

**Framework Schedule 6 (Order Form Template and Call-Off Schedules)**  
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**RM6179 Call-off Order Form**

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

## **Order Form**

|                      |                                                                                                                       |
|----------------------|-----------------------------------------------------------------------------------------------------------------------|
| CALL-OFF REFERENCE:  | <b>PRO 5756</b>                                                                                                       |
| THE BUYER:           | Secretary of State for Health and Social Care<br>acting as part of the Crown through the UK Health<br>Security Agency |
| BUYER ADDRESS        | Nobel House, Smith Square, London, SW1P 3HX                                                                           |
| THE SUPPLIER:        | TLT LLP                                                                                                               |
| SUPPLIER ADDRESS:    | One Redcliff Street, Bristol, BS1 6TP                                                                                 |
| REGISTRATION NUMBER: | OC308658                                                                                                              |
| DUNS NUMBER:         | 73-928-1603                                                                                                           |
| SID4GOV ID:          | <b>N/A</b>                                                                                                            |

### **APPLICABLE FRAMEWORK CONTRACT**

This Order Form is for the provision of the Call-Off Deliverables and dated 23<sup>rd</sup> February 2023.

It's issued under the Framework Contract with the reference number Legal Services Panel RM6179 for the provision of legal advice and services.

CALL-OFF LOT(S):  
**Lot 1 – General Legal Advice and Services**

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**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) RM6179
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6179
    - 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)
  - Call-Off Schedules for PRO\_5582 Legal Tender
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 2 (Staff Transfer)
    - Call-Off Schedule 3 (Continuous Improvement)
    - Call-Off Schedule 7 (Key Supplier Staff)
    - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
    - Call-Off Schedule 9 (Security) Part A Short Form Security Requirements
    - Call-Off Schedule 20 (Call-Off Specification)
    - Call-Off Schedule 24 (Special Schedule)
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) RM6179
7. 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 Buyer (as decided by the Buyer) take precedence over the documents above.

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:

None

CALL-OFF START DATE: 27<sup>th</sup> February 2023

CALL-OFF EXPIRY DATE: 26<sup>th</sup> February 2024

CALL-OFF INITIAL PERIOD: 12 Months

Framework Ref: RM6179

Project Version: v1.0

Model Version: v3.7

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**CALL-OFF OPTIONAL EXTENSION PERIOD**      An additional 12-months

**CALL-OFF DELIVERABLES**

The Buyer is entitled to 2 hours of free initial consultation and legal advice with each Order in accordance with Paragraph 5.2 of Framework Schedule 1 (Specification).

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

**MANAGEMENT OF CONFLICT OF INTEREST**

Nothing additional to the CCS Core Terms (Version 3.0.11).

**CONFIDENTIALITY**

Nothing additional to the CCS Core Terms (Version 3.0.11).

**IPR**

Nothing additional to the CCS Core Terms (Version 3.0.11) (as amended by Call-Off Schedule 24 (Special Schedule)).

**MAXIMUM LIABILITY**

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms, and as amended by the Framework Special Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **£250,000.00**.

If the Call-Off Optional Extension Period is exercised, the Estimated Year 2 Charges used to calculate liability in the second Contract Year is **£250,000.00**.

**CALL-OFF CHARGES**

- Hourly Rate

| <b>Band 1</b><br>(Partner)                | <b>Band 2</b> (Legal<br>Director / Counsel) | <b>Band 3</b> (Senior<br>Solicitor) | <b>Band 4</b><br>(Solicitor/Associate) |
|-------------------------------------------|---------------------------------------------|-------------------------------------|----------------------------------------|
|                                           |                                             |                                     |                                        |
| <b>Band 5</b><br>(NQ/Junior<br>Solicitor) | <b>Band 6</b> (Trainee)                     | <b>Band 7</b><br>(Paralegal)        | <b>Legal Project<br/>Manager</b>       |
|                                           |                                             |                                     |                                        |

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### **VOLUME DISCOUNTS**

Where the Supplier provides Volume Discounts, the applicable percentage discount (set out in Table 2 of Annex 1 of Framework Schedule 3 (Framework Prices)) shall automatically be applied by the Supplier to all Charges it invoices regarding the Deliverables on and from the date and time when the applicable Volume Discount threshold is met and in accordance with Paragraphs 8, 9 and 10 of Framework Schedule 3.

### **REIMBURSABLE EXPENSES**

None unless agreed otherwise in advance in writing by a member of UKHSA Legal at Grade 6 or above.

### **DISBURSEMENTS**

Not Payable unless agreed otherwise in advance in writing by a member of UKHSA Legal at Grade 6 or above.

### **ADDITIONAL TRAINING CHARGE**

None.

### **SECONDMENT CHARGE**

None.

### **PAYMENT METHOD**

Monthly in arrears by BACs or alternative payment method as agreed between the Buyer and the Supplier.

Submitted invoices must be accompanied by supporting information including:

- completed timesheets for amounts set out in the relevant invoice; and
- such other information as the Buyer (acting reasonably) may require in order to verify the invoiced amounts.

### **BUYER'S INVOICING ADDRESS:**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

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[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED]  
Commercial Business Partner  
[REDACTED]

**BUYER'S ENVIRONMENTAL POLICY**

Available on request.

**BUYER'S SECURITY POLICY**

Available on request.

**BUYER'S ICT POLICY**

Available on request.

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**PROGRESS REPORT**

Work in Progress

**PROGRESS REPORT FREQUENCY**

On the first Working Day of each calendar month

**PROGRESS MEETINGS AND PROGRESS MEETING FREQUENCY**

The Supplier shall attend quarterly review meetings with the Buyer at no charge to the Buyer for up to two (2) hours. The Buyer shall decide whether these quarterly review

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meetings shall be in person or virtually and quarterly review meetings shall be attended by the Supplier’s lead partner to discuss the Supplier’s performance against any agreed service levels/performance indicators against agreed service levels/performance indicators.

**KEY STAFF**

[Redacted]  
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**KEY SUBCONTRACTOR(S)**

Not Applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Supplier's Commercially Sensitive Information

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

Not applicable

**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).

| For and on behalf of the Supplier:                                                                                                            | For and on behalf of the Buyer:                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div>DocuSigned by:<br/>[Redacted]</div> <div>Full Name: [Redacted]</div> <div>Job Title/Role: Partner</div> <div>Date Signed: 23/02/23</div> | <div>DocuSigned by:<br/>[Redacted]</div> <div>Full Name: [Redacted]</div> <div>Job Title/Role: Head of Category</div> <div>Date Signed: 24/02/2023</div> |