

**Crown Commercial Service**

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**Call Off Order Form for Management Consultancy Services**

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**Provision of Consultancy Support for Inter Departmental Development of the Govt  
Shared Services 2020 Centre plan**

**Con\_18430**

## **FRAMEWORK SCHEDULE 4**

### **CALL OFF ORDER FORM**

## PART 1 – CALL OFF ORDER FORM

### SECTION A

This Call Off Order Form is issued in accordance with the provisions of the Framework Agreement for the provision of Management Consultancy Support dated **04 September 2018**.

The Supplier agrees to supply the Services specified below on and subject to the terms of this Call Off Contract.

For the avoidance of doubt this Call Off Contract consists of the terms set out in this Template Call Off Order Form and the Call Off Terms.

Order Number	<b>Con_18430</b>
From	<b>Ministry of Justice</b> 102 Petty France, London, SW1H 9AJ ("CUSTOMER")
To	<b>Bloom Procurement Services</b> – Point 5, New Eden House, Gateshead, NE8 2ET ("SUPPLIER")
Date	<b>30<sup>th</sup> November 2020</b> ("DATE")

### SECTION B

#### 1. CALL OFF CONTRACT PERIOD

1.1.	<b>Commencement Date: 30<sup>th</sup> November 2020</b>
1.2.	<b>Expiry Date:</b>  End date of Initial Period: <b>18<sup>th</sup> December 2020</b>  End date of Extension Period: <b>29<sup>th</sup> December 2020</b>  Minimum written notice to Supplier in respect of extension: <b>1 Week</b>

## 2. SERVICES

2.1	<b>Services required:</b>  In Call Off Schedule 2 (Services)  <b>As per the attached submission provided by Simplex Services, who will work as a Key Sub-contractor of the Supplier, except for the costing elements which are covered below in clause 6.1.</b>  <b>[REDACTED]</b>
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## 3. PROJECT PLAN

3.1.	<b>Project Plan:</b> In Call Off Schedule 4 (Project Plan)  Not applied
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## 4. CONTRACT PERFORMANCE

4.1.	<b>Standards:</b> As outlined in clause 2.1
4.2	<b>Service Levels/Service Credits:</b> Not applied
4.3	<b>Critical Service Level Failure:</b> Not applied
4.4	<b>Performance Monitoring:</b> Not applied
4.5	<b>Period for providing Rectification Plan:</b> Not applied

## 5. PERSONNEL

5.1	<b>Key Personnel:</b>  <b>Customer</b> <b>[REDACTED]</b>  <b>Supplier</b>
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	<b>[REDACTED]</b>
<b>5.2</b>	<b>Relevant Convictions</b> (Clause 28.2 of the Call Off Terms): Not applied

## 6. PAYMENT

<b>6.1</b>	<b>Call Off Contract Charges</b> (including any applicable discount(s), but excluding VAT): <b>[REDACTED]</b>
<b>6.2</b>	<b>Payment terms/profile</b> (including method of payment e.g. Government Procurement Card (GPC) or BACS): In Annex 2 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)
<b>6.3</b>	<b>Reimbursable Expenses:</b> Not permitted
<b>6.4</b>	<b>Customer billing address</b> (paragraph 7.6 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): All invoices must be sent, quoting a valid purchase order number (PO Number) and Contract reference, to: HMPPS, SSCL, PO Box 769, Newport, NP20 9BB. You must be in receipt of a valid PO Number before submitting an invoice.
<b>6.5</b>	<b>Call Off Contract Charges fixed for</b> the duration of this contract.
<b>6.6</b>	<b>Supplier periodic assessment of Call Off Contract Charges</b> Not applied
<b>6.7</b>	<b>Supplier request for increase in the Call Off Contract Charges</b> (paragraph 10 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): Not Permitted

## 7. LIABILITY AND INSURANCE

<b>7.1</b>	<b>Estimated Year 1 Call Off Contract Charges:</b> The sum of £ 32,800 (excluding VAT)
<b>7.2</b>	<b>Supplier's limitation of Liability</b> (Clause 37.2.1 of the Call Off Terms); 150% of the total contract value
<b>7.3</b>	<b>Insurance</b> (Clause 38.3 of the Call Off Terms): The Supplier's standard business insurance will apply

## 8. TERMINATION AND EXIT

<b>8.1</b>	<b>Termination on material Default</b> (Clause 42.2 of the Call Off Terms)):
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	In Clause 42.2.1(c) of the Call Off Terms
<b>8.2</b>	<b>Termination without cause notice period</b> (Clause 42.7 of the Call Off Terms): In Clause 42.7 of the Call Off Terms
<b>8.3</b>	<b>Undisputed Sums Limit:</b> In Clause 43.1.1 of the Call Off Terms
<b>8.4</b>	<b>Exit Management:</b> Not applied

## 9. SUPPLIER INFORMATION

<b>9.1</b>	<b>Supplier's inspection of Sites, Customer Property and Customer Assets:</b> Not Applicable
<b>9.2</b>	<b>Commercially Sensitive Information:</b> Not applicable

## 10. OTHER CALL OFF REQUIREMENTS

<b>10.1</b>	<b>Recitals</b> (in preamble to the Call Off Terms): Recital A
<b>10.2</b>	<b>Call Off Guarantee (Clause 4 of the Call Off Terms):</b> Not required
<b>10.3</b>	<b>Security:</b> Select short form security requirements
<b>10.4</b>	<b>ICT Policy:</b> Not applied
<b>10.6</b>	<b>Business Continuity &amp; Disaster Recovery:</b> Not applied
<b>10.7</b>	<b>NOT USED</b>
<b>10.8</b>	<b>Protection of Customer Data</b> (Clause 35.2.3 of the Call Off Terms): Data protection requirements set out in Clauses 35.1 (Security Requirements), 35.2 (Protection of Customer Data) and 35.5 (Protection of Personal Data)
<b>10.9</b>	<b>Notices</b> (Clause 56.6 of the Call Off Terms):

	<p>Customer's postal address and email address: <b>102 Petty France, London, SW1H 9AJ</b></p> <p><b>[REDACTED]</b></p> <p>Supplier's postal address and email address: <b>Point 5, New Eden House, Fletcher Road, Gateshead NE8 2ET</b></p> <p><b>[REDACTED]</b></p> <p>Key Sub-Contractor postal address and email address:</p> <p><b>Simplex Consult Limited, 51 Clarendon Road, Watford, WD17 1HP</b></p> <p><b>[REDACTED]</b></p>
<b>10.10</b>	<p><b>Transparency Reports</b></p> <p>In Call Off Schedule 13 (Transparency Reports)</p>
<b>10.11</b>	<p><b>Alternative and/or Additional Clauses from Call Off Schedule 14 and if required, any Customer alternative pricing mechanism:</b></p> <p>Not applied</p>
<b>10.12</b>	<p><b>Call Off Tender:</b></p> <p>In Schedule 16 (Call Off Tender)</p>
<b>10.13</b>	<p><b>Publicity and Branding (Clause 36.3.2 of the Call Off Terms)</b></p> <p>Not applied</p>
<b>10.14</b>	<p><b>Staff Transfer</b></p> <p>Not Applicable</p>
<b>10.15</b>	<p><b>Processing Data</b></p> <p>Call Off Schedule 17</p> <p>Data Protection Officer for Customer:</p> <p><b>[REDACTED]</b></p>

## FORMATION OF CALL OFF CONTRACT

**BY SIGNING AND RETURNING THIS CALL OFF ORDER FORM** (which may be done by electronic means) the Supplier agrees to enter a Call Off Contract with the Customer to provide the Services in accordance with the terms 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.

In accordance with paragraph 7 of Framework Schedule 5 (Call Off Procedure), the Parties hereby acknowledge and agree that this Call Off Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of

the signed copy of the Call Off Order Form from the Supplier within two (2) Working Days from such receipt.

**For and on behalf of the Supplier:**

<b>Name:</b>	<b>[REDACTED]</b>
<b>Title:</b>	<b>[REDACTED]</b>
<b>Signature:</b>	<b>[REDACTED]</b>
<b>Date:</b>	<b>[REDACTED]</b>

**For and on behalf of the Customer:**

<b>Name:</b>	<b>[REDACTED]</b>
<b>Title:</b>	<b>[REDACTED]</b>
<b>Signature:</b>	<b>[REDACTED]</b>
<b>Date:</b>	<b>[REDACTED]</b>