



Crown
Commercial
Service

Call Off Order Form for Management Consultancy Services

Provision of Consultancy Support for People & Capability Planning &
Prioritisation Project

To

Department for Work and Pensions

From

PA Consulting Services Ltd

Contact Reference: CCS3698

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 **RM6008** 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 confirmed post contract award
From	Department for Work and Pensions ("CUSTOMER")
To	PA Consulting Services Ltd ("SUPPLIER")

SECTION B

CALL OFF CONTRACT PERIOD

1.1.	Commencement Date: Tuesday 2 nd March 2021
	Expiry Date: End date of Initial Period: 29 th April 2021 End date of Extension Period: N/A Minimum written notice to Supplier in respect of extension: N/A

SERVICES

2.1.	Services required: Statement of Requirements REDACTED
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PROJECT PLAN

3.1.	Not Applied
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CONTRACT PERFORMANCE

4.1.	Standards: In Clause 11 (Standards and Quality)
4.2	Service Levels/Service Credits: Not applied
4.3	Critical Service Level Failure: Not applied
4.4	Performance Monitoring: Deliverables • The development, socialisation and testing of a prioritisation model. This should be simple, easy to input and navigate recognising the unique features to an HR function. • The development, socialisation and testing of a resource planning tool. This should be simple and easy to input and navigate recognising the unique features to an HR function. • Demonstrable integration of the above tools, showing how they work together to enable effective planning and prioritisation against a clear understanding of the existing resource demand and capacity. • Skills transfer to COO team so as to operate and evolve the tools going forward. KPI'S • A detailed and effective Work Plan by week commencing 08th March 2021. • Weekly reporting to COO leads on progress. • Close working with COO SLT • Understanding of the nature of People & Capability, the context and it's work to align to the tools • Defining fixed and variable work across People & Capability to support prioritisation and resource management • Understanding of current tools and processes • Development, testing and sharing of the tools • Development of an activity dashboard • Reports and deliverables delivered on time and to quality • Skills transfer to staff

4.5	Period for providing Rectification Plan: In Clause 39.2.1(a) of the Call Off Terms
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PERSONNEL

5.1	Key Personnel: <u>Customer</u> REDACTED <u>Supplier</u> REDACTED
5.2	Relevant Convictions (Clause 28.2 of the Call Off Terms): Applied

PAYMENT

6.1	Call Off Contract Charges (including any applicable discount(s), but excluding VAT): £68,658.00
6.2	Payment terms/profile (including method of payment e.g. Government Procurement Card (GPC) or BACS): BACS via Purchase Order:
6.3	Reimbursable Expenses: Not permitted
6.4	Customer billing address (paragraph 7.6 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): SSCL Accounts Payable Team Room 6124 Tomlinson House Norcross Blackpool FY5 3TA
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: £68,658.00
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): In Clause 38.3 of the Call of 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: Not applied

SUPPLIER INFORMATION

9.1	Supplier's inspection of Sites, Customer Property and Customer Assets: Not applied		
9.2	Commercially Sensitive Information: PA Consulting Services Ltd has identified the following pieces of information in their proposal as being Commercially Sensitive Information and therefore request that this is not disclosed to anyone outside the evaluation team as per Section 6.2.1 of attachment 1 of the tender documents.		
	Sensitive Information	Reason for sensitivity	Location in proposal

	Identity of professional staff and skills experience.	Risk of 'poaching' by professional competitors.	Response to question 4 (Skills and experience)
	Fee rates for professional staff.	Of competitive value to professional competitors.	Response to question 7 (Commercial)
	Total price bid for the proposal.	Of competitive value to professional competitors.	Response to question 7 (Commercial)
	PA Consulting Methodologies and Tools	Of competitive value to professional competitors.	Response to questions 5 (knowledge of subject matter) and 6 (methodology)

OTHER CALL OFF REQUIREMENTS

10.1	Recitals (in preamble to the Call Off Terms): Recitals B to E Recital C - date of issue of the Statement of Requirements: 22nd January 2021 Recital D - date of receipt of Call Off Tender: Friday 5th February 2021 09:00
10.2	Call Off Guarantee (Clause 4 of the Call Off Terms): Not required
10.3	Security: As in CCS Call-off terms.
10.4	ICT Policy: Not applied
10.5	Testing: Not applied
10.6	Business Continuity & Disaster Recovery: Not applied Disaster Period: For the purpose of the definition of "Disaster" in Call Off Schedule 1 (Definitions) the "Disaster Period" shall be N/A
10.7	Not Applied
10.8	Protection of Customer Data (Clause 35.2.3 of the Call Off Terms): In Clause 35.2.3 of the Call Off Terms
10.9	Notices (Clause 56.6 of the Call Off Terms): Customer's postal address and email address: To be confirmed on contract award

	Supplier's postal address and email address: To be confirmed on contract award
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): Time shall be of the essence for the following critical programme deliverables: * Draft version of Design Document - end of week 3 * Prioritisation Framework - end of week 6 * Resource Allocation Tool (with skills transfer) - end of week 9 (as specified, agreed and signed off in the Design Document by the Customer's Chief Operating Officer)
10.12	Call Off Tender: REDACTED
10.13	Publicity and Branding (Clause 36.3.2 of the Call Off Terms) Not Applied
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
10.16	MOD DEFCONs and DEFFORM Call Off Schedule 15

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:

Name and Title	
Signature	
Date	

For and on behalf of the Customer:

Name and Title	
Signature	
Date	