

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

### **Order Form**

CALL-OFF REFERENCE	<b>CPD4128107</b>
THE BUYER	<b>Ministry for Housing, Communities and Local Government (MHCLG)</b>
BUYER ADDRESS	<b>Fry Building, 2 Marsham Street, London SW1P 4DF</b>
THE SUPPLIER	<b>Phoenix Software Limited</b>
SUPPLIER ADDRESS	<b>Blenheim House, York Rd, Pocklington, Barmby Moor, York YO42 1NS.</b>
REGISTRATION NUMBER	<b>02548628</b>
DUNS NUMBER	<b>763488178</b>
SID4GOV ID	<b>76-348-8178</b>

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

It is essential that if you, as the Buyer, add to or amend any aspect of any Call-Off Schedule, then **you must send the updated Schedule** with the Order Form to the Supplier.

#### **APPLICABLE FRAMEWORK CONTRACT**

This Order Form is for the provision of the Call-Off Deliverables and dated xx October 2025.

It's issued under the Framework Contract with the reference number RM6098 for the provision of Technology Products & Associated Service 2.

#### **CALL-OFF LOT(S):**

Lot 3 Software

#### **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) RM6098
3. Framework Special Terms

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4. The following Schedules in equal order of precedence:

- Joint Schedules for RM6098
  - 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)
  - Joint Schedule 12 (Supply Chain Visibility)
- Call-Off Schedules for RM6098
  - 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 and Disaster Recovery)
  - Call-Off Schedule 9 (Security) Part A
  - Call-Off Schedule 10 (Exit Management)
  - Call-Off Schedule 12 (Clustering)
  - Call-Off Schedule 15 (Call-Off Contract Management)
  - Call-Off Schedule 16 (Benchmarking)
  - Call-Off Schedule 20 (Call-Off Specification)

5. CCS Core Terms (version 3.0.11) as amended by the Framework Award Form
6. Joint Schedule 5 (Corporate Social Responsibility) RM6098
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: 01 January 2026**

**CALL-OFF EXPIRY DATE: 31 December 2027**

**CALL-OFF INITIAL PERIOD: 02 Years with optional 03 further yearly extensions (2+1+1+1)**

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**CALL-OFF DELIVERABLES**

Option B: See details in Call-Off Schedule 20 (Call-Off Specification)

**LOCATION FOR DELIVERY**

Various as stated on individual Purchase Orders

**DATES FOR DELIVERY**

As stated in individual Purchase Orders.

**TESTING OF DELIVERABLES**

Option A: None

**WARRANTY PERIOD**

The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be 90 days unless agreed otherwise.

**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 £6,851,210.00 excluding VAT.

**CALL-OFF CHARGES**

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

**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

BACS/Invoice

**BUYER'S INVOICE ADDRESS:**

<REDACTED>

**BUYER'S AUTHORISED REPRESENTATIVE**

<REDACTED>

**BUYER'S ENVIRONMENTAL POLICY**

[Environmental principles policy statement - GOV.UK](#)

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**BUYER'S SECURITY POLICY**

As per attached document "MHCLG Cyber Security Policy" dated 17/09/24

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

<REDACTED>

**SUPPLIER'S CONTRACT MANAGER**

<REDACTED>

**PROGRESS REPORT FREQUENCY**

See Call-Off Schedule 1 Transparency Reports

**PROGRESS MEETING FREQUENCY**

See Call-Off Schedule 1 Transparency Reports

**KEY STAFF**

<REDACTED>

**KEY SUBCONTRACTOR(S)**

Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

See Joint Schedule 04 Commercially Sensitive Information

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

Not applicable

**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)

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	<REDACTED>	Signature:	<REDACTED>
Name:	<REDACTED>	Name:	<REDACTED>
Role:	<REDACTED>	Role:	<REDACTED>
Date:	06/11/2025	Date:	11/11/2025