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

**Order Form**

CALL-OFF REFERENCE: CCLL25A01

THE BUYER: His Majesty’s Treasury

BUYER ADDRESS 1 Horse Guards Road, London, SW1A 2HQ

THE SUPPLIER: REDACTED TEXT under FIOA section 40 – Personal Information

SUPPLIER ADDRESS:REDACTED TEXT under FIOA section 40 – Personal Information

REGISTRATION NUMBER:REDACTED TEXT under FIOA section 40 – Personal Information

DUNS NUMBER: REDACTED TEXT under FIOA section 40 – Personal Information

SID4GOV ID:REDACTED TEXT under FIOA section 40 – Personal Information

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 31/07/2025.

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 2 – Finance and Complex Legal 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.
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 CCLL24A01
  + Call-Off Schedule 1 (Transparency Reports)
  + Call-Off Schedule 3 (Continuous Improvement)
  + Call-Off Schedule 4 (Call Off Tender)
  + Call-Off Schedule 5 (Pricing Details)
  + Call-Off Schedule 9 (Security)
  + Call-Off Schedule 10 (Exit Management)
  + Call-Off Schedule 20 (Call-Off Specification)
  + Call-Off Schedule 24 (Special Schedule)

1. CCS Core Terms (version 3.0.11)
2. 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:

Special Term 1 – associated foreign firms

The Supplier will provide access to their associated foreign firms. "Associated foreign firms" for the purpose of this requirement will include at least those firms with which the Supplier shares common branding or administrative functions. As referred to at Section 6.9, Attachment 3.

Special Term 2 – fees for associated foreign firms

Work conducted by associated foreign firms is to be charged in £ sterling at the lower of (i) the contractual rate charged for equivalent personnel in the UK, or (ii) the Supplier's sterling guideline rate for the personnel discounted by a factor corresponding to the discount from guideline rates applied in respect of the contractual rate. As referred to at Section 13.3, Attachment 3.

Special Term 3 – secondee

Where at the request of the Buyer any secondees are supplied they shall be provided at the secondment rate (in accordance with the panel terms). As referred to at Section 13.4, Attachment 3.

Special Term 4 – invoice accuracy

The Supplier shall provide accurate invoices. Where invoices are inaccurate by 2% or more of the final invoice value a discount of 0.5% of the accurate invoice value shall be applied for every whole 1% of variation. As referred to at Section 15.1, Attachment 3.

Special Term 5 – timeliness

Deadlines for the delivery of work-products shall be agreed on an instruction-by-instruction basis. Deadlines suggested by the Buyer in writing shall be taken to be agreed unless the Supplier expressly indicates in writing some difficulty in meeting the deadline. Where agreed deadlines are missed (without prior agreement and revision of the deadline with the Buyer) a 10% discount to the bill associated with that work-product is to be applied for every whole day that passes after the deadline until the product is provided. As referred to at Section 15.2, Attachment 3.

Special Term 6 – rate card

Potential Suppliers are requested to provide a rate card (both for hourly and daily rates) for work that may arise during the contract. Where possible, the rate card for this requirement should include a discount on the Supplier's standard rate card for this Lot. In any event, the hourly rates submitted for this requirement should not be higher than the standard rate card for this Lot. This rate card may be used by the Buyer to pay on a resource consumption basis, or to fix a capped fee for larger pieces of work or in respect of particular instructions. As referred to at Section 13.1, Attachment 3.

CALL-OFF START DATE: **05/08/2025**

CALL-OFF EXPIRY DATE: **04/08/2027**

CALL-OFF INITIAL PERIOD: 2 Years

CALL-OFF OPTIONAL EXTENSION PERIOD: Extension until 30/11/2027

CALL-OFF DELIVERABLES

REDACTED TEXT under FIOA section 40 – Personal Information

See details in Call-Off Schedule 20 (Call-Off Specification)]

MANAGEMENT OF CONFLICT OF INTEREST

Not applicable

CONFIDENTIALITY

Not applicable

IPR

Not applicable

MAXIMUM LIABILITY

REDACTED TEXT under FIOA section 43 – Commercial Interests

CALL-OFF CHARGES

**The total value of the contract is capped at £770,000 exclusive of VAT.**

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

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| **Grade** | **Hourly rates offered (£ exc VAT)** |
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| **Partner** | REDACTED TEXT under FIOA section 43 – Commercial Interests |  |
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| **Legal Director/Senior Solicitor/Senior Associates** | REDACTED TEXT under FIOA section 43 – Commercial Interests |  |
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|  |
| **Solicitor/Associate** | REDACTED TEXT under FIOA section 43 – Commercial Interests |  |
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|  |
| **Junior Solicitor** | REDACTED TEXT under FIOA section 43 – Commercial Interests |  |
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| **Trainee** | REDACTED TEXT under FIOA section 43 – Commercial Interests |  |
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|  |
| **Paralegal** | REDACTED TEXT under FIOA section 43 – Commercial Interests |  |
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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.

REIMBURSABLE EXPENSES

Recoverable as stated in the Framework Contract

DISBURSEMENTS

Payable with prior approval from the Buyer

ADDITIONAL TRAINING CHARGE

Not applicable

SECONDMENT CHARGE

Not applicable

PAYMENT METHOD

Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

Invoices must state the order number for payment.

BUYER’S INVOICING ADDRESS:

REDACTED TEXT under FIOA section 40 – Personal Information

BUYER’S AUTHORISED REPRESENTATIVE

REDACTED TEXT under FIOA section 40 – Personal Information

BUYER’S AUTHORISED REPRESENTATIVE

REDACTED TEXT under FIOA section 40 – Personal Information

BUYER’S CONTRACT MANAGER

REDACTED TEXT under FIOA section 40 – Personal Information

BUYER’S ENVIRONMENTAL POLICY

Not applicable

BUYER’S SECURITY POLICY

Not applicable

BUYER’S ICT POLICY

Not applicable

SUPPLIER’S AUTHORISED REPRESENTATIVE

REDACTED TEXT under FIOA section 40 – Personal Information

SUPPLIER’S CONTRACT MANAGER – TBC by supplier

REDACTED TEXT under FIOA section 40 – Personal Information

PROGRESS REPORT

Reporting to the Contract Manager will be required on a monthly basis at contract review meetings. As referred to at Sections 8 and 18, Attachment 3.

Monthly cost breakdowns, in the form of a finance dashboard, are to be provided by the Supplier one week in advance of a contract review meeting and should contain such information as the Buyer deems necessary. As referred to at Section 8, Attachment 3.

At contract review meetings, the Supplier will be expected to report on matters including: lessons learned, suggestions for improvement in delivery of the service -and success in meeting service-level requirements. As referred to at Section 8, Attachment 3.

During the first two months of the contract the Supplier’s contract manager will be expected to provide weekly updates online as requested. As referred to at Section 18, Call-Off Specification.

Monthly written reports will be required to detail work undertaken that month and provide a rolling estimated record of the associated bill, in a form agreed with the Buyer. As referred to at Section 8, Attachment 3.

Supplementary reporting requirements may be determined on an instruction-by-instruction basis and agreed with the Supplier. As referred to at Section 8, Attachment 3.

PROGRESS REPORT FREQUENCY

Monthly reports. As referred to at Section 8, Attachment 3.

PROGRESS MEETINGS AND PROGRESS MEETING FREQUENCY

Monthly contract review meetings. As referred to at Section 8, Attachment 3.

KEY STAFF

Not applicable

KEY SUBCONTRACTOR(S)

Not Applicable

COMMERCIALLY SENSITIVE INFORMATION

Supplier rate card information

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Lot 2 Suppliers are required to have £100m Professional Indemnity Insurance under Joint Schedule 3. No additional insurances required.

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).

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| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | REDACTED TEXT under FIOA section 40 – Personal Information | Signature: | REDACTED TEXT under FIOA section 40 – Personal Information |
| Name: | REDACTED TEXT under FIOA section 40 – Personal Information | Name: | REDACTED TEXT under FIOA section 40 – Personal Information |
| Role: | REDACTED TEXT under FIOA section 40 – Personal Information | Role: | REDACTED TEXT under FIOA section 40 – Personal Information |
| Date: | 04 August 2025 | Date: |  |