

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

## Order Form

CALL-OFF REFERENCE: CPD4126175

THE BUYER: The Ministry of Housing, Communities and Local Government

BUYER ADDRESS Fry Building, 2 Marsham Street, London, SW1P

THE SUPPLIER: **[Insert]** name of Supplier

SUPPLIER ADDRESS: **[Insert]** registered address (if registered)

REGISTRATION NUMBER: **[Insert]** registration number (if registered)

DUNS NUMBER: **[Insert]** if known

SID4GOV ID: **[Insert]** if known

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and **dated 11<sup>th</sup> March 2025.**

It is issued under the Framework Contract with the reference number RM6188 for the provision of Forensic Accounting Services.

### CALL-OFF LOT(S):

#### Lot 3: Counter Fraud and Investigation

#### 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 includes the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) **RM6188**
3. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6188**

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- o Joint Schedule 2 (Variation Form)
- o Joint Schedule 3 (Insurance Requirements)
- o Joint Schedule 4 (Commercially Sensitive Information)
- o Joint Schedule 6 (Key Subcontractors)
- o Joint Schedule 7 (Financial Difficulties)
- o Joint Schedule 10 (Rectification Plan)
- o Joint Schedule 11 (Processing Data)
- Call-Off Schedules for **RM6188**
  - o Call-Off Schedule 1 (Transparency Reports)
  - o Call-Off Schedule 3 (Continuous Improvement)
  - o Call-Off Schedule 5 (Pricing Details)
  - o Call-Off Schedule 7 (Key Supplier Staff)
  - o Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
  - o Call-Off Schedule 9 (Security)
  - o Call-Off Schedule 10 (Exit Management)
  - o Call-Off Schedule 14 (Service Levels)
  - o Call-Off Schedule 16 (Benchmarking)

## 4. CCS Core Terms

## 5. Joint Schedule 5 (Corporate Social Responsibility) RM6188

## 6. Call-Off Schedule 4 (Call-Off Tender)

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:

*Special term 1 - The Buyer is only liable to reimburse the Supplier for any expense or any disbursement which is*

- (i) specified in this Contract or*
- (ii) which the Buyer has Approved prior to the Supplier incurring that expense or that disbursement. The Supplier may not invoice the Buyer for any other expenses or any other disbursements*

*Special term 2 - Clause 10.5 of the Core Terms is amended as follows:*

- *The existing paragraph under clause 10.5 is numbered 10.5.1;*
- *The following paragraph is inserted after clause 10.5.1 and is numbered clause 10.5.2:*

*The Supplier may terminate a Call-Off Contract upon such period of written notice is reasonable in the circumstances, if there is any Change in Law or other change in circumstance outside of the Supplier's reasonable control which would mean that the*

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*performance of the Call-Off Contract (including the application of any fee arrangements) would result in the Supplier being in breach of any obligations relating to conflicts of interest, independence and integrity under Law applicable to the Supplier provided that, prior to issuing any such notice of termination, the Supplier shall use best endeavours to seek an alternative solution to termination (which shall include a requirement to terminate any contract with a third party if the existence of that contract has led to a conflict of interest) and mitigate the impact of any such alternative solution or termination.*

*Special term 3 - The definition of "Conflict of Interest" in Joint Schedule 1 is deleted and replaced by the following:*

*a conflict between:*

*(a) the financial interests,*

*(b) personal duties, or*

*(c) any obligations, applicable to the Supplier, relating to conflicts of interest, independence and integrity under Law,*

*of the Supplier or the Supplier Staff and the duties owed to CCS or any Buyer under a Contract, in the reasonable opinion of the Buyer or CCS;*

CALL-OFF START DATE: **17<sup>th</sup> March 2025**

CALL-OFF EXPIRY DATE: **16<sup>th</sup> March 2027**

CALL-OFF INITIAL PERIOD: 2 Years

CALL-OFF OPTIONAL EXTENSION PERIOD: 2 optional periods of 12 months

**CALL-OFF DELIVERABLES**

See details in CPD4126175 Forensic Accounting Services – Attachment 3 – Statement of Requirements

**SECURITY**

Long form security requirements apply.

**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

**[REDACTED]**

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### **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)

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

### **REIMBURSABLE EXPENSES**

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

### **PAYMENT METHOD**

BACS/ Electronic Invoice.

Invoices must quote the Buyer's contract number and purchase order number (to be confirmed) along with appropriate description of work completed and timesheets which have been approved by the Buyer. Failure to do so may result in a delay in payment for which the Buyer cannot be held responsible.

### **BUYER'S INVOICE ADDRESS:**

CP2P Team

Ministry of Housing, Communities and Local Government

[REDACTED]

### **BUYER'S SECURITY POLICY**

Available online at: <https://www.government/publications/security-policy-framework/hmg-security-policy-framework>.

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

[Insert name]

[Insert role]

[Insert email address]

[Insert address]

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

[Insert name]

[Insert role]

[Insert email address]

[Insert address]

### **PROGRESS REPORT FREQUENCY**

Weekly or ad-hoc

### **PROGRESS MEETING FREQUENCY**

Weekly or ad-hoc

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**KEY STAFF****[Insert]** name]**[Insert]** role]**[Insert]** email address]**[Insert]** address]**KEY SUBCONTRACTOR(S)****[Insert]** name (registered name if registered)]**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)

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	