



Crown
Commercial
Service

Call Off Order Form for Management Consultancy Services

FOR
PROVISION OF DIRECT AWARD
CONTRACT REFERENCE: CCCC20B56
CONTRACT FOR
CABINET OFFICE

FRAMEWORK SCHEDULE 4

CALL OFF ORDER FORM AND CALL OFF TERMS

PART 1 – CALL OFF ORDER FORM

SECTION A

This Call Off Order Form is issued in accordance with the provisions of the Framework Agreement for the Provision of Retrospective Direct Award CCCC20B56, RM3745 dated 4th September 2017.

The Supplier agrees to supply the Services specified below on and subject to the terms of this Call Off Contract.

For the avoidance of doubt this Call Off Contract consists of the terms set out in this Call Off Order Form and the Call Off Terms.

Order Number	To be provided by customer post award
From	Cabinet Office ("CUSTOMER")
To	The Boston Consulting Group ("SUPPLIER")

SECTION B

CALL OFF CONTRACT PERIOD

1.1.	Commencement Date: The contract is deemed to have started on Monday 6 th July 2020.
	Expiry Date: End date Friday 7 th August 2020.

SERVICES

2.1.	Services required: REDACTED
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PROJECT PLAN

3.1.	Project Plan: <table><tr><th data-bbox="347 439 1174 510">Deliverable</th><th data-bbox="1174 439 1310 510">Date</th></tr><tr><td data-bbox="347 510 1174 555">Develop & maintain delivery plans to end-2020 for key workstreams</td><td data-bbox="1174 510 1310 555"><i>Ongoing</i></td></tr><tr><td data-bbox="347 555 1174 600">Assess & monitor sufficiency and coherence of the overall portfolio</td><td data-bbox="1174 555 1310 600"><i>Ongoing</i></td></tr><tr><td data-bbox="347 600 1174 645">Maintain & assess interdependency mapping</td><td data-bbox="1174 600 1310 645"><i>Ongoing</i></td></tr><tr><td data-bbox="347 645 1174 723">Help provide information for planning, e.g. scenarios and assumptions</td><td data-bbox="1174 645 1310 723"><i>Ongoing</i></td></tr><tr><td data-bbox="347 723 1174 768">Propose methods to improve visualisation and reporting</td><td data-bbox="1174 723 1310 768"><i>Ongoing</i></td></tr><tr><td data-bbox="347 768 1174 846">Support Strategy, Policy and Coordination to escalate risks and issues into decision-making forums in a timely and efficient way</td><td data-bbox="1174 768 1310 846"><i>Ongoing</i></td></tr><tr><td data-bbox="347 846 1174 925">Ensure a hand-over to client team in terms of products, tools, processes and relationships</td><td data-bbox="1174 846 1310 925"><i>Ongoing</i></td></tr></table>	Deliverable	Date	Develop & maintain delivery plans to end-2020 for key workstreams	<i>Ongoing</i>	Assess & monitor sufficiency and coherence of the overall portfolio	<i>Ongoing</i>	Maintain & assess interdependency mapping	<i>Ongoing</i>	Help provide information for planning, e.g. scenarios and assumptions	<i>Ongoing</i>	Propose methods to improve visualisation and reporting	<i>Ongoing</i>	Support Strategy, Policy and Coordination to escalate risks and issues into decision-making forums in a timely and efficient way	<i>Ongoing</i>	Ensure a hand-over to client team in terms of products, tools, processes and relationships	<i>Ongoing</i>
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CONTRACT PERFORMANCE

4.1.	Standards: <p>As part of the Call-Off Contract, we agree to conduct bi-weekly review sessions (with REDACTED) as required to explicitly discuss progress against the project plan and deliverables. BCG will ensure that all deliverables are met. Where this proves not possible, explanation and mitigations will be outlined. In addition, BCG proposed regular meetings with REDACTED and REDACTED to ensure senior alignment on focus and deliverables.</p> Feedback and Satisfaction <p>A number of interim feedback meetings will take place throughout the engagement to check that everything is progressing as expected.</p> <p>At the end of the assignment, a 'Post-Assignment Feedback' review will be undertaken with key members of the programme team to discuss what we did well and any opportunities for improvement on future assignments.</p> <p>The Cabinet Office reserves the right to hold review meetings during the assignment, discussing what went well, opportunities for improvement on future assignments and similar. This will incorporate any Show; and 'Tell' documentation or transferable products that have been produced.</p>
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	A post-engagement quality review of the engagement will be arranged where client departments rate the services provided.
4.2	Service Levels/Service Credits: Not applied
4.3	Critical Service Level Failure: Not applied
4.4	Performance Monitoring: Not applied
4.5	Period for providing Rectification Plan: In Clause 39.2.1(a) of the Call Off Terms

PERSONNEL

5.1	Key Personnel: Cabinet Office: REDACTED The Boston Consulting Group: REDACTED
5.2	Relevant Convictions: (Clause 28.2 of the Call Off Terms)

PAYMENT

6.1	Call Off Contract Charges (including any applicable discount(s), but excluding VAT): In CCCC20B56- EUEICU PEL COVID - PMO Extension - PO37070018959 v1.1 REDACTED
6.2	Payment terms/profile (including method of payment e.g. Government Procurement Card (GPC) or BACS): In CCCC20B56 - EUEICU-PEL -COVID - PMO - v1.1 Payment The Supplier should invoice fees monthly in arrears. VAT will be added to fees at the prevailing rate. The Department will reimburse fees monthly on confirmation of approval of work. The Supplier will keep an accurate record of time spent by staff in providing the services and provide this information and supporting narrative, if requested.

6.3	Reimbursable Expenses: Permitted
6.4	Customer billing address (paragraph 7.6 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): REDACTED
6.5	Call Off Contract Charges fixed for (paragraph 8.2 of Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): For the full term of the contract.
6.6	Supplier periodic assessment of Call Off Contract Charges (paragraph 9.2 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)) will be carried out on: Not Applicable
6.7	Supplier request for increase in the Call Off Contract Charges (paragraph 10 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): Not Permitted

LIABILITY AND INSURANCE

7.1	Estimated Year 1 Call Off Contract Charges: The sum of £692,988.00 (excluding VAT)
7.2	Supplier's limitation of Liability (Clause 37.2.1 of the Call Off Terms); In Clause 37.2.1 of the Call Off Terms
7.3	Insurance: Clause 38.3 of the Call Off Terms

TERMINATION AND EXIT

8.1	Termination on material Default (Clause 42.2.1(c) of the Call Off Terms): In Clause 42.2.1(c) of the Call Off Terms
8.2	Termination without cause notice period (Clause 42.7.1 of the Call Off Terms): In Clause 42.7.1 of the Call Off Terms
8.3	Undisputed Sums Limit: In Clause 43.1.1 of the Call Off Terms
8.4	Exit Management:

	<p>The nature of these engagements require that the Department / Cabinet Office have the ability to terminate an engagement with notice. The Department or the Cabinet Office's termination rights for this engagement are marked below.</p> <p>The minimum notice period for termination is 5 working days regardless of engagement duration.</p> <p>Where the Department or the Cabinet Office terminate an engagement, agreed costs incurred to the end of the notice period will be reimbursed.</p>
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SUPPLIER INFORMATION

9.1	Supplier's inspection of Sites, Customer Property and Customer Assets: Not Applied
9.2	Commercially Sensitive Information: Not Applied

OTHER CALL OFF REQUIREMENTS

10.1	Recitals (in preamble to the Call Off Terms): Recital A
10.2	Call Off Guarantee (Clause 4 of the Call Off Terms): Not required
10.3	Security: Select short form security requirements
10.4	ICT Policy: Not applied
10.5	Testing: Not applied
10.6	Business Continuity & Disaster Recovery: Not applied
10.7	NOT USED
10.8	Protection of Customer Data: Clause 35.2.3 of the Call Off Terms
10.9	Notices (Clause 56.6 of the Call Off Terms): Cabinet Office: REDACTED The Boston Consulting Group: REDACTED
10.10	Transparency Reports

	In Call Off Schedule 13 (Transparency Reports)
10.11	Alternative and/or additional provisions (including any Alternative and/or Additional Clauses under Call Off Schedule 14 and if required, any Customer alternative pricing mechanism): Not Applicable
10.12	Call Off Tender: In CCCC20B56- Annex A - EUEICU PEL COVID - PMO Extension (6 Jul - 29 Aug 2020) - PO37070018959 v1.1
10.13	Publicity and Branding: Clause 36.3.2 of the Call Off Terms
10.14	Staff Transfer Annex to Call Off Schedule 10, List of Notified Sub-Contractors (Call Off Tender).
10.15	Processing Data Call Off Schedule 17

	Contract Reference:	CCCC20B56	
	Date:	19/10/2020	
	Description Of Authorised Processing	Details	
	Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation that the Customer is the Data Controller and that the Supplier is the Data Processor under this Framework Agreement.	
	Use of Personal Data	Managing the obligations under the Call Off Contract Agreement, including exit management, and other associated activities,	
	Duration of the processing	For the duration of the Framework Contract plus 7 years.	
	Nature and purposes of the processing	For the exchange of information between the parties to this contract	
	Type of Personal Data	Full name Workplace address Workplace Phone Number Workplace email address Names Job Title	

		<p>Compensation</p> <p>Tenure InformationQualifications or Certifications</p> <p>Nationality</p> <p>Education & training history</p> <p>Previous work history</p> <p>Personal Interests</p> <p>References and referee details</p> <p>Driving license details</p> <p>National insurance number</p> <p>Bank statements</p> <p>Utility bills</p> <p>Job title or role</p> <p>Job application details</p> <p>Start date</p> <p>End date & reason for termination</p> <p>Contract type</p> <p>Compensation data</p> <p>Photographic Facial Image</p> <p>Biometric data</p> <p>Birth certificates</p> <p>IP Address</p> <p>Details of physical and psychological health or medical condition</p> <p>Next of kin & emergency contact details</p> <p>Record of absence, time tracking & annual leave</p>	
	<p>Categories of Data Subject</p>	<p>Contractors</p> <p>Service Providers</p> <p>Suppliers</p>	

FORMATION OF CALL OFF CONTRACT

BY SIGNING AND RETURNING THIS CALL OFF ORDER FORM (which may be done by electronic means) the Supplier agrees to enter a Call Off Contract with the Customer to provide the Services in accordance with the terms 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.

In accordance with paragraph 7 of Framework Schedule 5 (Call Off Procedure), the Parties hereby acknowledge and agree that this Call Off Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of the Call Off Order Form from the Supplier within two (2) Working Days from such receipt.

For and on behalf of the Supplier:

REDACTED

For and on behalf of the Customer:

REDACTED
