

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

## Order Form

CALL-OFF REFERENCE: C376524 - Rule 9 Request – Lampard Inquiry

THE BUYER: Patient Safety Commissioner c/o Department of Health and Social Care

BUYER ADDRESS 39 Victoria Street, London SW1H 0EU

THE SUPPLIER: DWF LLP

SUPPLIER ADDRESS: 1 Scott Place, 2 Hardman Street, Manchester, M3 3AA

REGISTRATION NUMBER: OC423384

DUNS NUMBER: 224225448

### APPLICABLE FRAMEWORK CONTRACT:

This Order Form is for the provision of the Call-Off Deliverables and dates 15 July 2025.

It's issued under the Framework Contract with the reference number Legal Services Panel RM6179 for the provision of legal advice and services.

### CALL-OFF LOT(S):

Lot 1 – General Legal Advice and Services

### 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) RM6179
3. Framework Special Terms

4. The following Schedules in equal order of precedence:

- Joint Schedules for RM6179:
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Call-Off Schedules for C365791
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 2 (Staff Transfer) - Part C only (No Staff Transfer on the Start Date)
    - Call-Off Schedule 3 (Continuous Improvement)
    - Call-Off Schedule 9 (Security) - Part A only (Short Form Security Requirements)
    - Call-Off Schedule 24 (Special Schedule)
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) RM6179

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:

**CALL-OFF START DATE:** 15 July 2025

**CALL-OFF EXPIRY DATE:** 31 March 2026 – end of Financial Year

**CALL-OFF INITIAL PERIOD:** Until the end of the Financial Year

**CALL-OFF DELIVERABLES:**

Legal support to enable the Patient Safety Commissioner to fulfil a statutory Rule 9 request from the Lampard Public Inquiry. The Patient Safety Commissioner would also like to include a small general provision for ad-hoc legal advice if/when required (expected to be infrequent)

**MANAGEMENT OF CONFLICT OF INTEREST:**

Nothing additional to the CCS Core Terms (Version 3.0.11).

**CONFIDENTIALITY:**

Nothing additional to the CCS Core Terms (Version 3.0.11).

**IPR:**

Nothing additional to the CCS Core Terms (Version 3.0.11).

**MAXIMUM LIABILITY:**

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms, and as amended by the Framework Special Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year are  
Redacted in Line with Section 43 of FOIA

**CALL-OFF CHARGES:**

The Charges for the Deliverables, including pricing mechanism and unit on an:

- (a) Hourly Rate; (b) Capped Price; (c) Fixed Price; and/or (d) any combination of the above for the applicable grades being used, or (e) any other fee arrangement.

Supplier			
DWF LLP			
Band 1 (Partner)	Band 2 (Legal Director)	Band 3 (Senior Associate)	Band 4 (Associate)
Redacted in Line with Section 43 of FOIA			
Band 5 (Solicitor)	Band 6 (Trainee)	Band 7 (Paralegal)	Legal Project Manager
Redacted in Line with Section 43 of FOIA			

**VOLUME DISCOUNTS:**

Where the Supplier provides Volume Discounts, the applicable percentage discount (set out in Table 2 of Annex 1 of Framework Schedule 3 (Framework Prices)) shall automatically be applied by the Supplier to all Charges it invoices regarding the Deliverables on and from the date and time when the applicable Volume Discount threshold is met and in accordance with Paragraphs 8, 9 and 10 of Framework Schedule 3.

Threshold 1	Threshold 2	Threshold 3
Redacted in Line with Section 43 of FOIA		

Redacted in Line with Section 43 of FOIA			
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**REIMBURSABLE EXPENSES:**

Recoverable as stated in the Framework Contract

**DISBURSEMENTS:**

Payable with prior approval

**ADDITIONAL TRAINING CHARGE:**

None

**SECONDMENT CHARGE:**

Not applicable

**PAYMENT METHOD:**

All draft invoices, after being verified and approved by the Buyer or their representatives, should be submitted by the Supplier, quoting a valid purchase order number (PO).

**Supplier bank details:**

Redacted in Line with Section 43 of FOIA

[Redacted]

**BUYER'S INVOICING ADDRESS:**

Accounts Payable

Redacted in Line with Section 43 of FOIA

[Redacted]

Final invoices to be submitted in PDF to both the above and

Redacted in Line with Section 43 of FOIA for prompt payment.

**BUYER'S AUTHORISED REPRESENTATIVE:**

Redacted in Line with Section 43 of FOIA

Senior Operations Manager

Redacted in Line with Section 43 of FOIA

**BUYER'S ENVIRONMENTAL POLICY:**

Available on request

**BUYER'S SECURITY POLICY:**

Available on request

**BUYER'S ICT POLICY:**

Available on request

**SUPPLIER'S AUTHORISED REPRESENTATIVE:**

Redacted in Line with Section 43 of FOIA

**SUPPLIER'S CONTRACT MANAGER**

Redacted in Line with Section 43 of FOIA

Client Contract Delivery Manager

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**PROGRESS REPORT:**

The Supplier shall prepare, at no cost to the Buyer, a summary report setting out:

- A brief update on the status of each matter on which the supplier is instructed by the Buyer under this Call Off Contract; and
- A WIP report detailing:
  1. the charges billed to date on each matter;
  2. the work completed for each matter; and
  3. the total spend to date across all matters

This will be provided as required by each instructing GLD Lead on their respective matters.

**PROGRESS REPORT FREQUENCY:**

The Supplier shall prepare progress report "WIP"s as required and on request.

**PROGRESS MEETINGS AND PROGRESS MEETING FREQUENCY:**

To be agreed with the Supplier (as required)

**KEY SUBCONTRACTOR(S):**

Not Applicable

**COMMERCIALLY SENSITIVE INFORMATION:**

As per Schedule 4

**SERVICE CREDITS:**

Not applicable

ADDITIONAL INSURANCES:

Not applicable

GUARANTEE:


Not applicable

SOCIAL VALUE COMMITMENT:


Not applicable


For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Supplier Signature:	Redacted in Line with Section 43 of FOIA	Buyer Signature:	Redacted in Line with Section 43 of FOIA
Name:	Redacted in Line with Section 43 of FOIA	Name:	Redacted in Line with Section 43 of FOIA
Role:	Partner	Role:	Commercial Manager
Date:	14/07/2025	Date:	17/07/2025


Schedules:





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