

**Crown Commercial Service**

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**Call Off Order Form for Management Consultancy Services**

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**Provision of Applied Intelligence Support**

**in Relation To Covid-19**

**To**

**Cabinet Office**

**From**

**BAE Systems Applied Intelligence Ltd**

**Contract Reference: CCCC20A64**

**FRAMEWORK SCHEDULE 4**

**CALL OFF ORDER FORM**

## 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 BAE Systems Applied Intelligence Support to CCS dated **04 September 2018**.

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 Template Call Off Order Form and the Call Off Terms.

Order Number	<b>REDACTED</b>
From	<b>Cabinet Office ("CUSTOMER")</b>
To	<b>BAE Systems Applied Intelligence Limited ("SUPPLIER")</b>
Date	<b>22/05/2020</b>

### SECTION B

#### 1. CALL OFF CONTRACT PERIOD

<b>1.1.</b>	<b>Commencement Date: 06/05/2020</b>
<b>1.2.</b>	<b>Expiry Date:</b>  End date of Initial Period: <b>05/06/2020</b>  End date of Extension Period: <b>13/08/2020</b>  Minimum written notice to Supplier in respect of extension: <b>1 week</b>

#### 2. SERVICES

<b>2.1</b>	<b>Services required:</b> <ul style="list-style-type: none"> <li>• The purpose of this requirement is to deliver an experienced business analyst who is comfortable with java, cross government working and managing a team of junior analysts at the agreed day rate of £810.00 (exc vat).</li> <li>• Ability to manipulate data easily and visually present a simple clear summary of complex analyses.</li> <li>• Able to prioritise effectively between different potential metrics, distinguishing between interesting information and information which is crucial for decision making</li> <li>• Able to liaise effectively across government departments to align on metrics, reconciling different approaches and suggesting pragmatic time-effective solution</li> <li>• Daily delivery, curation and quality oversight of the COBR dashboard and the associated 120 graphics.</li> </ul>
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### 3. PROJECT PLAN

<b>3.1.</b>	<b>Project Plan:</b>  The Supplier shall provide the Customer with a draft Project Plan for Approval within 3 Working Days from the Call Off Commencement Date
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### 4. CONTRACT PERFORMANCE

<b>4.1.</b>	<b>Standards:</b> In Clause 11 (Standards and Quality)
<b>4.2</b>	<b>Service Levels/Service Credits:</b> Daily reporting to the COBR Dashboard Senior Team Manager on shift. Reporting Line Manager – CCS Head of COBR Dashboard team.
<b>4.3</b>	<b>Critical Service Level Failure:</b> Not applied
<b>4.4</b>	<b>Performance Monitoring:</b> Not applied
<b>4.5</b>	<b>Period for providing Rectification Plan:</b> In Clause 39.2.1(a) of the Call Off Terms

## 5. PERSONNEL

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

## 6. PAYMENT

6.1	<b>Call Off Contract Charges</b> (including any applicable discount(s), but excluding VAT):  <b>REDACTED</b>
6.2	<b>Payment terms/profile:</b>  Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.  Invoices should be emailed directly to:  <b>REDACTED</b>
6.3	<b>Reimbursable Expenses:</b>  Permitted in accordance with Cabinet Office Travel & Subsistence Policy.
6.4	<b>Customer billing address:</b>  Civil Contingencies Secretariat, 35 Great Smith St, London, SW1P 3BQ
6.5	<b>Call Off Contract Charges fixed for:</b>  Entirety of Contract period, including extension options.
6.6	<b>Supplier periodic assessment of Call Off Contract Charges</b> (paragraph 9.2 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)) will be carried out on:  <b>N/A</b>
6.7	<b>Supplier request for increase in the Call Off Contract Charges</b> (paragraph 10 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)):  Not Permitted

## 7. LIABILITY AND INSURANCE

7.1	<b>Estimated Year 1 Call Off Contract Charges:</b>  <b>REDACTED</b>
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<b>7.2</b>	<b>Supplier's limitation of Liability:</b> In Clause 37.2.1 of the Call Off Terms
<b>7.3</b>	<b>Insurance:</b> Clause 38.3 of the Call Off Terms

## 8. TERMINATION AND EXIT

<b>8.1</b>	<b>Termination on material Default</b> (Clause 42.2 of the Call Off Terms): In Clause 42.2.1(c) of the Call Off Terms
<b>8.2</b>	<b>Termination without cause notice period</b> (Clause 42.7.1 of the Call Off Terms): In Clause 42.7.1 of the Call Off Terms
<b>8.3</b>	<b>Undisputed Sums Limit:</b> In Clause 43.1.1 of the Call Off Terms
<b>8.4</b>	<b>Exit Management:</b> Not applied

## 9. SUPPLIER INFORMATION

<b>9.1</b>	<b>Supplier's inspection of Sites, Customer Property and Customer Assets:</b> N/A
<b>9.2</b>	<b>Commercially Sensitive Information:</b> N/A

## 10. OTHER CALL OFF REQUIREMENTS

<b>10.1</b>	<b>Recitals</b> (in preamble to the Call Off Terms): Recital A
<b>10.2</b>	<b>Call Off Guarantee (Clause 4 of the Call Off Terms):</b> Not required
<b>10.3</b>	<b>Security:</b> Short form security requirements
<b>10.4</b>	<b>ICT Policy:</b> Not applied
<b>10.6</b>	<b>Business Continuity &amp; Disaster Recovery:</b> Not applied
<b>10.7</b>	<b>NOT USED</b>

<b>10.8</b>	<b>Protection of Customer Data</b> (Clause 35.2.3 of the Call Off Terms): Clause 35.2.3 of the Call Off Terms
<b>10.9</b>	<b>Notices</b> (Clause 56.6 of the Call Off Terms): <b>REDACTED</b>
<b>10.10</b>	<b>Transparency Reports</b> Not Applied
<b>10.11</b>	<b>Alternative and/or Additional Clauses from Call Off Schedule 14 and if required, any Customer alternative pricing mechanism:</b> <b>N/A</b>
<b>10.12</b>	<b>Call Off Tender:</b> In Schedule 16 (Call Off Tender)
<b>10.13</b>	<b>Publicity and Branding (Clause 36.3.2 of the Call Off Terms)</b> Clause 36.3.2 of the Call Off Terms
<b>10.14</b>	<b>Staff Transfer</b> Annex to Schedule 10, List of Notified Sub-Contractors (Call Off Tender).
<b>10.15</b>	<b>Processing Data</b> Call Off Schedule 17
<b>10.16</b>	<b>MOD DEFCONs and DEFFORM</b> Not Applicable

## 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	REDACTED
Signature	REDACTED
Date	26 <sup>th</sup> May 2020

### For and on behalf of the Customer:

Name and Title	REDACTED
Signature	REDACTED
Date	26 <sup>th</sup> May 2020