

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

## Order Form

CALL-OFF REFERENCE: **GLD 006 2024 eDisclosure Services and  
Review Services 2  
GLD In-House Self-Service System**

THE BUYER: **Government Legal Department**

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

THE SUPPLIER: **[REDACTED]**

SUPPLIER ADDRESS: **[REDACTED]**

REGISTRATION NUMBER: **[REDACTED]**

DUNS NUMBER: **[REDACTED]**

SID4GOV ID:

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **30 April 2024**.

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 Silver 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
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 7 (Financial Difficulties)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Call-Off Schedules for **GLD 006 2024**
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 2 (Staff Transfer)
    - 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: 30 April 2024

CALL-OFF EXPIRY DATE: 29 April 2027

CALL-OFF INITIAL PERIOD: 36 months

The Contract term is 36 months, 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**

[Redacted]

**MAXIMUM LIABILITY**

[Redacted]

[Redacted]

**CALL-OFF CHARGES**

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

**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]

SUPPLIER'S CONTRACT MANAGER

[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]

**KEY SUBCONTRACTOR(S)**

Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

See Joint Schedule 4

**SERVICE CREDITS**

[REDACTED]

[REDACTED]

[REDACTED]

**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)

**Framework Schedule 6 (Order Form Template and Call-Off Schedules)**  
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<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:	██████████	Signature:	██████████
Name:	██████████	Name:	██████████
Role:	██████████	Role:	██████████
Date:	██████████	Date:	██████████