



Crown
Commercial
Service

Call Off Order Form for Management Consultancy Services

CALL OFF ORDER FORM

CONTRACT REFERENCE: CCCC20A58 Consultancy

**Support For The Cabinet Office: Civil
Service Pensions**

FRAMEWORK SCHEDULE 4

CALL OFF ORDER FORM AND CALL OFF TERMS

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 **RM6008** dated 21st November 2017.

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 Call Off Order Form and the Call Off Terms.

Order Number	REDACTED
From	Cabinet Office ("CUSTOMER")
To	REDACTED ("SUPPLIER")

SECTION B

CALL OFF CONTRACT PERIOD

1.1.	Commencement Date: 29/06/2020
1.2.	Expiry Date: 22/12/2020 (There is no extension option)

SERVICES

2.1.	Services required: In Annex A Statement of Requirements
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PROJECT PLAN

3.1.	Project Plan: In Call Off Schedule 4 (Project Plan) The following Contract milestones/deliverables shall apply: <table border="1"><thead><tr><th>Milestone /Deliverable</th><th>Description</th><th>Timeframe or Delivery Date</th></tr></thead><tbody><tr><td>1</td><td>Provide a Delivery Plan of how the Supplier will</td><td>Within week 1 of Contract Award</td></tr></tbody></table>	Milestone /Deliverable	Description	Timeframe or Delivery Date	1	Provide a Delivery Plan of how the Supplier will	Within week 1 of Contract Award
Milestone /Deliverable	Description	Timeframe or Delivery Date					
1	Provide a Delivery Plan of how the Supplier will	Within week 1 of Contract Award					

	8	Within 26 weeks of Contract Award	Complete skills transfer to in-house team. Provide handover and closure report	100%
4.5	Period for providing Rectification Plan: In Clause 39.2.1(a) of the Call Off Terms			

PERSONNEL

5.1	Key Personnel: REDACTED
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PAYMENT

6.1	Call Off Contract Charges (including any applicable discount(s), but excluding VAT): REDACTED
6.2	Payment terms/profile (including method of payment e.g. Government Procurement Card (GPC) or BACS): In Annex 2 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)
6.3	Reimbursable Expenses: Permitted. Expenses to the base location should be included in the rates, expenses to other locations will be paid in line the Supplier's Travel and Subsistence policy and must be agreed in advance.
6.4	Customer billing address (paragraph 7.6 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): REDACTED
6.5	Call Off Contract Charges fixed for (paragraph 8.2 of Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): For the full term of the contract
6.6	Supplier periodic assessment of Call Off Contract Charges (paragraph 9.2 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)) will be carried out on: Not Applicable
6.7	Supplier request for increase in the Call Off Contract Charges (paragraph 10 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): Not Permitted

LIABILITY AND INSURANCE

7.1	Estimated Call Off Contract Charges:
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	The sum of £88,900.00 (ex VAT)
7.2	Supplier's limitation of Liability: In Clause 37.2.1 of the Call Off Terms
7.3	Insurance: Clause 38.3 of the Call Off Terms

TERMINATION AND EXIT

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

SUPPLIER INFORMATION

9.1	Supplier's inspection of Sites, Customer Property and Customer Assets: Not Applicable
9.2	<p>Commercially Sensitive Information:</p> <p>End User Devices: The Supplier shall ensure that any Authority Data which resides on a mobile, removable or physically uncontrolled device is stored encrypted using a product or system component which has been formally assured through a recognised certification process agreed with the Authority except where the Authority has given its prior written consent to an alternative arrangement. The Supplier shall ensure that any device which is used to Process Authority Data meets all of the security requirements set out in the NCSC End User Devices Platform Security Guidance, a copy of which can be found at: https://www.ncsc.gov.uk/guidance/end-user-device-security.</p> <p>Encryption: The Supplier shall ensure that any Authority Data which it causes to be transmitted over any public network (including the Internet, mobile networks or un-protected enterprise network) or to a mobile device shall be encrypted when transmitted.</p> <p>Personnel Security: All Supplier Personnel shall be subject to a pre-employment check before they may participate in the provision and or management of the Services. Such pre-employment checks must include all pre-employment checks which are required by the HMG Baseline Personnel Security Standard or equivalent including: verification of the individual's identity; verification of the individual's nationality and immigration status; and, verification of the individual's employment</p>

	<p>history; verification of the individual's criminal record. The Supplier may be required to implement additional security vetting for some roles.</p> <p>Identity, Authentication and Access Control: The supplier must operate an appropriate access control regime to ensure that users and administrators of the service are uniquely identified. The supplier must retain records of access to the physical sites and to the service.</p> <p>Data Destruction/Deletion: The Supplier must be able to demonstrate they can supply a copy of all data on request or at termination of the service, and must be able to securely erase or destroy all data and media that the Authority data has been stored and processed on.</p> <p>Audit and Protective Monitoring: The Supplier shall collect audit records which relate to security events in delivery of the service or that would support the analysis of potential and actual compromises. In order to facilitate effective monitoring and forensic readiness such Supplier audit records should (as a minimum) include regular reports and alerts setting out details of access by users of the service, to enable the identification of (without limitation) changing access trends, any unusual patterns of usage and/or accounts accessing higher than average amounts of Authority/Buyer Data. The retention periods for audit records and event logs must be agreed with the Authority/Buyer and documented.</p> <p>Location of Authority/Buyer Data: The Supplier shall not, and shall procure that none of its Sub-contractors, process Authority Data outside the European Economic Area without the prior written consent of the Authority and the Supplier shall not change where it or any of its Sub-contractors process Authority Data without the Authority's prior written consent which may be subject to conditions.</p>
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OTHER CALL OFF REQUIREMENTS

10.1	<p>Recitals (in preamble to the Call Off Terms):</p> <p>Recital C - date of issue of the Statement of Requirements: 18/05/2020</p> <p>Recital D - date of receipt of Call Off Tender: 1/06/2020</p>
10.2	<p>Call Off Guarantee (Clause 4 of the Call Off Terms):</p> <p>Not required</p>
10.3	<p>Security:</p> <p>Select short form security requirements</p> <p>In Attachment 3 (Statement of Requirements)</p>
10.4	<p>ICT Policy:</p> <p>Not applied</p>
10.5	<p>Testing:</p> <p>Not applied</p>

10.6	Business Continuity & Disaster Recovery: Not applied		
10.7	NOT USED		
10.8	Protection of Customer Data: Clause 35.2.3 of the Call Off Terms		
10.9	Notices (Clause 56.6 of the Call Off Terms): REDACTED		
10.10	Transparency Reports In Call Off Schedule 13 (Transparency Reports)		
10.11	Alternative and/or additional provisions (including any Alternative and/or Additional Clauses under Call Off Schedule 14 and if required, any Customer alternative pricing mechanism): Not Applicable		
10.12	Call Off Tender: As contained within Annex B - Technical Proposal.		
10.13	Publicity and Branding: Clause 36.3.2 of the Call Off Terms		
10.14	Staff Transfer Annex to Call Off Schedule 10, List of Notified Sub-Contractors (Call Off Tender).		
10.15	<p>Processing Data Call Off Schedule 17</p> <ol style="list-style-type: none"> 1. The contact details of the Customer Data Protection Officer is: To be completed post award 2. The contact details of the Suppliers Data Protection Officer is: To be completed post award 3. The Processor shall comply with any further written instructions with respect to processing by the Controller. 4. Any such further instructions shall be incorporated into this Schedule. <table border="1" data-bbox="309 1800 1375 1917"> <tr> <td style="background-color: #cccccc;">Contract Reference:</td> <td style="background-color: #cccccc;">CCCC20A58</td> </tr> </table>	Contract Reference:	CCCC20A58
Contract Reference:	CCCC20A58		

	Date:	19/06/2020
	Description Of Authorized Processing	Details
	Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation the Parties are independent controllers of Personal Data under this Framework Agreement.
	Use of Personal Data	Managing the obligations under the Call Off Contract Agreement, including exit management, and other associated activities.
	Duration of the processing	For the duration of the Framework Award plus 7 years.
	Nature and purposes of the processing	
	Type of Personal Data	Full name Workplace address Workplace Phone Number Workplace email address Names Job Title Compensation Tenure Information Qualifications or certifications

		<p>Nationality</p> <p>Education & training history</p> <p>Previous work history</p> <p>Personal Interests</p> <p>References and referee details</p> <p>Driving license details</p> <p>National insurance number</p> <p>Bank statements</p> <p>Utility bills</p> <p>Job title or role</p> <p>Job application details</p> <p>Start date</p> <p>End date & reason for termination</p> <p>Contract type</p> <p>Compensation data</p> <p>Photographic facial Image</p> <p>Biometric data</p> <p>Birth certificates</p> <p>IP address</p> <p>Details of physical and psychological health or medical condition</p> <p>Next of kin & emergency contact details</p> <p>Record of absence, time tracking & annual leave</p>
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	Categories of Data Subject	
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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	25/06/2020

For and on behalf of the Customer:

Name and Title	REDACTED
Signature	REDACTED
Date	25/6/2020