

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

Order Form

CALL-OFF REFERENCE: ecm_10572

THE BUYER: Department for Work and Pensions

BUYER ADDRESS Quarry House, Quarry Hill Leeds LS2 7UA

THE SUPPLIER: Moorhouse Consulting Ltd.

SUPPLIER ADDRESS: Dashwood House, 69, Old Broad Street,
London EC2M 1QS

REGISTRATION NUMBER: 05053551

DUNS NUMBER: 737971072

Applicable framework contract

This Order Form is for the provision of the Call-Off Deliverables and dated 01 November 2022.

It's issued under the Framework Contract with the reference number RM6187 for the provision of In-flight Impact Assessment Tool – Additional Training.

CALL-OFF LOT(S):

Lot 2

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)
- Joint Schedule 2 (Variation Form)
- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)

Call-Off Schedules

- Call-Off Schedule 1 (Transparency Reports)
- Call-Off Schedule 3 (Continuous Improvement)
- Call-Off Schedule 6 (ICT Services)
- Call-Off Schedule 7 (Key Supplier Staff)
- Call-Off Schedule 9 (Security)
- Call-Off Schedule 10 (Exit Management)
- Call-Off Schedule 15 (Call-Off Contract Management)

4. CCS Core Terms
5. Joint Schedule 5 (Corporate Social Responsibility)

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*

Call-off start date: 15 November 2022

Call-off expiry date: 18 November 2022

Call-off initial period: 4 Days

Call-off deliverables:

- Delivery of a structured in-person training programme to fully upskill the team on the use and operation of the in-flight impact assessment tool to be delivered by Moorhouse Consulting, continually reflecting DWP feedback throughout. To include development of walk-through videos as a 'how to' guide to support the team to use the tool and train others.
- An updated version of the user guide provided in the initial contract in line with team feedback throughout the training exercise to ensure the final product is well-structured, clear and includes troubleshooting.
- Contract will be signed off on the basis of confirmation of full confidence that the Departmental Planning and Performance team can effectively and competently use the tool, are confident in upskilling others on its use and fully updated guidance is in place.

Security

[Short form security requirements apply]

DWP Data Security Policy

[DWP procurement security policies and standards](#)

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: £7200.00 Including VAT

Call-off charges

Payment on completion of agreed deliverables.

Reimbursable expenses

N/A

Payment method

BACS on receipt of valid invoice against a Purchase Order

Buyer's invoice address

REDACTED UNDER FOI SECTION 40 PERSONNEL INFORMATION

Buyer's authorised representative

REDACTED UNDER FOI SECTION 40 PERSONNEL INFORMATION

Buyer's security policy

[DWP procurement security policies and standards](#)

Supplier's authorised representative

REDACTED UNDER FOI SECTION 40 PERSONNEL INFORMATION

Supplier's contract manager

REDACTED UNDER FOI SECTION 40 PERSONNEL INFORMATION

Progress report frequency

N/A

Progress meeting frequency

N/A

Key staff

REDACTED UNDER FOI SECTION 40 PERSONNEL INFORMATION

Key subcontractor(s)

N/A

Commercially sensitive information

N/A

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)

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:

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For and on behalf of the Buyer:

REDACTED UNDER FOI SECTION 40 PERSONNEL INFORMATION