

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

### Order Form

CALL-OFF REFERENCE: **701577625**

THE BUYER: **redacted under FOIA section 40 Personal Information**

BUYER ADDRESS Head Office Commercial Business Partner 4  
DBS Mil Pers & Vets and SPO Delivery Team  
Innsworth House  
Imjin Barracks  
Gloucester GL3 1HW

THE SUPPLIER: **redacted under FOIA section 40 Personal Information**

Account Director, Willis Limited

SUPPLIER ADDRESS: 3 Temple Quay  
Temple Back East  
Bristol BS1 6DZ

REGISTRATION NUMBER: 181116

DUNS NUMBER: 21-032-0073

SID4GOV ID: Not available

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 1<sup>st</sup> November 2021.  
It is issued under the Framework Contract with the reference number RM6020 for the provision of Insurance Brokerage & Advisory Services.

CALL-OFF LOT(S):  
RM6020 - Lot 1, Insurance 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) **RM6020**.
3. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6020 – available from appointed supplier**
    - Joint Schedule 1 (Definitions)
    - 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 7 (Financial Difficulties)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Call-Off Schedules for Call-Off reference number **701577625**
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 3 (Continuous Improvement)
    - Call-Off Schedule 5 (Pricing Details)
    - Call-Off Schedule 7 (Key Supplier Staff)
    - Call-Off Schedule 8 (Business Continuity & Disaster Recovery Plan)
    - Call-Off Schedule 9 (Security)
    - Call-Off Schedule 10 (Exit Management)
    - Call-Off Schedule 15 (Call-Off Contract Management)
    - Call-Off Schedule 16 (Benchmarking)
    - Call-Off Schedule 17 (MOD Terms)
    - Call-Off Schedule 18 (Background Checks)
    - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.7)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6020** – available from appointed supplier.
6. 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:

N/A

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CALL-OFF START DATE: 1<sup>st</sup> November 2021

CALL-OFF EXPIRY DATE: 31<sup>st</sup> October 2025

CALL-OFF INITIAL PERIOD: 4 years

CALL-OFF OPTIONAL EXTENSION PERIOD: 1 Year (total 12 months)

### 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.

### CALL-OFF CHARGES

Option B: See details in Call-Off Schedule 5 (Pricing Details)

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Indexation
- Specific Change in Law
- Benchmarking using Call-Off Schedule 16 (Benchmarking)

### REIMBURSABLE EXPENSES

None

### PAYMENT METHOD

Invoice and payment via CP&F/Exostar.

### BUYER'S INVOICE ADDRESS:

**redacted under FOIA section 40 Personal Information**

Senior Claims Officer (Policy), DJEP-Common Law Claims & Policy  
DJEP-CLCP SCO Policy, Level 3, Zone I  
MOD Main Building  
Whitehall, London SW1A 2HB

### BUYER'S AUTHORISED REPRESENTATIVE

**redacted under FOIA section 40 Personal Information**

Senior Claims Officer (Policy), DJEP-Common Law Claims & Policy  
DJEP-CLCP SCO Policy, Level 3, Zone I  
MOD Main Building  
Whitehall, London SW1A 2HB

**BUYER'S SECURITY POLICY**

Appended at Call-Off Schedule 17 - DEFCON 660.

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

**redacted under FOIA section 40 Personal Information**

Account Director

3 Temple Quay, Temple Back East

Bristol BS1 6DZ

**SUPPLIER'S CONTRACT MANAGER**

**redacted under FOIA section 40 Personal Information**

Executive Director

3 Temple Quay, Temple Beck East

Bristol BS1 6DZ

**PROGRESS REPORT FREQUENCY**

Quarterly KPI update report and Annual Stewardship Report. First quarterly KPI update to be provided by 7 Feb 2022 for the period 1 November 2021 to 31 January 2022 and to follow every three months

**PROGRESS MEETING FREQUENCY**

The Supplier to attend Performance Review Meetings with the MOD at least once every six months to monitor and review the Supplier's performance under this Contract.

**KEY STAFF**

**redacted under FOIA section 40 Personal Information**

**KEY SUBCONTRACTOR(S)**

**COMMERCIALLY SENSITIVE INFORMATION**

Supplier's Commercially Sensitive Information

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

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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).

For and on behalf of the Buyer:		For and on behalf of the Supplier:	
Signature:	<b>Redacted under FOIA section 40 Personal Information</b>	Signature:	<b>Redacted under FOIA section 40 Personal Information</b>
Name:		Name:	
Role:	Business Partner	Role:	Account Director
Date:		Date:	28/10/2021

