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

**Order Form**

CALL-OFF REFERENCE: **CCPS25A01**

THE BUYER: **Cabinet Office**

BUYER ADDRESS REDACTED TEXT under FOIA Section 40, Personal Information

THE SUPPLIER: H H Associates Limited

SUPPLIER ADDRESS:REDACTED TEXT under FOIA Section 40, Personal Information

REGISTRATION NUMBER:REDACTED TEXT under FOIA Section 40, Personal Information

DUNS NUMBER: REDACTED TEXT under FOIA Section 40, Personal Information

SID4GOV ID:REDACTED TEXT under FOIA Section 40, Personal Information

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 19 June 2025.

It’s issued under the Framework Contract with the reference number RM6297 for the provision of Command and House Papers.

CALL-OFF LOT(S):

**Lot 1**

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) RM6297
3. Framework Special Terms
4. The following Schedules in equal order of precedence:

* Joint Schedules for **RM6297**
  + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + Joint Schedule 6 (Key Subcontractors)
  + Joint Schedule 7 (Financial Difficulties)
  + Joint Schedule 9 (Minimum Standards of Reliability)
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
  + Joint Schedule 12 (Supply Chain Visibility)
* Call-Off Schedules for **RM6297**
  + Call-Off Schedule 1 (Transparency Reports)
  + Call-Off Schedule 2 (Staff Transfer)
  + Call-Off Schedule 3 (Continuous Improvement)
  + Call-Off Schedule 5 (Pricing Details)
  + Call-Off Schedule 7 (Key Supplier Staff)
  + Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
  + Call-Off Schedule 10 (Exit Management)
  + Call-Off Schedule 14 (Service Levels)
  + Call-Off Schedule 15 (Call-Off Contract Management)
  + Call-Off Schedule 16 (Benchmarking)
  + Call-Off Schedule 18 (Background Checks)
  + Call-Off Schedule 20 (Call-Off Specification)
  + Call-Off Schedule 24 (Corporate Resolution Planning)

1. CCS Core Terms (version 3.0.11)
2. Joint Schedule 5 (Corporate Social Responsibility) **RM6297**

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:

Special Term 1 – Short Form Security Schedule

CALL-OFF START DATE: **1 May 2025**

CALL-OFF EXPIRY DATE: **30th April 2028**

CALL-OFF INITIAL PERIOD: **Three (3) Years**

CALL-OFF EXTENSION PERIOD: **One period of up to one (1) year (3+1)**

CALL-OFF DELIVERABLES

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

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **£410,000.00 excluding VAT.**

CALL-OFF CHARGES

See details in Call-Off Schedule 5 (Pricing Details)

The maximum contract value shall be £1,640,000.00 excluding VAT and including all extension options.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Payment via BACS upon receipt of a valid invoice which states the PO number used

to commission the service.

BUYER’S INVOICE ADDRESS:

REDACTED TEXT under FOIA Section 40, Personal Information

REDACTED TEXT under FOIA Section 40, Personal Information

REDACTED TEXT under FOIA Section 40, Personal Information

BUYER’S AUTHORISED REPRESENTATIVE

REDACTED TEXT under FOIA Section 40, Personal Information

REDACTED TEXT under FOIA Section 40, Personal Information

REDACTED TEXT under FOIA Section 40, Personal Information

REDACTED TEXT under FOIA Section 40, Personal Information

REDACTED TEXT under FOIA Section 40, Personal Information

BUYER’S ENVIRONMENTAL POLICY

Cabinet Office Environmental Policy Statement available online at:

<https://www.gov.uk/government/publications/cabinet-office-environmental-policy->

[statement](https://www.gov.uk/government/publications/cabinet-office-environmental-policy-)

BUYER’S SECURITY POLICY

**N/A**

SUPPLIER’S AUTHORISED REPRESENTATIVE

REDACTED TEXT under FOIA Section 40, Personal Information

REDACTED TEXT under FOIA Section 40, Personal Information

REDACTED TEXT under FOIA Section 40, Personal Information

REDACTED TEXT under FOIA Section 40, Personal Information

SUPPLIER’S CONTRACT MANAGER

REDACTED TEXT under FOIA Section 40, Personal Information

REDACTED TEXT under FOIA Section 40, Personal Information

REDACTED TEXT under FOIA Section 40, Personal Information

REDACTED TEXT under FOIA Section 40, Personal Information

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter

KEY STAFF

REDACTED TEXT under FOIA Section 40, Personal Information

REDACTED TEXT under FOIA Section 40, Personal Information

REDACTED TEXT under FOIA Section 40, Personal Information

REDACTED TEXT under FOIA Section 40, Personal Information

REDACTED TEXT under FOIA Section 40, Personal Information

KEY SUBCONTRACTOR(S)

REDACTED TEXT under FOIA Section 43 Commercial Interests.

REDACTED TEXT under FOIA Section 43 Commercial Interests.

REDACTED TEXT under FOIA Section 43 Commercial Interests.

REDACTED TEXT under FOIA Section 43 Commercial Interests.

COMMERCIALLY SENSITIVE INFORMATION

REDACTED TEXT under FOIA Section 43 Commercial Interests.

REDACTED TEXT under FOIA Section 43 Commercial Interests.

REDACTED TEXT under FOIA Section 43 Commercial Interests.

SERVICE CREDITS

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).

The Service Credit Cap is: £41,000.00

The Service Period is: One Month

A Critical Service Level Failure is: Service unavailable for whatever reason for a period of more than 1 week.

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).

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| **Signed - via Docusign** |
| **Supplier** |
| REDACTED TEXT under FOIA Section 40, Personal Information  REDACTED TEXT under FOIA Section 40, Personal Information  REDACTED TEXT under FOIA Section 40, Personal Information  REDACTED TEXT under FOIA Section 40, Personal Information |
| **Buyer** |

|  |
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