

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

## Order Form

|                      |   |
|----------------------|---|
| CALL-OFF REFERENCE:  | <b>CCCIBIO24A</b>   |
| THE BUYER:           | <b>Cabinet Office</b>   |
| BUYER ADDRESS        | 5th Floor,<br>Aldwych House,<br>71-91 Aldwych,<br>London,<br>WC2B 4HN |
| THE SUPPLIER:        | <b>Browne Jacobson LLP</b>  |
| SUPPLIER ADDRESS:    | Mowbray House,<br>Castle Meadow<br>Road, Nottingham,<br>G2 1BJ        |
| REGISTRATION NUMBER: | OC306448  |
| DUNS NUMBER:         | 737471594   |
| SID4GOV ID:          | N/A   |

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 05/02/2024. It's issued under the Framework Contract with the reference number Legal Services Panel RM6179 for the provision of legal advice and services.

CALL-OFF LOT(S):  
**Lot 1 – General Legal Advice and Services**

### 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) RM6179
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6179
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
      - Joint Schedule 6 (Key Subcontractors)
      - Joint Schedule 10 (Rectification Plan)
      - Joint Schedule 11 (Processing Data)
  - Call-Off Schedules for CCCIBIO24A
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 2 (Staff Transfer)
    - Call-Off Schedule 3 (Continuous Improvement)
      - Call-Off Schedule 5 (Pricing Details)
      - Call-Off Schedule 7 (Key Supplier Staff)
      - Call-Off Schedule 20 (Specification)
      - Call-Off Schedule 24 (Special Schedule)
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) RM6179

All documents can be found at:

<https://www.crowncommercial.gov.uk/agreements/RM6179>

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

None

CALL-OFF START DATE: 02/02/2024

CALL-OFF EXPIRY DATE: 01/05/2024

CALL-OFF INITIAL PERIOD: 3 Months

CALL-OFF OPTIONAL EXTENSION PERIOD: 6 months and up to £200,000 in additional value, subject to further approvals.

#### WORKING DAY

Monday - Friday excluding UK public holidays.

Weekend/on-call working may be required by exception

#### CALL-OFF DELIVERABLES

The Buyer is entitled to 2 hours of free initial consultation and legal advice with each Order in accordance with Paragraph 5.2 of Framework Schedule 1 (Specification).

See details of Deliverables in Call-Off Schedule 20 (Call-Off Specification)

#### MANAGEMENT OF CONFLICT OF INTEREST

Nothing additional to the CCS Core Terms (version 3.0.11)

#### CONFIDENTIALITY

See details in Joint Schedule 4 (Commercially Sensitive Information).

#### IPR

Nothing additional to the CCS Core Terms (version 3.0.11)

#### MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms, and as amended by the Framework Special Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £323,000.

#### CALL-OFF CHARGES

Initial Contract charges to not exceed £123,000.00 excluding VAT.

Total contract charges (subject to further budgetary approvals) to not exceed £323,000.00 excluding VAT. See details in Call-Off Schedule 5 (Pricing Details)

#### VOLUME DISCOUNTS

Where the Supplier provides Volume Discounts, the applicable percentage discount (set out in Table 2 of Annex 1 of Framework Schedule 3 (Framework Prices)) shall automatically be applied by the Supplier to all Charges it invoices regarding the Deliverables on and from the date and time when the applicable Volume Discount threshold is met and in accordance with Paragraphs 8, 9 and 10 of Framework Schedule 3.

#### REIMBURSABLE EXPENSES

None

#### DISBURSEMENTS

Not Payable

ADDITIONAL TRAINING CHARGE

Not Applicable

SECONDMENT CHARGE

Not Applicable

PAYMENT METHOD

The Buyer will pay the Call-Off Charges by BACS Payment - further details outlined in section 16 of Call-Off Schedule 20 (Specification).

BUYER'S INVOICING ADDRESS:

Electronic Invoices will be sent to [APinvocies-cab-u@gov.sscl.com](mailto:APinvocies-cab-u@gov.sscl.com) and [finance@infectedbloodinquiry.org.uk](mailto:finance@infectedbloodinquiry.org.uk) and must include PO number and a description of the services provided.

Paper invoices shall be sent to: Cabinet Office PO Box 405, SSCL Phoenix House, Celtic Springs Business Park, Newport, NP10 8FZ.

BUYER'S AUTHORISED REPRESENTATIVE

**REDACTED TEXT under FOIA Section 40, Personal Information**

BUYER'S ENVIRONMENTAL POLICY

The Buyer will provide a copy of its environmental policy to the Supplier on request, which the Supply will comply with. The Supplier must provide reasonable support to enable Buyers to work in an environmentally friendly way, for example by helping them recycle or lower their carbon footprint.

BUYER'S SECURITY POLICY

Security Policy Framework available online at:

<https://www.gov.uk/government/publications/security-policy-framework>

BUYER'S ICT POLICY

The Buyer will provide a copy of its ICT Policy to the Supplier upon request.

SUPPLIER'S AUTHORISED REPRESENTATIVE

**REDACTED TEXT under FOIA Section 40, Personal Information**

Mowbray House, Castle Meadow Road, Nottingham, NG2 1BJ

SUPPLIER'S CONTRACT MANAGER

**REDACTED TEXT under FOIA Section 40, Personal Information**

Browne Jacobson LLP

Mowbray House, Castle Meadow Road, Nottingham, NG2 1BJ

#### PROGRESS REPORT

As outlined in section 17 of the Specification in Call-Off Schedule 20.

#### PROGRESS REPORT FREQUENCY

As outlined in section 17 of the Specification in Call-Off Schedule 20.

#### PROGRESS MEETINGS AND PROGRESS MEETING FREQUENCY

As outlined in section 17 of the Specification in Call-Off Schedule 20.

#### KEY STAFF

**REDACTED TEXT under FOIA Section 40, Personal Information**

#### KEY SUBCONTRACTOR(S)

Carson McDowell LLP

Murray House, Murray Street, Belfast, BT1 6DN

Registration Number: NC000908

Morton Fraser MacRoberts LLP

Quartermile Two, 2 Lister Square, Edinburgh, EH3 9GL

Registration Number: SO300472

#### COMMERCIALLY SENSITIVE INFORMATION

See details in Joint Schedule 4 (Commercially Sensitive Information)

#### SERVICE CREDITS

Not applicable

#### ADDITIONAL INSURANCES

Lot 1 Suppliers are required to have £10m Professional Indemnity Insurance under Joint Schedule 3.

#### GUARANTEE

Not Applicable

#### SOCIAL VALUE COMMITMENT

Not Applicable

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