

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

Order Form

CALL-OFF REFERENCE: PROC-868-2024

THE BUYER: Competition and Markets Authority (CMA)

BUYER ADDRESS The Cabot, 25 Cabot Square, London, E14 4QZ

THE SUPPLIER: Hill Dickinson LLP

SUPPLIER ADDRESS: No. 1 St. Paul's Square, Liverpool, L3 9SJ

REGISTRATION NUMBER: 424853

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 11th July 2024.

It's issued under the Framework Contract with the reference number RM6284 for the provision of Costs Lawyer Services

CALL-OFF LOT:

Lot 1

CALL-OFF INCORPORATED TERMS

This is a Bronze Contract.

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) **RM6284**
3. Framework Special Terms:

4. The following Schedules in equal order of precedence:

- **Joint Schedules for RM6284**

- Joint Schedule 2 (Variation Form)
- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 4 (Commercially Sensitive Information)
- Joint Schedule 9 (Minimum Standards of Reliability)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)

- **Call-Off Schedules for RM6284**

- Call-Off Schedule 1 (Transparency Reports)
- Call-Off Schedule 2 (Staff Transfer)
- Call-Off Schedule 3 (Continuous Improvement)
- Call-Off Schedule 7 (Key Supplier Staff)
- Call-Off Schedule 9 (Security)
- Call-Off Schedule 14 (Service Levels)
- Call-Off Schedule 15 (Call-Off Contract Management)
- Call-Off Schedule 20 (Call-Off Specification)

5. CCS Core Terms (version 3.0.11)

6. Joint Schedule 5 (Corporate Social Responsibility)

7. 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

The following Special Terms are incorporated into this Call-Off Contract: None

CALL-OFF START DATE: 17th July 2024

CALL-OFF EXPIRY DATE: 16th July 2025

CALL-OFF INITIAL PERIOD: One (1) year, with option to extend for up to 1 additional year.

CALL-OFF DELIVERABLES

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 up to **£50,000.00**.

CALL-OFF CHARGES

Option A: Charges for the Deliverables

Category	Role	Hourly Rate (ex VAT)	Daily Rate (ex VAT)
Routine cases	Grade 1 Law Costs Draftsmen/Costs Lawyer/ Solicitor/CILEX (>8 years' costs litigation experience)		
	Grade 2 Law Costs Draftsmen/Costs Lawyer/Solicitor/CILEX (>4 years' costs litigation experience)		
	Grade 3 Law Costs Draftsman/Costs Lawyer/Solicitor/CILEX (<4 years' costs litigation experience)		
	Grade 4 Paralegal/Trainee Solicitor/Trainee Costs Lawyer		
Complex cases	Grade 1 Law Costs Draftsmen/Costs Lawyer/ Solicitor/CILEX (>8 years' costs litigation experience)		
	Grade 2 Law Costs Draftsmen/Costs Lawyer/Solicitor/CILEX (>4 years' costs litigation experience)		
	Grade 3 Law Costs Draftsman/Costs Lawyer/Solicitor/CILEX (<4 years' costs litigation experience)		
	Grade 4 Paralegal/Trainee Solicitor/Trainee Costs Lawyer		

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

BACS monthly in arrears

BUYER'S INVOICE ADDRESS:

Competition & Markets Authority

The Cabot

25 Cabot Square

London

E14 4QZ

BUYER'S AUTHORISED REPRESENTATIVE

Litigation Director

[REDACTED]

The Cabot, 25 Cabot Square, London, E14 4QZ

BUYER'S ENVIRONMENTAL POLICY

Not Applicable

BUYER'S SECURITY POLICY

Not Applicable

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Head of Health

[REDACTED]

No1 St Paul's Square, Old Hall Street, Liverpool, L3 9SJ

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

Head of Costs

[REDACTED]

No1 St Paul's Square, Old Hall Street, Liverpool, L3 9SJ

PROGRESS REPORT FREQUENCY

A monthly report detailing progress against work commissioned or as required by the CMA case holder on the first Working Day of each calendar month]

PROGRESS MEETING FREQUENCY

The Supplier will meet with the CMA on a six-monthly basis for the purposes of contract review meetings to discuss quality measures, and sooner or at any time at the CMA's request if a specific quality matter arises;

KEY STAFF

[REDACTED]

KEY SUBCONTRACTOR(S)

N/A

COMMERCIALLY SENSITIVE INFORMATION

Call-off charges – hourly and daily rates

SERVICE CREDITS

Not applicable]

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:			
Name:			
Role:	Head of Health	Role:	Litigation Director
Date:	11 July 2024	Date:	12 July 2024