

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

### Order Form

CALL-OFF REFERENCE: Social Value SoW1

THE BUYER: **Crown Commercial Service**

BUYER ADDRESS 9<sup>th</sup> Floor, The Capital, Old Hall Street,  
Liverpool,  
L3 9PP

THE SUPPLIER: **SMART SOURCING LIMITED**

SUPPLIER ADDRESS: **Tanglewood, 90-92 Vicarage Hill, South  
Benfleet, SS7 1PE (Registered Office)**

REGISTRATION NUMBER: **04359421**

DUNS NUMBER: **423717870**

SID4GOV ID: [Insert if known]

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.

If an electronic purchasing system is used instead of signing as a hard-copy, text below must be copied into the electronic order form **starting from 'APPLICABLE FRAMEWORK CONTRACT' and up to, but not including, the Signature block.**

This Order Form is for the provision of the Call-Off Deliverables and dated **June 21st 2024**.

It's issued under the Framework Contract with the reference number RM6277 for the provision of Non Clinical Staff.

CALL-OFF LOT(S):

Lot 2 - Corporate Functions

CALL-OFF INCORPORATED TERMS

This is a Bronze Contract.

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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.
2. Joint Schedule 1 (Definitions and Interpretation) RM6277
3. The following Schedules in equal order of precedence:

● Joint Schedules for RM6277

- Joint Schedule 2 (Variation Form)
- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 4 (Commercially Sensitive Information)
- Joint Schedule 7 (Financial Difficulties including Annex 5 Optional Terms for Bronze Contracts)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)

● Call-Off Schedules for RM6277

- Call-Off Schedule 1 (Transparency Reports)
- Call-Off Schedule 2 (Staff Transfer)
- Call-Off Schedule 3 (Continuous Improvement)

4. CCS Core Terms (version 3.0.11)

5. Joint Schedule 5 (Corporate Social Responsibility) RM6277

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 START DATE: 01/07/2024

CALL-OFF EXPIRY DATE: 23/10/2024

CALL-OFF DELIVERABLES

***Crown Commercial Service - Social Value Project.***

***Statement of Requirements.***

The main output of the project will be the compilation of a full outline business case (OBC) required for subsequent social value driven changes and offerings to provide value-add service benefits to CCS customers.

The total length of this project is **four months (83 days).**

***Key personnel required:*** The appointment of a Project Manager (single point of contact for the length of this project);

***Activity & Deliverable Outputs.***

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<b>Start Dates</b>	<b>Activity</b>	<b>Deliverable Outputs</b>	<b>By When</b>
01/07/24	Start of job role with internal CCS SV workstream review, involving interviews with key SV CCS contacts and retrieval of CCS SV outputs across each workstream to date.	<ul style="list-style-type: none"> <li>● Initial SV Steerco introduction and feedback of views/ requirements captured.</li> <li>● Meetings with key individuals across CCS as identified with the CCS SV Project Manager.</li> <li>● Report of CCS status, options available and next steps</li> <li>● Confirmation of deliverable timelines for each workstream activity detailed below.</li> </ul>	15/07/2024
01/07/24	<b>Workstream 1 Customer Survey &amp; Customer SV Needs:</b> <ul style="list-style-type: none"> <li>● Results from the survey are analysed in more detail and incorporated into the subsequent themes required under each workstream for incorporation into the OBC.</li> <li>● Review of CCS customer contract SV commitments, SV KPIs, SV requirements and what framework amendments would be required should CCS transition to a new SV measurement methodology and</li> </ul>	<ul style="list-style-type: none"> <li>● Customer survey results are applied as a golden thread throughout each workstream element of the OBC. i.e. reinforcing the compelling need for CCS SV improvements and reflecting how proposed improvements will fulfil those customer needs.</li> <li>● Report outlining customer SV position and needs, including transition impacts for CCS to change SV assessment methodologies.</li> </ul>	<ul style="list-style-type: none"> <li>● Review checkpoints with Project Mgr weekly</li> <li>● 1st review of draft version of OBC by 19/07/24</li> <li>● 2nd review of draft version of OBC by 07/08/24</li> <li>● Final version of OBC circulated for review by 07/10/24</li> <li>● Final OBC Sign off by 23/10/24</li> </ul>

	capture model.	<ul style="list-style-type: none"> <li>● Full costs benefits analysis of CCS SV assessment methodology transition changes required.</li> </ul>	
20/07/24	<b>Workstream 2 Framework Tracker:</b> <ul style="list-style-type: none"> <li>● Identification of options available for this, whether it is for CCS to make adaptations to existing management information systems or whether CCS should source a measurement reporting capture tool and the management of that reporting/ data collation activity.</li> <li>● Recognition of resources required and who will need to manage this ongoing system activity.</li> <li>● Cost and benefits analysis required for make v buy system.</li> <li>● Review and analysis of current CCS framework data including SV clauses and associated framework KPIs, exploring whether any bundling of commitments can be made at framework level that could provide an instant framework visibility</li> </ul>	<ul style="list-style-type: none"> <li>● Interview meetings with key CCS contacts feeding outputs incorporated into the OBC.</li> <li>● Full costs benefits analysis of adaptations made to existing CCS MI reporting systems v v purchasing a SV capture tool and service within OBC</li> <li>● CCS framework visibility review for customers and full marketplace review of supplier system options available for buy option.</li> </ul>	<ul style="list-style-type: none"> <li>● Review checkpoints with Project Mgr weekly</li> <li>● 1st review of draft version of OBC by 19/07/24</li> <li>● 2nd review of draft version of OBC by 07/08/24</li> <li>● Final version of OBC circulated for review by 07/10/24</li> <li>● Final OBC Sign off by 23/10/24</li> </ul>

	<p>touchpoint for CCS customers.</p> <ul style="list-style-type: none"> <li>● In depth review of SV measurement systems and portals within the marketplace via pre-market engagement involving the CCS Procurement Operations Internal Contract Management team.</li> </ul>		
20/07/24	<p><b>Workstream 3 Deliverable Measurement Reporting Tool:</b></p> <ul style="list-style-type: none"> <li>● Identification of options available for this, whether it involves adaptations made to existing CCS MI reporting systems v purchasing a SV capture tool.</li> <li>● Review and analysis of the costs involved for CCS to either: <b>a.)</b> purchase a SV measurement tool to track framework level commitments, or <b>b.)</b> purchase a SV measurement tool to track framework level commitments, framework deliverable outputs, customer commitments and customer deliverable outputs.</li> <li>● Recognition of resources required and who will need</li> </ul>	<ul style="list-style-type: none"> <li>● Interview meetings with key CCS contacts feeding outputs incorporated into the OBC.</li> <li>● Full costs benefits analysis of make v buy of deliverable measurement tool system within OBC</li> <li>● Review of benefits and activities that can translate to meet customer needs incorporated within OBC.</li> <li>● Full cost benefits analysis, covering both options: <b>a.)</b> purchase a SV measurement tool to track framework level commitments, or <b>b.)</b> purchase a SV measurement tool to track framework level commitments, framework deliverable</li> </ul>	<ul style="list-style-type: none"> <li>● Review checkpoints with Project Mgr weekly</li> <li>● 1st review of draft version of OBC by 19/07/24</li> <li>● 2nd review of draft version of OBC by 07/08/24</li> <li>● Final version of OBC circulated for review by 07/10/24</li> <li>● Final OBC Sign off by 23/10/24</li> </ul>

	<p>to manage this ongoing system activity.</p> <ul style="list-style-type: none"> <li>● Cost and benefits analysis required for adaptations made to existing CCS MI reporting systems v purchasing a SV capture tool.</li> <li>● Review of benefits including how CCS adoption could benefit the capturing of outputs at CCS customer level.</li> <li>● In depth review of SV measurement systems and portals within the marketplace via pre-market engagement involving the CCS Procurement Operations Internal Contract Management team.</li> <li>● Review of how CCS adoption of a measurement tool could benefit associated SV reporting needs within The Cabinet Office.</li> <li>● A review of how output measurements collected can translate into being key CCS marketing website headlines.</li> </ul>	<p>outputs, customer commitments and customer deliverable outputs.</p>	
08/08/24	<p><b>Workstream 4:</b> <b>CCS Website</b></p> <ul style="list-style-type: none"> <li>● Working with CCS DDS and Marketing</li> </ul>	<ul style="list-style-type: none"> <li>● Interview meetings with key CCS contacts feeding outputs</li> </ul>	<ul style="list-style-type: none"> <li>● Review checkpoints with Project Mgr weekly</li> </ul>

	<p>teams to identify what website changes could be made, how and when.</p> <ul style="list-style-type: none"> <li>● Review of CCS competitor SV offerings for inclusion within OBC</li> <li>● Cost and benefit analysis of any website changes</li> <li>● Collation of a view of next steps and actions required.</li> <li>● Providing a full review of benefits that could be gained by CCS if purchasing and implementing a SV measurement tool that provides deliverables for CCS to subsequently publicise.</li> </ul>	<p>incorporated into the OBC.</p> <ul style="list-style-type: none"> <li>● Cost and benefit analysis of any next actions incorporated into OBC.</li> </ul>	<ul style="list-style-type: none"> <li>● 1st review of draft version of OBC by 19/07/24</li> <li>● 2nd review of draft version of OBC by 07/08/24</li> <li>● Final version of OBC circulated for review by 07/10/24</li> <li>● Final OBC Sign off by 23/10/24</li> </ul>
08/08/24	<p><b>Workstream 5: CCS Advisory</b></p> <ul style="list-style-type: none"> <li>● Initial scoping of what role(s) would look like</li> <li>● Cost and benefit analysis</li> </ul>	<ul style="list-style-type: none"> <li>● Scoping of role</li> <li>● Cost and benefit analysis of any next actions incorporated into OBC.</li> </ul>	<ul style="list-style-type: none"> <li>● Review checkpoints with Project Mgr weekly</li> <li>● 1st review of draft version of OBC by 19/07/24</li> <li>● 2nd review of draft version of OBC by 07/08/24</li> <li>● Final version of OBC circulated for review by 07/10/24</li> <li>● Final OBC Sign off by 23/10/24</li> </ul>

**Key Milestones.**



<b><u>Milestone</u></b>	<b><u>Activity</u></b>	<b><u>Output Required</u></b>	<b><u>By When*</u></b>
<b><u>One</u></b>	<u>Workstream One</u>	Full completion of all activities & deliverable outputs	19/07/24
	First review of draft version of OBC	<u>Draft of OBC</u>	
<b><u>Two</u></b>	<u>Workstream Two</u>	Full completion of all activities & deliverable outputs	07/08/24
	<u>Workstream Three</u>	Full completion of all activities & deliverable outputs	
	Second review of draft version of OBC	Draft of OBC	
<b><u>Three</u></b>	<u>Workstream Four</u>	Full completion of all activities & deliverable outputs	07/10/24
	Workstream Five	Full completion of all activities & deliverable outputs	
	Final version of OBC	Final version of OBC for circulation and review	
<b><u>Four</u></b>	Final OBC Sign Off	<u>OBC Complete</u>	<u>23/10/24</u>

### ***Payment Plan.***

<b><i>Completion Schedule</i></b>	<b><i>Payment Schedule</i></b>
On the completion of milestone one	10% of the Total Project Cost
On the completion of milestones two	20% of the Total Project Cost
On the completion of milestones three	30% of the Total Project Cost
On the completion of milestone four	40% of the Total Project Cost

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### GDPR POSITION

The GDPR provisions for this Call-Off Contract are stated in Joint Schedule 11 – Processing Data, and its annexes.

The contact details of the Relevant Authority's Data Protection Officer are: **REDACTED TEXT under FOIA Section 40, Personal Information**

The contact details of the Supplier's Data Protection Officer are:  
**REDACTED TEXT under FOIA Section 40, Personal Information**

### MAXIMUM LIABILITY

Each Party's total aggregate liability in each Contract Year under each Call-Off Contract (whether in tort, contract or otherwise) is no more than the greater of £1 million or 150% of the Estimated Yearly Charges.

### CALL-OFF CHARGES

#### Pricing

- The Statement of Requirement outlines the service provision of a full outline business case (OBC) required for subsequent social value driven changes and offerings to provide value-add service benefits to CCS customers
- Pricing is based on an Outside IR35 Service Provision
- The Project total is based on current market rate benchmarking

#### TOTAL Price Excluding VAT

Description	Start Date	End Date	Days	Total Cost
Crown Commercial Service Social Value Project	01/072024	23/10/2024	REDACTED TEXT under FOIA Section 43, Commercial Interests	REDACTED TEXT under FOIA Section 43, Commercial Interests

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### Milestone Payment Breakdown

	Start Date	End Date	Milestone Charge	Days	Payment of Total Cost
Milestone 1	01/07/2024	19/07/2024	REDACTED TEXT under FOIA Section 43, Commercial Interests	REDACTED TEXT under FOIA Section 43, Commercial Interests	REDACTED TEXT under FOIA Section 43, Commercial Interests
Milestone 2	20/07/2024	07/07/2024	REDACTED TEXT under FOIA Section 43, Commercial Interests	REDACTED TEXT under FOIA Section 43, Commercial Interests	REDACTED TEXT under FOIA Section 43, Commercial Interests

Milestone 3	08/08/2024	07/10/2024	REDACTED TEXT under FOIA Section 43, Commercial Interests	REDACTED TEXT under FOIA Section 43, Commercial Interests	REDACTED TEXT under FOIA Section 43, Commercial Interests
Milestone 4	08/10/2024	23/10/2024	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			REDACTED TEXT under FOIA Section 43, Commercial Interests	REDACTED TEXT under FOIA Section 43, Commercial Interests	

PAYMENT METHOD

**REDACTED TEXT under FOIA Section 43, Commercial Interests**

BUYER'S INVOICE ADDRESS:

Supplier Invoices

Crown Commercial Service

**REDACTED TEXT under FOIA Section 40, Personal Information**

BUYER'S AUTHORISED REPRESENTATIVE

**REDACTED TEXT under FOIA Section 40, Personal Information**

SUPPLIER'S AUTHORISED REPRESENTATIVE

**REDACTED TEXT under FOIA Section 40, Personal Information**

SUPPLIER'S CONTRACT MANAGER

**REDACTED TEXT under FOIA Section 40, Personal Information**

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
<u>Signature:</u>	REDACTED TEXT under FOIA Section 40, Personal Information	<u>Signature:</u>	REDACTED TEXT under FOIA Section 40, Personal Information
<u>Name:</u>	REDACTED TEXT under FOIA Section 40, Personal Information	<u>Name:</u>	REDACTED TEXT under FOIA Section 40, Personal Information
<u>Role:</u>	REDACTED TEXT under FOIA Section 40, Personal Information	<u>Role:</u>	REDACTED TEXT under FOIA Section 40, Personal Information
<u>Date:</u>	REDACTED TEXT under FOIA Section 40, Personal Information	<u>Date:</u>	REDACTED TEXT under FOIA Section 40, Personal Information

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

Framework Ref: RM

Project Version: v1.0

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Model Version: v3.0