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

## Order Form

**CALL-OFF REFERENCE:** **[Insert Authority** contract reference number]

**THE AUTHORITY:** Department for Energy Security and Net Zero **[OR Insert** Authority name if not DESNZ]

**AUTHORITY ADDRESS**: 3-8 Whitehall Place, London SW1A 2EG **[OR Insert** Authority address if not DESNZ]

**THE SUPPLIER:** [**Insert** name of Supplier]

**SUPPLIER ADDRESS:** [**Insert** registered address (if registered)]

**REGISTRATION NUMBER:** [**Insert** registration number (if registered)]

**DUNS NUMBER:** **[Insert** if known]

**SID4GOV ID: [Insert** if known]

**[Authority guidance:** This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

It is essential that if you, as the Authority, add to or amend any aspect of any Call-Off Schedule, then **you must send the updated Schedule** with the Order Form to the Supplier].

### Applicable Framework contract

This Order Form is for the provision of the Call-Off Deliverables and dated [**Insert** date of issue].

It’s issued under the Energy & Net Zero Professional Services Framework (“**ENZPS Framework**”).

### CALL-OFF LOT(S):

Lot 1: Nuclear

Lot 2: Renewables

Lot 3: Hydrogen for Heating

Lot 4: Heat Networks

Lot 5: Oil, Gas, and Electricity

Lot 6: Emerging Technologies

Lot 7: Industrial Transformation

**CALL-OFF Service Deliverable(s):**

SD1: Policy and Strategy

SD2: Change and Transformation

SD3: Energy Design and Delivery

SD4: Enterprise and Innovation

### Call-off incorporated terms

The following documents are incorporated into this Call-Off Contract.

Where schedules are missing, those schedules are not part of the agreement and can not be used. If the documents conflict, the following order of precedence applies:

1. This Order Form includes the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1 (Definitions and Interpretation)
3. The following Schedules in equal order of precedence:

**[Authority guidance:** delete Schedules in yellow that you do not need for this Call-Off Contract**]**

### Joint Schedules for ENZPS Framework

* + Joint Schedule 1 (Definitions) - Mandatory
  + Joint Schedule 2 (Variation Form) - Mandatory
  + Joint Schedule 3 (Insurance Requirements) - Mandatory
  + Joint Schedule 4 (Commercially Sensitive Information) - Mandatory
  + Joint Schedule 6 (Key Subcontractors) - Optional
  + Joint Schedule 7 (Financial Difficulties)- Optional
  + Joint Schedule 8 (Guarantee) - Optional
  + Joint Schedule 9 (Rectification Plan) – Mandatory
  + Joint Schedule 10 (Processing Data) – Mandatory

### Call-Off Schedules for ENZPS Framework

* + Call-Off Schedule 1 (Transparency Reports) – Optional
  + Call-Off Schedule 2 (Staff Transfer) - Optional
  + Call-Off Schedule 3 (Continuous Improvement) - Optional
  + Call-Off Schedule 5 (Pricing Details) - Mandatory
  + Call-Off Schedule 6 (ICT Services) - Optional
  + Call-Off Schedule 7 (Key Supplier Staff) - Optional
  + Call-Off Schedule 8 (Business Continuity and Disaster Recovery) - Optional
  + Call-Off Schedule 9 (Security) - Optional
  + Call-Off Schedule 10 (Exit Management) - Optional
  + Call-Off Schedule 11 (Corporate Resolution Planning) – Optional
  + Call-Off Schedule 12 (Intellectual Property Rights) - Mandatory
  + Call-Off Schedule 13 (Implementation Plan and Testing) - Optional
  + Call-Off Schedule 14 (Service Levels) - Optional
  + Call-Off Schedule 15 (Call-Off Contract Management) - Optional
  + Call-Off Schedule 16 (Benchmarking) - Optional
  + Call-Off Schedule 17 (Supply Chain Visibility) - Optional
  + Call-Off Schedule 18 (Background Checks) - Optional
  + Call-Off Schedule 19 (Call-Off Specification) - Mandatory

1. Core Terms
2. Joint Schedule 5 (Corporate Social Responsibility) - Mandatory
3. 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 Authority (as decided by the Authority) take precedence over the documents above**.**

Supplier terms are not 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

* 1. **[Authority guidance:** Some services may require Call-Off Special Terms to be included in this Order Form or for the Core Terms to be amended to reflect the specific services. It is at the Authority's discretion to consider such terms and amendments and include them in this Order Form if they deem them to be appropriate. Suppliers are not permitted to add Call-Off Special Terms to the Order Form or to amend the Core Terms; only the Authority may insert, revise or supplement Core Terms, Joint Schedules, Call-Off Schedules].

The following Special Terms are incorporated into this Call-Off Contract:

*Special Term 1 - The Authority is only liable to reimburse the Supplier for any expense or any disbursement which is*

*(i) specified in this Contract or*

*(ii) which the Authority has Approved prior to the Supplier incurring that expense or that disbursement. The Supplier may not invoice the Authority for any other expenses or any other disbursements.*

**[**None**]**

**[**Special Term 2**]**

**[**Special Term 3**]**

**Call-Off Start Date: [**insert day month year**]**

**Call-off Expiry Date:**  **[**insert day month year**]**

**Call-off Initial Period:**  **[**insert years, months**]**

**[CALL-OFF OPTIONAL EXTENSION PERIOD [Insert, where applicable]]**

### Call-Off Deliverables:

**[Authority guidance:** complete Option A or, Option B and Call-Off Schedule 20 if Deliverables are too complex for this form. Delete the option that is not used**]**

**[Option A**: [Name of Deliverable][Quantity][Delivery date][Details]**]**

**[Option B**: See details in Call-Off Schedule 19 (Call-Off Specification)

### Security

**[Authority Guidance:** Authority to elect whether or when Part A (Short Form Security Requirements) or Part B (Long Form Security Requirements) should apply. Part B should be considered where there is a high level of risk to personal or sensitive data. Delete option which does not apply**]**

[Short form security requirements apply]

**[or]**

[Long form security requirements apply]

**[and]**

[Security Policy]

### Security Clearance

### [*to select what level of clearance is required for the Call-Off, as specified within the Tender]*

[BPSS]

*Or*

[specified higher clearance]

### Maximum liability

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

**[Authority guidance:** In the Call-Off Special Terms, you can change the cap on liability detailed in Clause 11.2 where you have made an appropriate risk assessment and sought the necessary management approvals. Unlimited liability is not permitted**]**

The Estimated Year 1 Charges used to calculate liability in the first contract year are:

**[**insertEstimated Year 1 Charges of the Contract. **The Authority must always provide a figure here]**

### Call-Off Charges

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

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4 and 5 in Framework Schedule 3 (Framework Prices)

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Authority and the Supplier because of:

* Specific Change in Law
* Benchmarking using Call-Off Schedule 16 (Benchmarking)

### Reimbursable expenses

Recoverable as stated in Framework Schedule 3 (Framework Prices) Paragraph 4.

**Indexation**

**[**The Charges shall be subject to Indexation [insert details]]

[The Charges shall not be subject to Indexation during the Call-Off Contract Period]

### Payment method

**[**insert payment method(s) and necessary details**]**

### Authority’s invoice address

**[**insert name

**[**insert role**]**

**[**insert email address**]**

**[**insert address**]**

### Financial Transparency Objectives

The Financial Transparency Objectives apply to this Call-Off Contract.

**Authority’s Authorised Representative**

**[**insert name**]**

**[**insert role**]**

**[**insert email address**]**

**[**insert address**]**

### Authority’s Security Policy

**[insert details** [Document name] [version] [date] [available online at:]

**or insert:** [Appended at Call-Off Schedule X]**]**

### Supplier’s Authorised Representative

**[**insert name**]**

**[**insert role**]**

**[**insert email address**]**

**[**insert address**]**

### Supplier’s Contract Manager

**[**insert name**]**

**[**insert role**]**

**[**insert email address**]**

**[**insert address**]**

### Progress Report Frequency

**[**insert Not applicable or insert report frequency: for example - First Working Day of each month**]**

### Progress Meeting Frequency

**[**insertNot applicable **or insert** meeting frequency**:** for example - First Working Day of each month**]**

**Key Staff**

**[**insert name**]**

**[**insert role**]**

**[**insert email address**]**

**[**insert address**]**

### Key Subcontractor(s)

**[**insert Not applicable or insert Key Subcontractor(s) registered name)**]**

### Commercially Sensitive Information

**[**insert Not applicable or insert Supplier’s Commercially Sensitive Information**]**

### Service Credits

**[**insert Not applicableor insert A Critical Service Level Failure is defined in Document [insert] Authority to provide**]**

### Additional Insurances

**[**insert Not applicableor insert details of Additional Insurances required in accordance with Joint Schedule 3 (Insurance Requirements)**]**

### Guarantee

**[**insert Not applicable or insert The Supplier must have a Call-Off Guarantor to guarantee their performance using the form in Joint Schedule 8 (Guarantee)**]**

### Intellectual Property Rights

[Option A][Option B][Option C][Option D] of Call-Off Schedule 12 (Intellectual Property Rights) shall apply.

### Authority’s Environmental And Social Value Policy

**[**insert details [Document name] [version] [date] [available online at:] **or** insert: [Appended at Call-Off Schedule X]**]**

### 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).

**Virtual Library**

The Supplier agrees to provide and keep up to date the information in the Virtual Library in accordance with Framework Schedule 10 (Virtual Library) for a period of [time].

### Formation of Call-Off Contract

By signing and returning this Call-Off Order Form the Supplier agrees to enter a Call-Off Contract with the Authority to provide the Services in accordance with the 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.

**For and on behalf of the Supplier**:

Signature:

Name:

Role:

Date:

**For and on behalf of the Authority**:

Signature:

Name:

Role:

Date:

**[Authority guidance:** execution by seal / deed where required by the Authority**].**