

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

Order Form

CALL-OFF REFERENCE: CCRE22A01

THE BUYER: Her Majesty's Treasury (HMT)

BUYER ADDRESS REDACTED TEXT under FOIA Section 40, Personal Information.

THE SUPPLIER: Iron Mountain (UK) PLC

SUPPLIER ADDRESS: REDACTED TEXT under FOIA Section 40, Personal Information.

REGISTRATION NUMBER: 01478540

DUNS NUMBER: 227294949

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables.

It's issued under the Framework Contract with the reference number RM6175 for the provision of Records Storage.

CALL-OFF LOT(S):

Lot 5: Combined Digital Workflow, Cloud Based Hosting and Records Information Management

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) **RM6175**
3. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6175**
 - 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)
 - Joint Schedule 12 (Supply Chain Visibility)
 - Joint Schedule 13 (Continuous Improvement)
 - Call-Off Schedules for **RM6175**
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 5 (Pricing Details)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 14 (Service Levels)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.10)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6175**

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:

1. REDACTED TEXT under FOIA Section 43 Commercial Interests.
2. REDACTED TEXT under FOIA Section 43 Commercial Interests.

CALL-OFF START DATE: 01/06/2022

CALL-OFF EXPIRY DATE: 31/05/2025

CALL-OFF INITIAL PERIOD: Three (3) years followed by the option of four (4) x twelve (12) month extension options

CALL-OFF DELIVERABLES

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

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 TEXT under FOIA Section 43 Commercial Interests.**

CALL-OFF CHARGES

REDACTED TEXT under FOIA Section 43 Commercial Interests.

Value per Contract Year:	REDACTED TEXT under FOIA Section 43 Commercial Interests.
	REDACTED TEXT under FOIA Section 43 Commercial Interests.
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	REDACTED TEXT under FOIA Section 43 Commercial Interests.
	REDACTED TEXT under FOIA Section 43 Commercial Interests.
	REDACTED TEXT under FOIA Section 43 Commercial Interests.
Total Contract Value (excluding VAT):	£1,080,000 excluding VAT and excluding extension options

REIMBURSABLE EXPENSES

None.

PAYMENT METHOD

The Supplier shall issue invoices monthly in arrears. The Customer shall pay the Supplier within thirty (30) Working Days of receipt of a Valid Invoice, submitted in

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

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

HMT and UKGI:

REDACTED TEXT under FOIA Section 40, Personal Information.

DMO:

REDACTED TEXT under FOIA Section 40, Personal Information.

No invoice will be accepted without a valid Purchase Order reference.

BUYER'S INVOICE ADDRESS

Invoice Queries –

REDACTED TEXT under FOIA Section 40, Personal Information.

BUYER'S AUTHORISED REPRESENTATIVE

REDACTED TEXT under FOIA Section 40, Personal Information.

BUYER'S ENVIRONMENTAL POLICY

Greening Government: ICT and Digital Services Strategy, 10/09/2020

[Greening government: ICT and digital services strategy 2020 to 2025 - GOV.UK](https://www.gov.uk/government/consultations/greening-government-ict-and-digital-services-strategy-2020-to-2025)
(www.gov.uk)

BUYER'S SECURITY POLICY

Information Security Policy Framework, 26/06/2021

[Information Security Policy Framework - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/information-security-policy-framework)

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED TEXT under FOIA Section 40, Personal Information.

SUPPLIER'S CONTRACT MANAGER

REDACTED TEXT under FOIA Section 40, Personal Information.

PROGRESS REPORT FREQUENCY

REDACTED TEXT under FOIA Section 43 Commercial Interests.

PROGRESS MEETING FREQUENCY

REDACTED TEXT under FOIA Section 43 Commercial Interests.

KEY STAFF

Not applicable.

KEY SUBCONTRACTOR(S)

Not applicable.

COMMERCIALLY SENSITIVE INFORMATION

REDACTED TEXT under FOIA Section 43 Commercial Interests.

SERVICE CREDITS

Service Levels will be managed in accordance with Call-Off Schedule 14 (Service Levels).

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:	
Signature:	REDACTED TEXT under FOIA Section 40, Personal Information	Signature:	REDACTED TEXT under FOIA Section 40, Personal Information
Name:	REDACTED TEXT under FOIA Section 40, Personal Information	Name:	REDACTED TEXT under FOIA Section 40, Personal Information
Role:	REDACTED TEXT under FOIA Section 40, Personal Information	Role:	REDACTED TEXT under FOIA Section 40, Personal Information
Date:	24/05/22	Date:	24/05/22