



Crown Commercial Service

Call-Off Order Form Schedule 6 for RM6126 Research and Insights DPS for the provision of Research Services

con_23215

Process Evaluation of Drug Recovery Wings

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

Order Form

Applicable Framework Contract

This Order Form is for the provision of the Deliverables and dated 21st December 2023

CONTRACT REFERENCE:	con_23215
THE BUYER:	[REDACTED]
BUYER ADDRESS:	Ministry of Justice, Commercial & Contract Management Directorate (CCMD), 1st floor, 5 Wellington Place, Leeds, LS1 4AP
THE CUSTOMER:	[REDACTED]
CUSTOMER ADDRESS:	10 South Colonnade Canary Wharf LONDON E14 4PU
THE SUPPLIER:	ICF Consulting Ltd
SUPPLIER ADDRESS:	Riverscape, 10 Queen Street Place, London, EC4R 1BE, United Kingdom
REGISTRATION NUMBER:	4161656
DUNS NUMBER:	22-142-8324
SME STATUS	Large
ORDER START DATE:	15 th January 2024
ORDER EXPIRY DATE:	14 th August 2025
ORDER INITIAL PERIOD:	20 Months
ORDER EXTENSION PERIOD:	1 x 6 months extension period at the discretion of the Authority.
FINAL POSSIBLE EXPIRY DATE:	14 th February 2026
DELIVERABLES:	See details in Order Schedule 20 (Order Specification)

CALL-OFF ORDER INCORPORATED TERMS

The following documents are incorporated into this Order Contract. Where schedules are missing, those schedules are not part of the agreement and cannot be used. If the documents conflict, the following order of precedence applies:

1. This Order Form (DPS Schedule 6) including the Order Special Terms and Order Special Schedules.
2. DPS Schedule 7 (Order Procedure and Award Criteria)
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
 - **Joint Schedules for RM6126 Research & Insights DPS**
 - Joint Schedule 1 (Definitions and Interpretation)
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 5 (Corporate Social Responsibility)
 - Joint-Schedule 6 (Key-Subcontractors)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - **Order Schedules for RM6126 Research & Insights DPS**
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 2 (Staff Transfer)
 - Order Schedule 3 (Continuous Improvement)
 - Order Schedule 4 (Order Tender) Supplier Proposal
 - Order Schedule 5 (Pricing Details)
 - Order Schedule 7 (Key Supplier Staff)
 - Order Schedule 8 (Business Continuity and Disaster Recovery)
 - Order Schedule 9 (Security)
 - Order Schedule 10 (Exit Management)
 - Order Schedule 14 (Service Levels)
 - Order Schedule 20 (Order Specification)

No other Supplier terms are part of the Order Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

CALL-OFF ORDER SPECIAL TERMS

[REDACTED]

Order Schedule 14 (Service Levels)	
Project management	[REDACTED]
Performance Monitoring	[REDACTED]

REPORTING	
PROGRESS REPORT FREQUENCY	Monthly written progress reports
PROGRESS MEETING FREQUENCY	Fortnightly progress meetings

PAYMENT METHOD	
[REDACTED]	
[REDACTED]	
<u>What you need to do</u>	
[REDACTED]	

<u>Invoice minimum requirements</u>
[REDACTED]
<u>Invoices relating to a purchase order</u>
[REDACTED]
<u>Invoice submission by email</u>
[REDACTED]
CUSTOMER'S INVOICE ADDRESS:
The email and postal address for PDF and paper invoices can be found here.
[REDACTED]

AUTHORITY'S ENVIRONMENTAL POLICY
Embedding sustainability on the MOJ estate, Published 26 March 2018, Last updated 4 October 2021, available online at: https://www.gov.uk/guidance/ministry-of-justice-and-the-environment

AUTHORITY'S SECURITY POLICY
Cyber and Technical Security Guidance, 11 September 2023, available online at: Security Guidance (justice.gov.uk) .

AUTHORITY'S AUTHORISED REPRESENTATIVE	
Name:	[REDACTED]
Role:	[REDACTED]
Email:	[REDACTED]
Address:	[REDACTED]

AUTHORITIES KEY STAFF		
Key Role	Key Staff (Name & email)	Contact Details
[REDACTED]	[REDACTED]	[REDACTED]

AUTHORITIES CONTRACT MANAGER	
Role:	[REDACTED]
Role:	[REDACTED]
Email:	[REDACTED]
Address:	[REDACTED]

SUPPLIER'S AUTHORISED REPRESENTATIVE	
Name:	[REDACTED]
Role:	[REDACTED]
Email:	[REDACTED]
Address:	[REDACTED]

SUPPLIER'S KEY STAFF – See DPS Order Schedule 7 - Key Supplier Staff		
Key Role	Key Staff (Name)	Contact Details (email)
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

SUPPLIER'S CONTRACT MANAGER	
Role:	[REDACTED]
Role:	[REDACTED]
Email:	[REDACTED]
Address:	[REDACTED]

KEY SUBCONTRACTOR(S) – See DPS Joint Schedule 6 - Key Subcontractors-v1.0 (IF APPLICABLE)		
Key Role	Key Staff (Name)	Contact Details (email)
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

INFORMATION		
MAXIMUM LIABILITY	[REDACTED]	
The limitation of liability for this Order Contract is as below and not as is stated in Clause 11.2 of the Core Terms.		
CALL-OFF ORDER CHARGES	[REDACTED]	
REIMBURSABLE EXPENSES	[REDACTED]	
DPS FILTER CATEGORY(IES):	Not applicable	
E-AUCTIONS	Not applicable	
SERVICE CREDITS	Not applicable	
ADDITIONAL INSURANCES	Not applicable	
GUARANTEE	Not applicable	
COMMERCIALLY SENSITIVE INFORMATION	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]

SOCIAL VALUE COMMITMENT
The Supplier agrees, in providing the Deliverables and performing its obligations under the Order Contract, that it will comply with the social value commitments in DPS Order Schedule 4 - Order Tender v1.0
[REDACTED]
CONFIDENTIAL INFORMATION

JOINT SCHEDULES FOR RM6126 RESEARCH & INSIGHTS DPS	
DPS Schedule 7 (Order Procedure and Award Criteria)	[REDACTED]
DPS Joint Schedule 1 - Definitions v1.0	[REDACTED]
DPS Joint Schedule 2 (Variation Form)	[REDACTED]
DPS Joint Schedule 3 (Insurance Requirements)	[REDACTED]
DPS Joint Schedule 4 (Commercially Sensitive Information)	[REDACTED]
DPS Joint Schedule 5 (Corporate Social Responsibility)	[REDACTED]
DPS Joint-Schedule 6 (Key-Subcontractors)	[REDACTED]
DPS Joint Schedule 10 (Rectification Plan)	[REDACTED]
DPS Joint Schedule 11 (Processing Data)	[REDACTED]

ORDER SCHEDULES FOR RM6126 RESEARCH & INSIGHTS DPS	
DPS Order Schedule 2 (Staff Transfer)	[REDACTED]

DPS Schedule 6 (Order Form Template and Order Schedules)
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DPS Order Schedule 3 (Continuous Improvement)	[REDACTED]
DPS Order Schedule 4 (Order Tender) - (Supplier Proposal)	[REDACTED]
DPS Order Schedule 5 (Pricing Details)	[REDACTED]
DPS Order Schedule 7 (Key Supplier Staff)	[REDACTED]
DPS Order Schedule 8 (Business Continuity and Disaster Recovery)	[REDACTED]
DPS Order Schedule 9 (Security)	[REDACTED]
DPS Order Schedule 10 (Exit Management)	[REDACTED]
DPS Order Schedule 14 - Service Levels v 1.1	[REDACTED]
DPS Order Schedule 20 - Specification v1.0	[REDACTED]

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 Buyer: Ministry of Justice	
Signature:	[REDACTED]
Name:	[REDACTED]
Role:	[REDACTED]
Date:	[REDACTED]

For and on behalf of the Supplier: ICF Consulting Ltd	
Signature:	[REDACTED]
Name:	[REDACTED]
Role:	[REDACTED]
Date:	[REDACTED]