

Call-Off Schedule 20 (Call-Off Specification)

This Schedule sets out the characteristics of the Deliverables that the Supplier will be required to make to the Buyers under this Call-Off Contract

Purpose:

[Redacted]

[Redacted]

The Government Legal Department is the Buyer, and DWP legal advisers are a division of the Government Legal Department responsible for ensuring the DWP receives the appropriate legal advice and support **[Redacted]**

Legal Services required:

Written legal advisory work to support **[Redacted]** We may in addition require virtual attendance at some meetings via MS Teams to be followed up with any written advice commissioned as a result.

The lawyer(s) instructed will be given tasks by DWP legal advisers outlining what advice is needed from the Supplier. Advice will need to be provided in writing. It must be clear, thorough, delivered to tight deadlines and contain detailed and accurate hyperlinked references to legislation/case law. References should be to publicly available sources (ie legislation.gov.uk for legislation and bailii or judiciary.co.uk if possible for case law, commonly available commercially provided sources such as westlaw where not).

DWP legal advisers will receive the advice back and rely upon it to create the written products needed **[Redacted]** Further work may be needed from the Supplier in checking these written products and vouching for their legal accuracy.

It is possible there may be a need to attend (again likely remotely) to support **[Redacted]** being available as part of a team **[Redacted]**

Key Legal expertise:

DWP legal advisers has its own internal team of public lawyers who will be **[Redacted]** It will also be making use of some external support in the form of junior counsel to supplement that team and assist with **[Redacted]** within the jurisdiction of England and Wales.

[Redacted] DWP legal advisers will also call upon legal support cross-Government as necessary, for example advice from **[Redacted]** in relation to **[Redacted]**.

We require from the Supplier legal advice in support of **[Redacted]**

While security clearances are not considered to be necessary for this work, it would nevertheless be helpful to know if any staff allocated to the work are security cleared and to what level should the need unexpectedly arise. The Buyer's Authorised Representative should be informed of this as soon as is practicable.

The project team of the Supplier must have available to it expertise in **[Redacted]**

Timing/Volume:

A greater initial commitment of time is anticipated through July, to obtain initial advice in support of **[Redacted]**

DWP legal advisers may then require more sporadic support through the Summer **[Redacted]**

There is envisaged to be a requirement for ongoing availability to answer queries as they arise through the currency of the fourth session of (Westminster) Parliament. **[Redacted]**

This will necessitate further availability for provision of written advice as required and possibly to attend remotely to support **[Redacted]**

All advice shall be provided to the deadline requested when commissioned unless that is renegotiated with agreement of both sides.

Project Management:

Instructions will come from DWP legal advisers. The Supplier's project team will form part of a wider team of external advisors and may on occasion be requested by DWP legal advisers to liaise directly with other external advisers **[Redacted]** with other government lawyers advising different departments, or with our lay clients. We are keen to ensure a strong teamwork approach between DWP legal advisers and those external advisors we instruct. **[Redacted]**

Regular meetings will take place within the department to project-manage **[Redacted]** Members of the Supplier's project team may be asked to produce information on legal issues or on work undertaken/timetabling/availability to inform those meetings.

We require short monthly meetings or phone calls with our external advisers, to be arranged at a mutual convenient time, to check quality of instructions given and advice received, timeliness of service provision, and discuss anticipated forward requirements. The first of these is to take place in July.

Billing should be monthly.

Invoices should be submitted on or before the 4th of each month care of **[Redacted]**

In the event of a query over the contents of an invoice submitted, payment of the invoice (or that part of the invoice queried) shall be paused for 7 days while the query is resolved.

Exit Management:

The matter will conclude when **[Redacted]** DWP legal advisers will then require (within one month) knowledge transfer back to DWP legal advisers including instructions given and advice produced, any fruits of legal research carried out to inform advice, notes of any meetings, **[Redacted]** and any other significant legal knowhow relevant to the subject-matter **[Redacted]**

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Call-Off Ref:
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