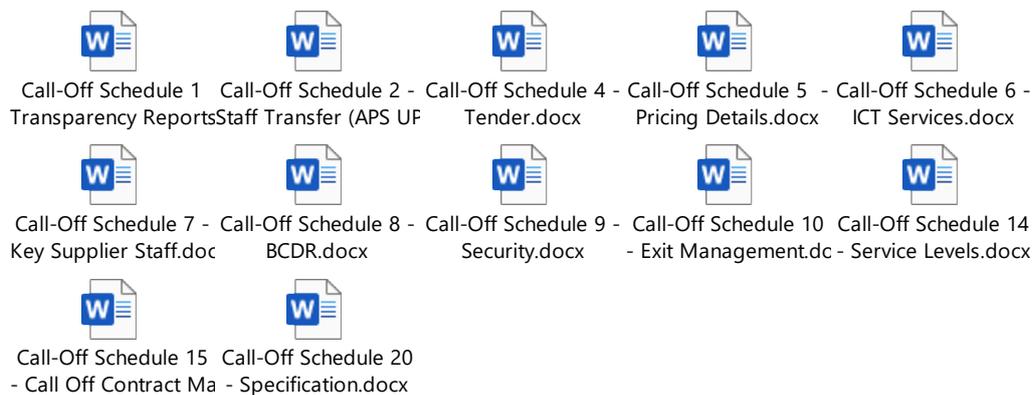
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FINAL AGREED FORM CALLOFF SCHEDULES

Name	Size
 Call-Off Schedule 1 Transparency Reports.docx	29 KB
 Call-Off Schedule 2 - Staff Transfer (APS UPDATE 3Feb23).docx	92 KB
 Call-Off Schedule 4 - Tender.docx	990 KB
 Call-Off Schedule 5 - Pricing Details.docx	73 KB
 Call-Off Schedule 6 - ICT Services.docx	40 KB
 Call-Off Schedule 7 - Key Supplier Staff.docx	26 KB
 Call-Off Schedule 8 - BCDR.docx	32 KB
 Call-Off Schedule 9 - Security.docx	63 KB
 Call-Off Schedule 10 - Exit Management.docx	44 KB
 Call-Off Schedule 14 - Service Levels.docx	41 KB
 Call-Off Schedule 15 - Call Off Contract Management.docx	30 KB
 Call-Off Schedule 20 - Specification.docx	326 KB



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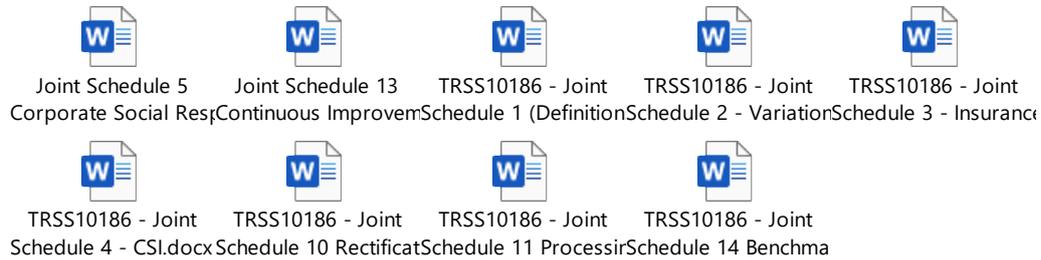
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FINAL AGREED FORM JOINT SCHEDULES

Name	Size
 Joint Schedule 5 Corporate Social Responsibility.docx	34 KB
 Joint Schedule 13 Continuous Improvement .docx	29 KB
 TRSS10186 - Joint Schedule 1 (Definitions).docx	72 KB
 TRSS10186 - Joint Schedule 2 - Variation Form.docx	29 KB
 TRSS10186 - Joint Schedule 3 - Insurance.docx	30 KB
 TRSS10186 - Joint Schedule 4 - CSI.docx	26 KB
 TRSS10186 - Joint Schedule 10 Rectification Plan.docx	27 KB
 TRSS10186 - Joint Schedule 11 Processing Data.docx	89 KB
 TRSS10186 - Joint Schedule 14 Benchmarking.docx	55 KB



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