

## Specialist Legal Support Panel for Housing Loss Prevention Advice Service

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

#### Order Form

CALL-OFF REFERENCE: **[REDACTED]**

THE BUYER: Civil and Family Legal Aid Policy, Ministry of  
Justice

BUYER ADDRESS 102 Petty France, London SW1H 9AJ

THE SUPPLIER: Browne Jacobson LLP

SUPPLIER ADDRESS: Mowbray House, Castle Meadow Road  
Nottingham NG2 1BJ

REGISTRATION NUMBER: **OC306448**

DUNS NUMBER: 737471594

SID4GOV ID: **N/A**

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 5<sup>th</sup> July 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:

#### Lot 1 – General Legal Advice and Services

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

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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 11 (Processing Data)
  - Call-Off Schedules for Specialist Legal Support Panel (Con\_ 22572)
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 5 (Pricing Details)
    - Call-Off Schedule 20 (Call-Off Specification)
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

Not Applicable

CALL-OFF START DATE: 17<sup>th</sup> July 2023

CALL-OFF EXPIRY DATE: 31<sup>st</sup> August 2024

CALL-OFF INITIAL PERIOD: 13 months

CALL-OFF OPTIONAL EXTENSION PERIOD: Up to Three months

### WORKING DAY

Monday to Friday 10am – 4pm excluding public holidays

Framework Ref: RM6179

Project Version: v1.0

Model Version: v3.7

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## CALL-OFF DELIVERABLES

[REDACTED]

## MANAGEMENT OF CONFLICT OF INTEREST

Section 32 of the Core Terms and as amended by the Framework Special Terms sets out the obligations regarding management of conflict of interest

## CONFIDENTIALITY

The Supplier is required to protect the confidentiality of interactions with the Buyer and Housing Loss Prevention Advice Service providers in accordance with RM6179 core terms section 15.

## IPR

See RM6179 core terms section 9

## 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 -  
[REDACTED]

## CALL-OFF CHARGES

[REDACTED]

## VOLUME DISCOUNTS

[REDACTED]

## REIMBURSABLE EXPENSES

[REDACTED]

## DISBURSEMENTS

[REDACTED]

## ADDITIONAL TRAINING CHARGE

[REDACTED]

SECONDMENT CHARGE

N/A

PAYMENT METHOD

[REDACTED]

BUYER'S INVOICING ADDRESS:

[REDACTED]

BUYER'S AUTHORISED REPRESENTATIVE

[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]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

PROGRESS REPORT

Regular reporting by the Supplier as part of the invoice process will be requested.

PROGRESS REPORT FREQUENCY

Monthly

PROGRESS MEETINGS AND PROGRESS MEETING FREQUENCY

At least once per quarter. See specification section 11 for further detail

KEY STAFF

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

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Not applicable

**KEY SUBCONTRACTOR(S)**

Not Applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Not Applicable

**SERVICE CREDITS**

Not Applicable

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

Not Applicable

**SOCIAL VALUE COMMITMENT**

Not Applicable

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	[REDACTED]	Role:	[REDACTED]
Date:	[REDACTED]	Date:	[REDACTED]

Joint Schedules:

[REDACTED]

Call-Off Schedules:

[REDACTED]