

**Framework Schedule 6**  
**(Order Form and Call-Off Schedules)**  
**DfT Provision of GCD-CRM Process and Systems Implementation**

**Order Form**

CALL-OFF REFERENCE:	<b>TRGC3052</b>
THE BUYER:	<b>Department for Transport (DfT)</b>
BUYER ADDRESS	<b>Great Minster House, 33 Horseferry Road, London, SW19 4DR</b>
THE SUPPLIER:	<b>PA Consulting Services Limited (T/A PA Consulting Group)</b>
SUPPLIER ADDRESS:	<b>10 Bressenden Place, London, SW1E 5DN</b>
REGISTRATION NUMBER:	<b>4142200</b>
DUNS NUMBER:	<b>211000617</b>
SID4GOV ID:	<b>211000617</b>

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

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 31/01/2022.

It's issued under the Framework Contract with the reference number RM6187 for the provision of **Consultancy Services for DFT CRM Systems and Process Review**.

**CALL-OFF LOT(S): Lot 4 – Finance**

**Call-off incorporated terms**

The following documents are incorporated into this Call-Off Contract.

Where schedules are missing, those schedules are not part of the agreement and

can not be used. If the documents conflict, the following order of precedence applies:

1. This Order Form includes the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1 (Definitions and Interpretation) RM6187
3. The following Schedules in equal order of precedence:

#### **Joint Schedules for RM6187 Management Consultancy Framework Three**

- Joint Schedule 1 (Definitions) - Mandatory
  - Joint Schedule 2 (Variation Form) - Mandatory
  - Joint Schedule 3 (Insurance Requirements) - Mandatory
  - Joint Schedule 4 (Commercially Sensitive Information) - Mandatory
  - Joint Schedule 10 (Rectification Plan) - Mandatory
  - Joint Schedule 11 (Processing Data) - Mandatory
4. CCS Core Terms (version 3.0.10)
  5. Joint Schedule 5 (Corporate Social Responsibility) - Mandatory
  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.

Supplier terms are not 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**

NA

**Call-off start date:** 19/05/2022

**Call-off expiry date:** 18/08/2022

**Call-off initial period:** 3 (THREE) months

#### **Call-off deliverables:**

See details in Attachment 2, Statement of Requirements (attached below), and the **Annex 1** – Bidders Formal Submission.



Attachment 3\_SoR -  
TRGC3052.docx

#### **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 are:

Estimated Year 1 Charges of the Contract. **£100,000.00** excluding VAT. The charges will be based on the hours worked (based on an 8 hour day).

Columns A and D to be completed by Potential Bidder				
Roles Offered (CCS MCF3 Grades)	A Please provide names of all individuals in that role	B Weighting (%) Guidance: Please provide suggested allocations below as a guide.	C Framework Rate Card (RM6187) (£ exc VAT)	D Daily Rates Offered to DfT (£ exc VAT)
Partner				
MC / Director		4%		
Principle Consultant		48%		
Senior Consultant		48%		
Consultant				
Analyst / Junior Consultant				

## Call-off charges

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)

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:

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

## Reimbursable expenses

Recoverable as stated in Framework Schedule 3 (Framework Prices) paragraph 4.

## Payment method

### Buyer's invoice address

Accounts Payable,  
Shared Services Arvato,  
5 Sandringham Park,  
Swansea Vale,  
Swansea  
SA7 0EA.

email: [SSa.invoice@dftssc.gsi.gov.uk](mailto:SSa.invoice@dftssc.gsi.gov.uk)



Invoicing  
Instructions.doc

### **Buyer's authorised representative**

[REDACTED]  
DfT Deputy Director, Group Commercial Directorate  
[REDACTED] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk)  
Great Minster House, 33 Horseferry Road, London, SW1P 4DR

[REDACTED]  
DfT Senior Commercial Relationship Manager  
[REDACTED] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk)

### **Buyer's security policy**

<https://www.gov.uk/government/collections/government-security>

### **Supplier's authorised representative**

[REDACTED]  
Partner  
[REDACTED] [@paconsulting.com](mailto:[REDACTED]@paconsulting.com)  
PA Consulting Group, 10 Bressenden Place, London SW1E 5DN, United Kingdom

### **Supplier's contract manager**

[REDACTED]  
Managing Consultant  
[REDACTED] [@paconsulting.com](mailto:[REDACTED]@paconsulting.com)  
PA Consulting Group, 10 Bressenden Place, London SW1E 5DN, United Kingdom

### **Progress report frequency**

Weekly or fortnightly. To be agreed with the DfT Contract Lead

### **Progress meeting frequency**

Weekly

### **Key staff**

[REDACTED]  
Consultant  
[REDACTED] [@paconsulting.com](mailto:[REDACTED]@paconsulting.com)  
PA Consulting Group, 10 Bressenden Place, London SW1E 5DN, United Kingdom

[REDACTED]  
[REDACTED] [@paconsulting.com](mailto:[REDACTED]@paconsulting.com)  
PA Consulting Group, 10 Bressenden Place, London SW1E 5DN, United Kingdom

**Key subcontractor(s)**

NA

**Commercially sensitive information**

Potential exposure to details pertaining to upcoming, ongoing, and completed procurements and associated data. Possible access to DfT's \*live e-sourcing system and \*associated systems (\*subject to confirmation of baseline security clearance).

**Service credits**

Not applicable

**Additional insurances**

NA

**Guarantee**

NA

**Buyer's environmental and social value policy**

DfT Corporate  
Environmental Policy.c

**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)]

**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 Supplier:**

Signature:



Name:

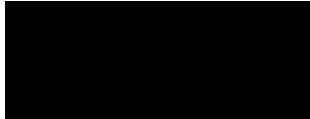


Role: Partner, Member of the Management Group, PA Consulting

Date: 15/7/22

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

Signature:



Name:  **MCIPS**

Role: **DfT Commercial Manager**

Date: 15/07/2022

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# QUALIFICATION

## 1 KEY PARTICIPATION REQUIREMENTS

- 1.1 Do you accept the competition rules as described in Attachment 1 – About the Procurement?
- Yes
- 1.2 Have you read, understood and accepted the Bid Pack and all associated attachments, specifically Attachment 3 - Statement of Requirements?
- Yes
- 1.3 Do you agree, without caveats or limitations, that in the event that you are successful, Attachment 5 – Terms and Conditions will govern the provision of this contract?
- Yes
- 1.4 Do you confirm your Organisation's e-Sourcing suite profile is complete and accurate at the time the bid closed and that any amendments made following acceptance of this event will be notified to the buyer in writing?
- Yes

## 2 CONFLICTS OF INTEREST

- 2.1 Please confirm whether you have any potential, actual or perceived conflicts of interest that may be relevant to this requirement.
- No
- 2.2 We require that any potential, actual or perceived conflicts of interest in respect of this Bid Pack are identified in writing and that companies outline what safeguards would be put in place to mitigate the risk of actual or perceived conflicts arising during the delivery of these services.
- N/A

## 3 INFORMATION

- 3.1 Please provide details of where the Award Outcome should be directed.

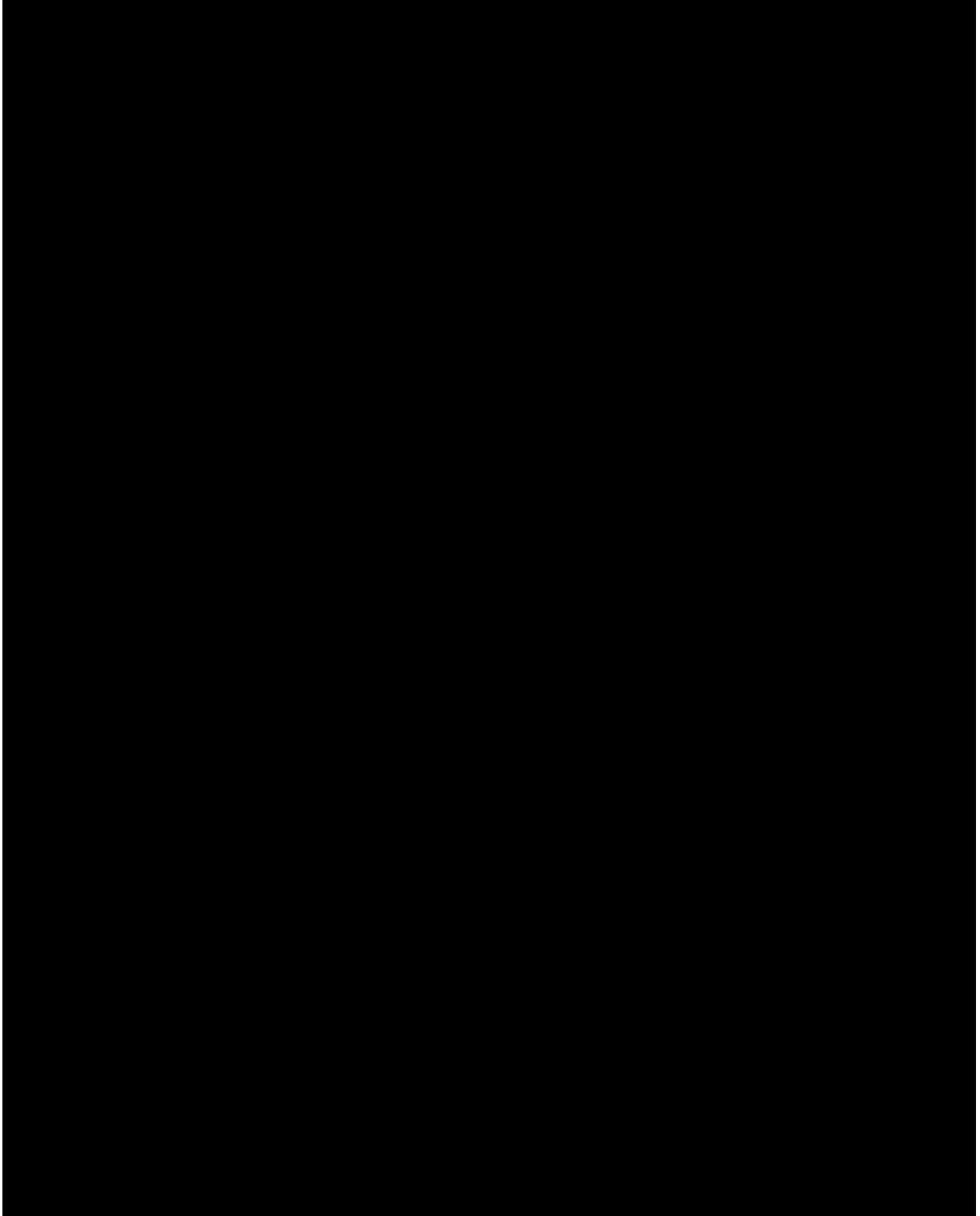
Full name: [REDACTED]  
Role: Partner  
Address: 10 Bressenden Place  
London  
SW1E 5DN  
Email: [REDACTED]@paconsulting.com

- 3.2 Please provide details of any sub-contractors you propose to use in order to meet your obligations should you be awarded a Contract.
- N/A



## TECHNICAL

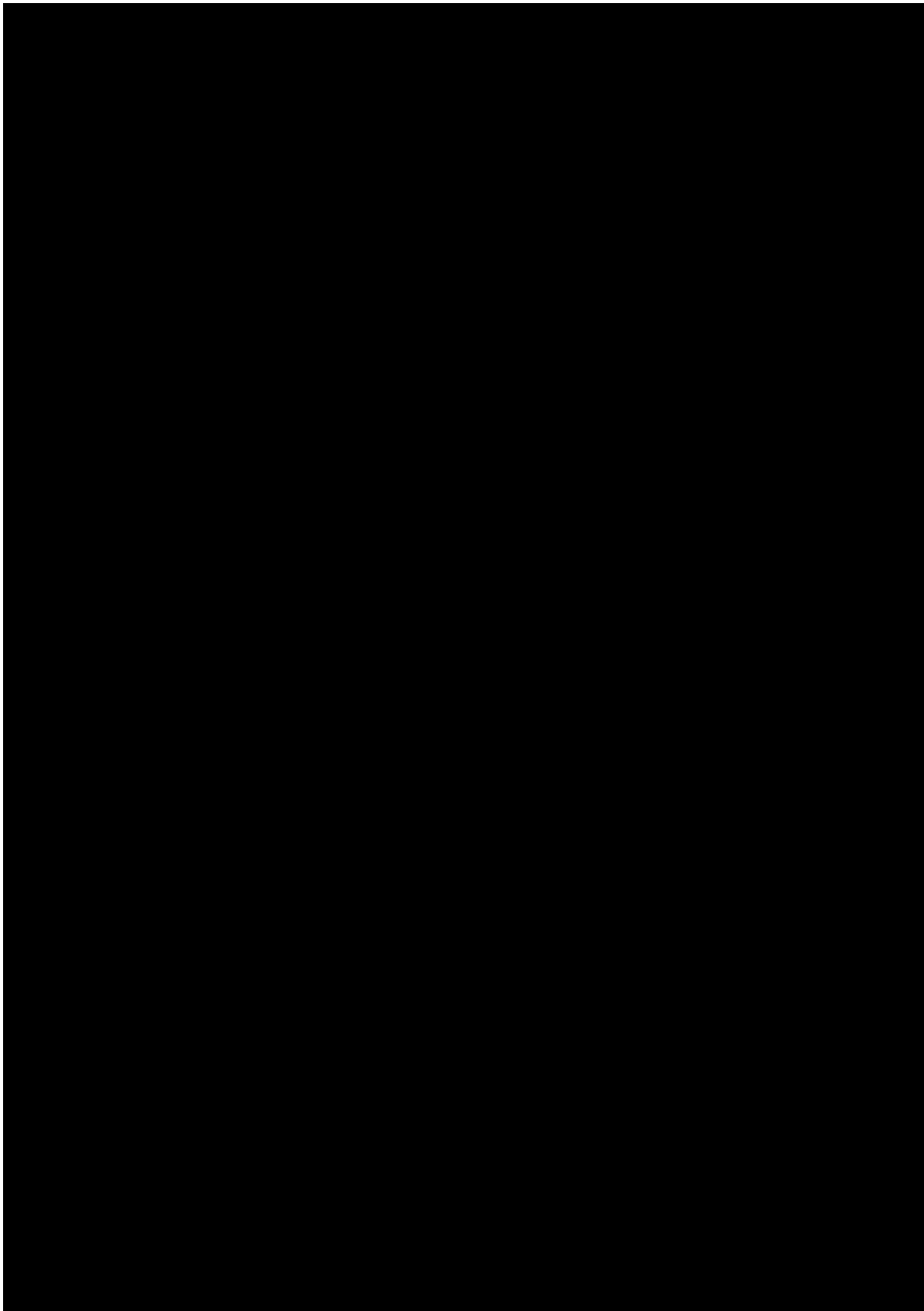
### 4.1 APPROACH

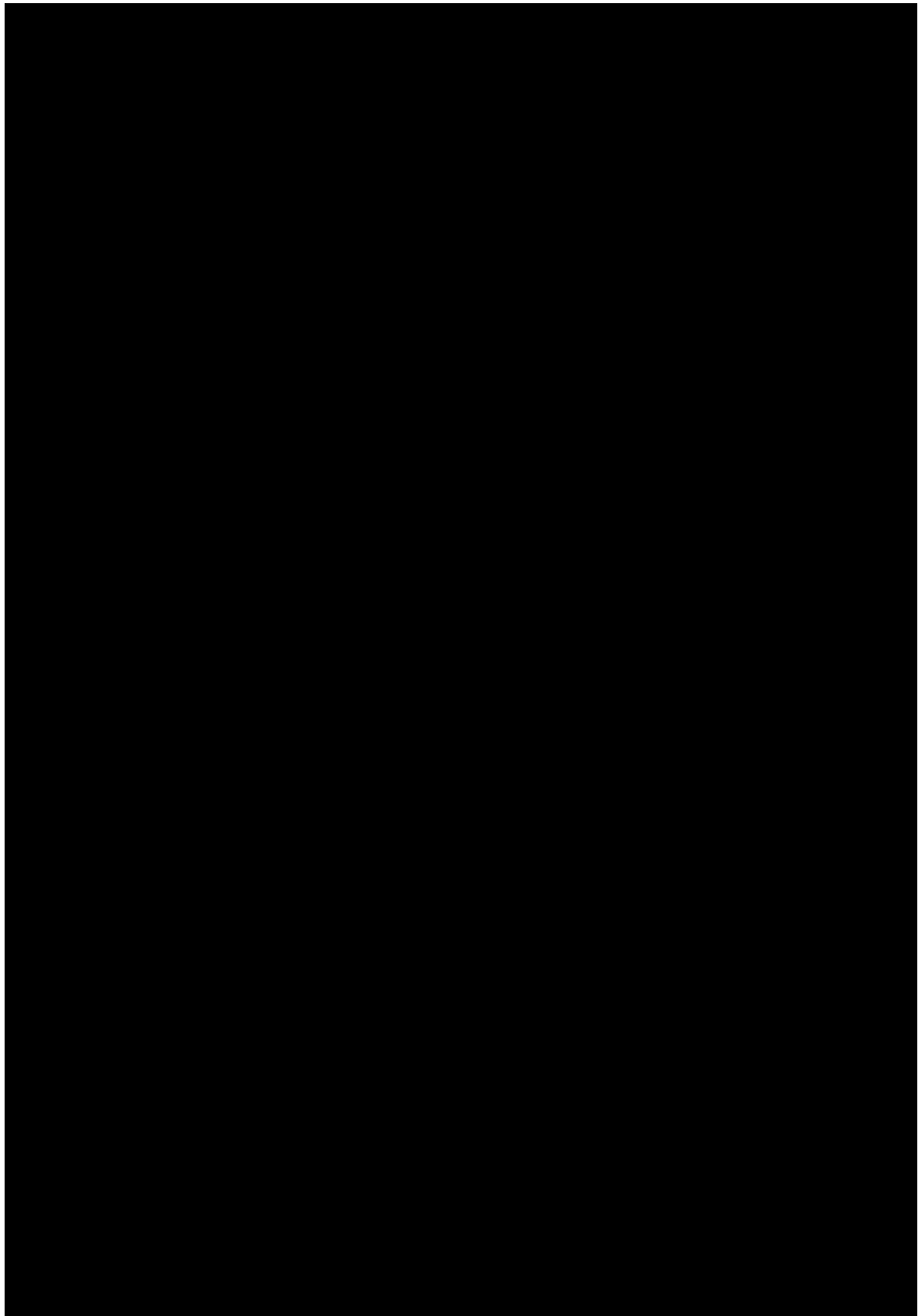


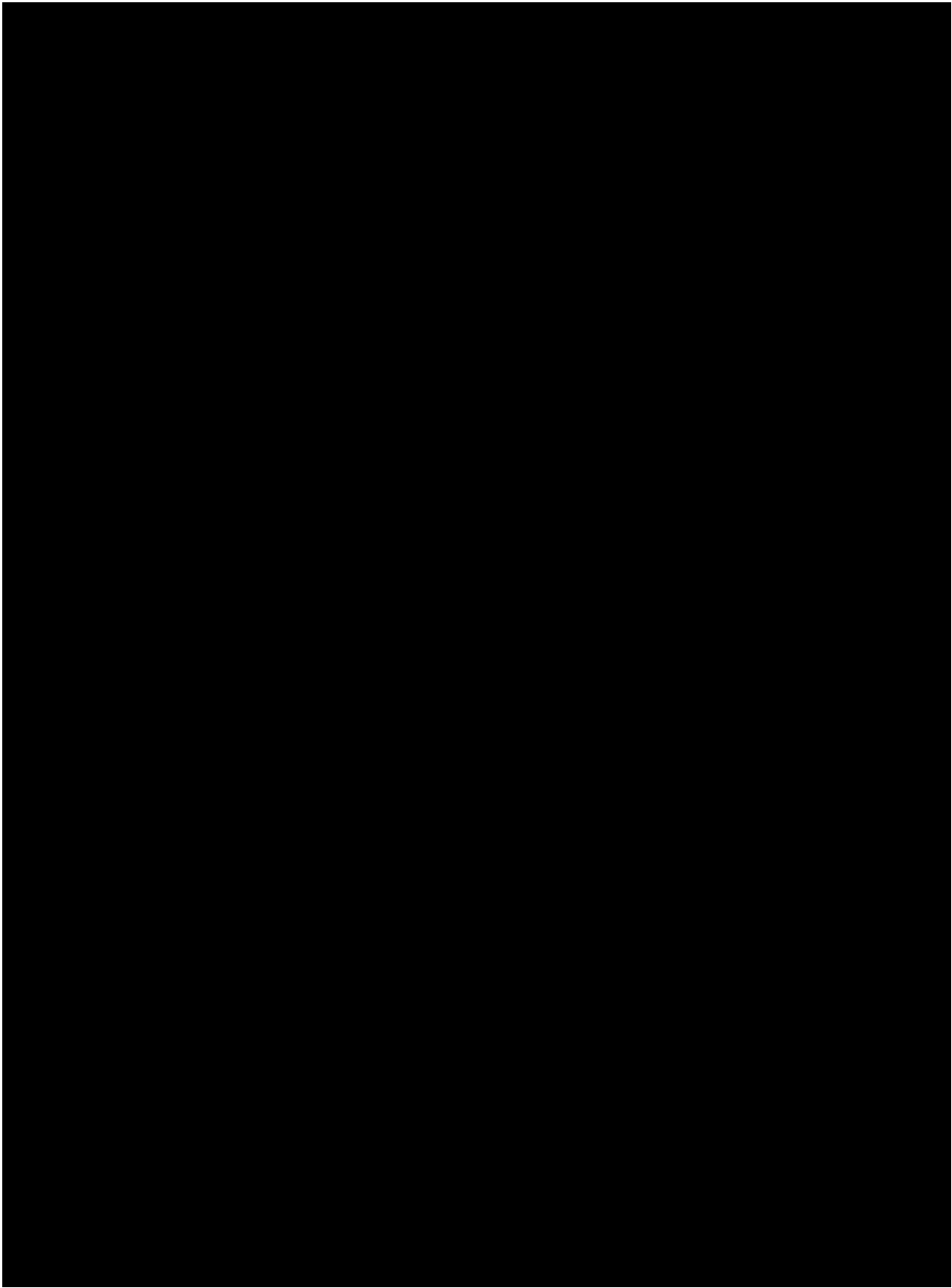


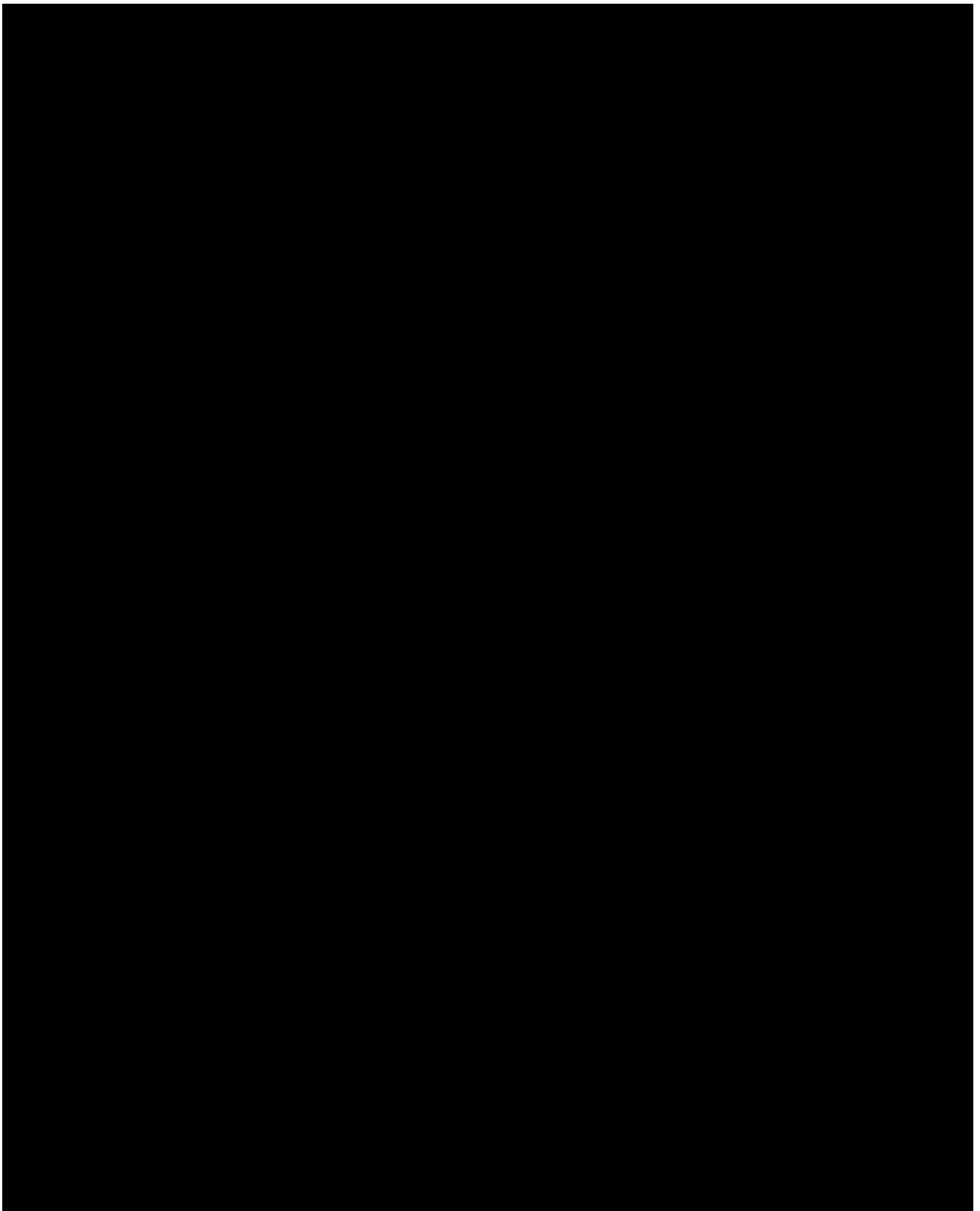
#### 4.2 RELEVANT EXPERTISE

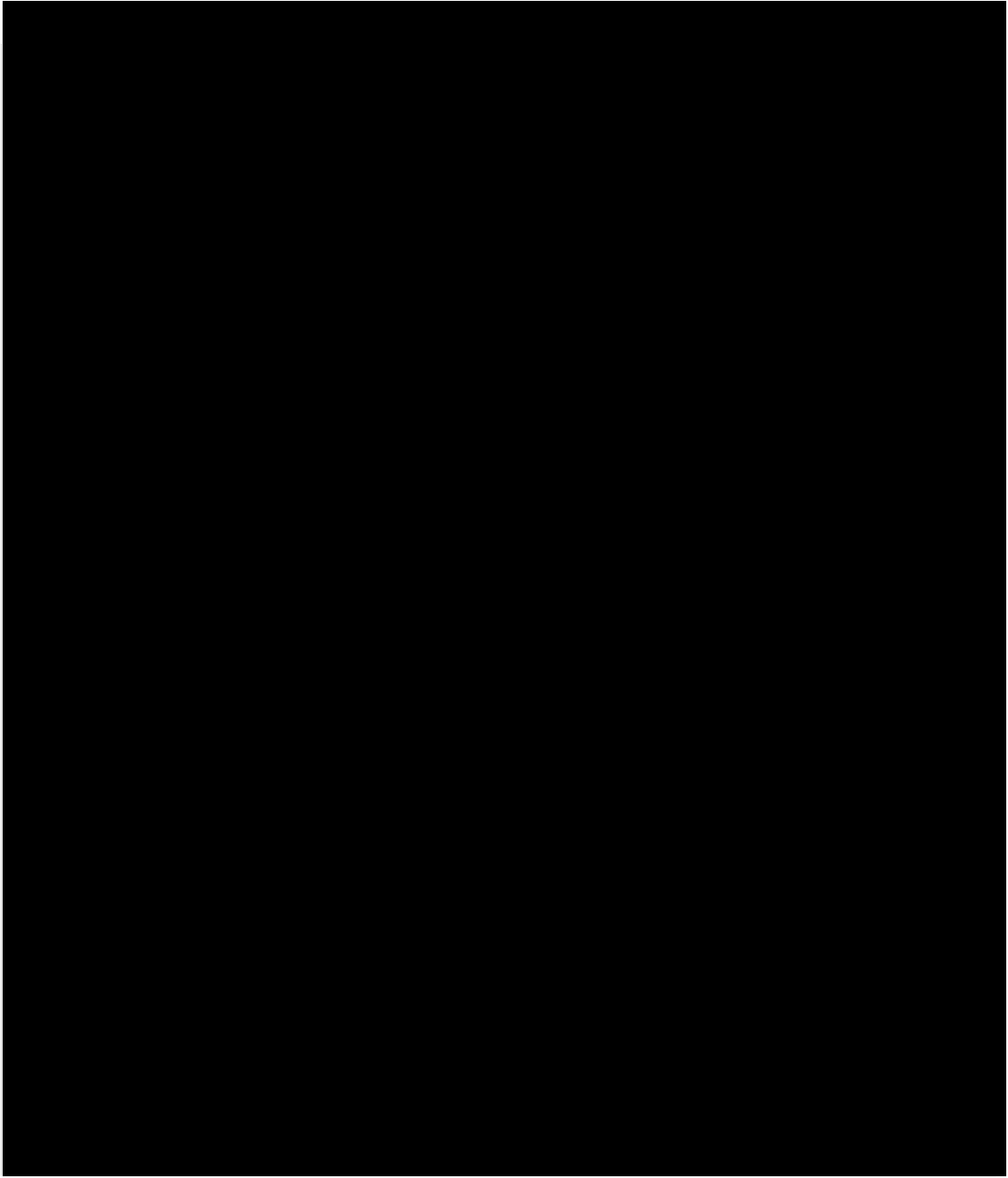
CVs for the proposed resource(s) on this assignment are provided on the following pages.



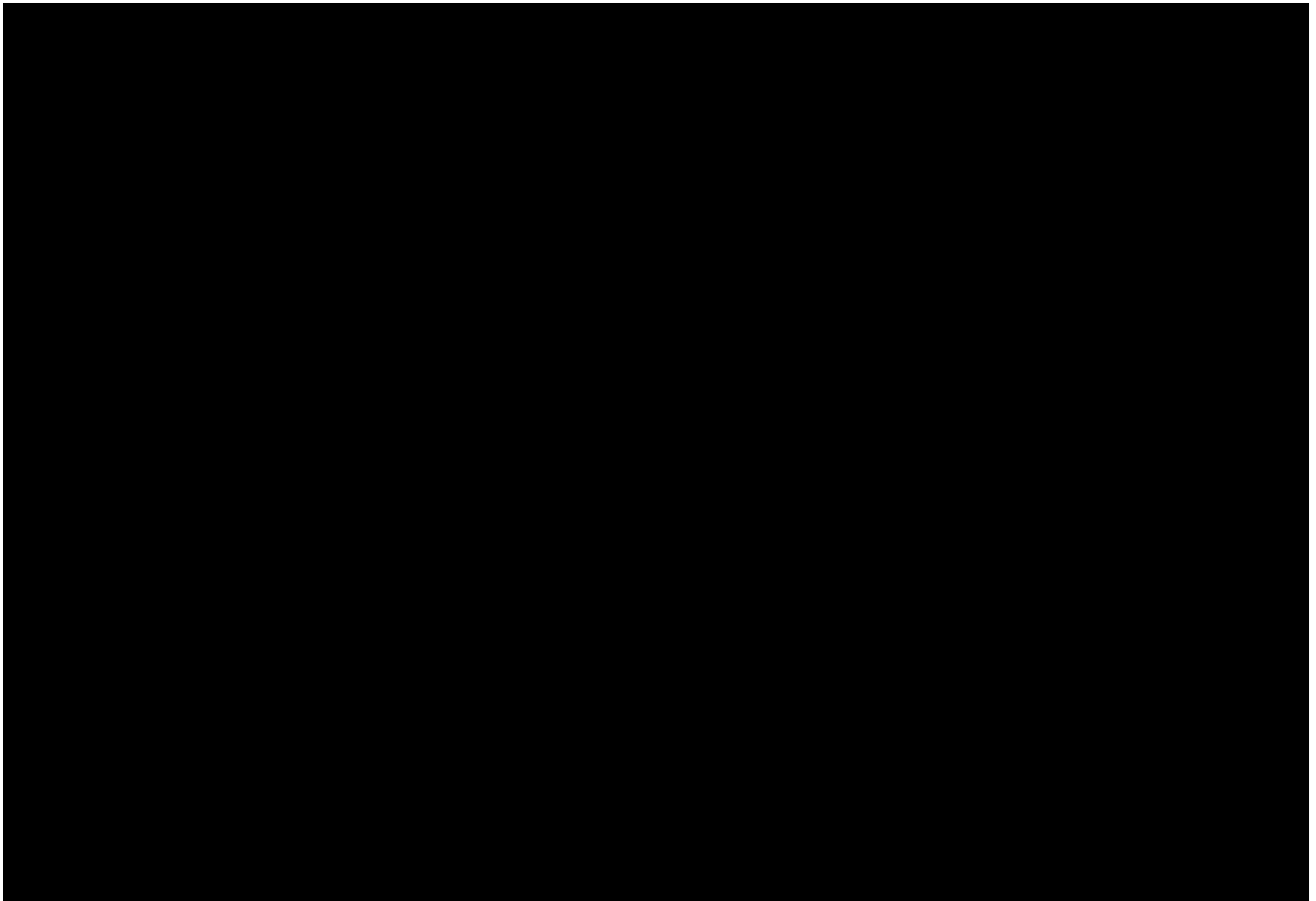












## SOCIAL VALUE

