

PANEL AGREEMENT SCHEDULE 4
ORDER FORM AND TERMS AND CONDITIONS

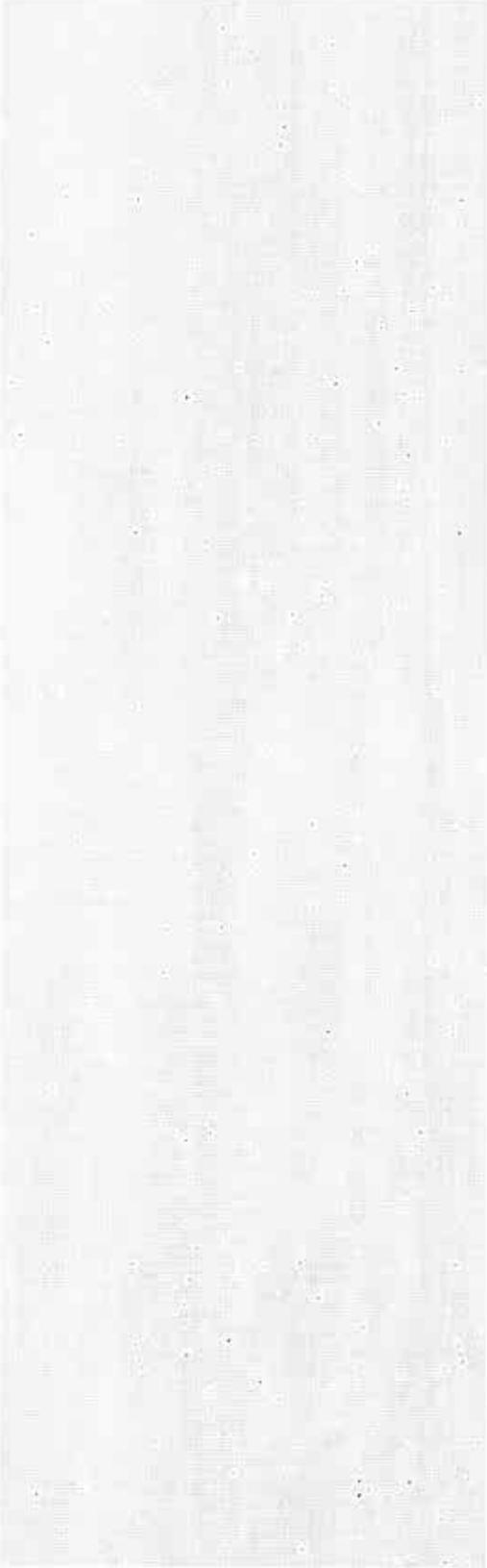
ORDER FORM

SECTION A

- (i) This Order Form dated 26 September 2018 is issued in accordance with the provisions of the Panel Agreement for the provision of general legal services.
- (ii) The Supplier agrees to supply the Ordered Panel Services specified below on and subject to the terms of this Legal Services Contract.
- (iii) For the avoidance of doubt this Legal Services Contract consists of the terms set out in this Order Form and the Terms and Conditions.
- (iv) By signing and returning this Order Form (which may be done by electronic means) the Supplier agrees to enter this Legal Services Contract with the Customer to provide the Ordered Panel Services in accordance with this Order Form and the Terms and Conditions.
- (v) The Parties hereby acknowledge and agree that they have read this Order Form and the Terms and Conditions and by signing below agree to be bound by this Legal Services Contract.
- (vi) In accordance with paragraph 7 of Panel Schedule 5 (Ordering Procedure), the Parties hereby acknowledge and agree that this Legal Services Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of this Order Form (together with the Terms and Conditions) from the Supplier within two (2) Working Days from such receipt.

1.1	Customer's reference number: Not Used
1.2	CUSTOMER Secretary of State for Work and Pensions
1.3	SUPPLIER DLA Piper
1.4	Commencement Date: 27 September 2018
1.5	Expiry Date 31 March 2019

1.6	Signed for and on behalf of the Customer by an authorised representative:
	
	Signature 
	Date 
1.7	Signed for and on behalf of the Supplier by an authorised representative:
	
	Name and Title 
	Signature 
	Date 



ORDER FORM SECTION B

1. PANEL SERVICES

1.1	<p>Panel Services:</p> <p>(1) DLA Piper will provide legal advice/ drafting on primarily the DPS Ts&Cs with a GLD lawyer. DLA Piper already have an understanding of the way in which central government departments procure services and in particular DLA have advised DWP and other departments on DPS systems and have current up to date knowledge on both DPS and the Light Touch regime. DLA, have prepared the Ts&Cs and tender documentation and advised in relation to the procurement under an earlier DPS award. Advice will be required in relation to the Ts&Cs and procurement documentation, until signature of the contract or the end of the procurement.</p> <p>(2) DLA will provide a wide range of contract and commercial legal services, primarily including but not limited to:</p> <ul style="list-style-type: none">• Public Procurement Law: All aspects of public procurement law including the application of the Public Contracts Regulations 2015 and EU public procurement law (insofar as it will be applicable).• Contract Law: All aspects of contract law.
1.2	<p>Management and review of the Services</p> <p>The Contract will be managed by the Government Legal Department Commercial Law Group. Performance will be managed in accordance with the General Legal Services Panel management guidelines.</p> <p>All work commissioned shall be submitted to Steve McDermott (Senior Lawyer), Commercial Law Group, for review. Instructions shall be submitted under the supervision of the Senior Lawyer and agreed with the Supplier. All invoices will be scrutinised by the Senior Lawyer.</p> <p>The Supplier is referred to clause 3 of this Legal Services Contract regarding delivery and management of the panel services.</p> <p>The contract will be formally reviewed at 3 monthly intervals by the Senior Lawyer and Commercial Law Deputy Director and performance of the supplier will be managed in accordance with GLAS performance management guidelines.</p>
1.3	<p>Place of performance</p> <p>Principally to be performed at the Supplier's offices in Manchester and elsewhere as the Customer requires.</p>

2. CHARGES

2.1a	Supplier rates will be used (as shown in table below)			
	DLA Piper UK LLP	Hourly	Daily	Monthly
	Partner Rates	[REDACTED]	[REDACTED]	[REDACTED]
	Senior Solicitor Rates	[REDACTED]	[REDACTED]	[REDACTED]
	Solicitor Rates	[REDACTED]	[REDACTED]	[REDACTED]
	Junior Solicitor Rates	[REDACTED]	[REDACTED]	[REDACTED]
	Trainee/Paralegal Rates	[REDACTED]	[REDACTED]	[REDACTED]
2.1b	<p>Where any Supplier Personnel have completed eight (8) hours of work on any given day, the daily rate will apply irrespective of how many further hours of work are completed on that day.</p> <p>Where any Supplier Personnel have completed twenty (20) days of work in any given Month, the monthly rate will apply irrespective of how many further hours of work are completed in that Month.</p> <p>The Supplier will provide weekly work in progress (WIP) reports to the Customer so that spend can be tracked throughout the course of the Contract.</p>			
2.2	Estimate of Charges not used			
2.3	Fixed Price not used			
2.4	<p>Capped Price used</p> <p>The Customer requires a total capped price for all Services of £15,000 exclusive of VAT.</p> <p>This total capped price will be calculated by reference to a single capped price, with all rates charged up to the level of the cap.</p> <p>The Supplier will provide weekly work in progress (WIP) reports to the Customer so that spend can be tracked throughout the course of the Contract.</p> <p>Any additional work required by the Customer over and above the capped fee estimate will be subject to further agreement between the Customer and Supplier.</p>			
2.5	<p>Other Costs</p> <p>DWP will not pay any expenses.</p> <p>Disbursements shall only be payable where the Customer has authorised that the Disbursements may be incurred in advance and where they are within the total capped price.</p>			

3. MISCELLANEOUS

3.1	CUSTOMER REPRESENTATIVE [REDACTED] Senior Lawyer, CLGpG - DWP Commercial Law Group, Government Legal Department Fifth Floor, Two St Peter's Square, Manchester M2 3AA Landline: [REDACTED] Mobile: [REDACTED] Email: [REDACTED]
3.2	SUPPLIER REPRESENTATIVE
3.3	KEY PERSONNEL Supplier will provide names with their respective grade to the customer of any fee earners they use in addition to the fee earner named above.
3.4	Notices CUSTOMER [REDACTED] Senior Lawyer, CLGpG - DWP Commercial Law Group, Government Legal Department Fifth Floor, Two St Peter's Square, Manchester M2 3AA Landline: [REDACTED] Mobile: [REDACTED] Email: [REDACTED] SUPPLIER
3.5	Customer billing address and contact [REDACTED] Business Manager Department for Work and Pensions Ground Floor Caxton House Tothill Street London SW1H 9NA Tel: [REDACTED] Email: [REDACTED]
3.6	SUPPLIER BANK DETAILS <i>Required from supplier</i>