

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

## Order Form

CALL-OFF REFERENCE: **GLD 031 2023 eDisclosure Services**  
[REDACTED]  
[REDACTED]

THE BUYER: **Government Legal Department**

BUYER ADDRESS **102 Petty France, Westminster, London  
SW1H 9GL**

THE SUPPLIER: [REDACTED]

SUPPLIER ADDRESS: [REDACTED]  
[REDACTED]  
[REDACTED]

REGISTRATION NUMBER:

DUNS NUMBER: [REDACTED]

SID4GOV ID:

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **27<sup>th</sup> September 2023**

It's issued under the Framework Contract with the reference number **RM6336** for the provision of eDisclosure and Review Services.

CALL-OFF LOT(S):  
**Lot 2 End to End Service**

## **CALL-OFF INCORPORATED TERMS**

This is a Gold 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) RM6336
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6336** framework reference number
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 7 (Financial Difficulties)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Call-Off Schedules for **GLD 031 2023** Call-Off reference number
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 3 (Continuous Improvement)
    - Call-Off Schedule 5 (Pricing Details)
    - Call-Off Schedule 6 (ICT Services)
    - Call-Off Schedule 7 (Key Supplier Staff)
    - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
    - Call-Off Schedule 9 (Security)
    - Call-Off Schedule 10 (Exit Management)
    - Call-Off Schedule 13 (Implementation Plan and Testing)
    - Call-Off Schedule 14 (Service Levels)
    - Call-Off Schedule 15 (Call-Off Contract Management)
    - Call-Off Schedule 16 (Benchmarking)
    - Call-Off Schedule 18 (Background Checks)
    - Call-Off Schedule 20 (Call-Off Specification)
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) RM6336
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: **27 September 2023**

CALL-OFF EXPIRY DATE: **31 August 2025**

CALL-OFF INITIAL PERIOD: **24 Months**

The Contract term is 24 months or until 31 August 2025, with an option to extend for a maximum of 24 further months in 12-month increments. For the avoidance of doubt, the Contracting Authority does not guarantee any volume of work.

### **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.

[REDACTED]

### **CALL-OFF CHARGES**

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

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in Framework Schedule 3 (Framework Prices)]

### **REIMBURSABLE EXPENSES**

None

### **PAYMENT METHOD**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**BUYER'S INVOICE ADDRESS:**

[REDACTED]

**BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

**BUYER'S ENVIRONMENTAL POLICY**

Not applicable

**BUYER'S SECURITY POLICY**

Not applicable

### **SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

### **SUPPLIER'S CONTRACT MANAGER**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

### **PROGRESS REPORT FREQUENCY**

On the first Working Day of each calendar month

### **PROGRESS MEETING FREQUENCY**

Quarterly on the first Working Day of each quarter

### **KEY STAFF**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

### **KEY SUBCONTRACTOR(S)**

N/A

### **COMMERCIALLY SENSITIVE INFORMATION**

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

### **SERVICE CREDITS**

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).

In relation to the processing of data, a Critical Service Level Failure shall comprise a failure to process electronic material within 5 working days from receipt or hard copy within 5 working days of receipt. Should the volume of electronic data or hard copy exceed those figures estimated in the Statement of Requirement, the parties will agree a revised timetable for processing the data.

In relation to availability of the eDisclosure review platform, a Critical Service Level Failure shall comprise the system not being available 98% of the time during core working hours (08:00 - 18:00 Monday - Friday) and 95% at all other times for a cumulative total of more than 8 instances accumulated in any three (3) Month period, or 16 instances in any rolling twelve (12) Month period, excluding planned maintenance which will take place from 5.30 pm on Saturdays to 5.30 pm on Sundays.

## ADDITIONAL INSURANCES

Not applicable

## GUARANTEE

There's a guarantee of the Supplier's performance provided for all Call-Off Contracts entered under the Framework Contract

## SOCIAL VALUE COMMITMENT

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)]

The Government Legal Department (GLD) has a strong commitment to equality and diversity. Suppliers are required to support and encourage employment and skills development opportunities through the performance of this Contract, with specific focus on opportunities for priority groups, including (but not limited to):

- People with disabilities
- Ex-offenders
- Ethnic Minorities
- Long term unemployed

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
			
			
			
			