

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

Order Form

CALL-OFF REFERENCE:

itt_5831 - RM6134 Media Monitoring, Press Office Management and Forward Planning 2021

THE BUYER:

HIGHWAYS ENGLAND COMPANY LIMITED a company incorporated in and in accordance with the laws of England and Wales having as its registered number 09346363

BUYER ADDRESS:

Bridge House, 1 Walnut Tree Close, Guildford, Surrey, England, GU1 4LZ

THE SUPPLIER:

Media Measurement Ltd

SUPPLIER ADDRESS:

Water End Barns, Eversholt, Bedfordshire, MK17 9EA

REGISTRATION NUMBER: 02587564

DUNS NUMBER: **REDACTED**

SID4GOV ID: N/A

APPLICABLE FRAMEWORK CONTRACT

Framework Ref: RM6134 Media Monitoring and Associated Services Framework
Project Version: v1.0
Model Version: v3.5

Framework Schedule 6 (Order Form Template and Call-Off Schedules)
Crown Copyright 2020

This Order Form is for the provision of the Call-Off Deliverables and dated 18/02/2021
It's issued under the Framework Contract with the reference number RM6134 for the
provision of Media Monitoring and Associated Services.

CALL-OFF LOT(S):
Not applicable

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) RM6134
3. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6134
 - 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 RM6134
 - 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 6 (ICT Services)
 - Call-Off Schedule 7 (Key Supplier Staff)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 14 (Service Levels)
 - Call-Off Schedule 16 (Benchmarking)
 - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.7)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6134
6. Call-Off Schedule 4 (Call-Off Tender)

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

Crown Copyright 2020

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: 22 February 2021

CALL-OFF EXPIRY DATE: 21 February 2024

CALL-OFF INITIAL PERIOD: 3 Years

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

£119,609.40

CALL-OFF CHARGES

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

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Indexation
- Specific Change in Law
- Benchmarking using Call-Off Schedule 16 (Benchmarking)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Payment via invoicing process – 30-day payment terms.

BUYER'S INVOICE ADDRESS:

REDACTED

BUYER'S AUTHORISED REPRESENTATIVE

REDACTED

BUYER'S ENVIRONMENTAL POLICY

<https://www.gov.uk/government/publications/highways-england-environment-strategy>

BUYER'S SECURITY POLICY

Appended at 'Policy Documents' at time of call-off competition.

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED

SUPPLIER'S CONTRACT MANAGER

REDACTED

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Monthly as agreed.

KEY STAFF

REDACTED

KEY SUBCONTRACTOR(S)

[Insert] name (registered name if registered)]

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

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

The Service Credit Cap is: £20,000

The Service Period is: Monthly

A Critical Service Level Failure is: 83% Target against any of the Service Level Performance Criterion within Call-Off 14 Schedule.

ADDITIONAL INSURANCES

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

Crown Copyright 2020

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	REDACTED	Role:	REDACTED
Date:	REDACTED	Date:	REDACTED

Annex A – Mobilisation of services (amended from Call-off Schedule 20)

- Contract Start Date: 26/02/2021
- Journalist Database: 26/02/2021
- Media Monitoring Platform: 19/03/2021
- Forward Planning Service: 22/03/2021
- Insight Reporting and Human Driven Analysis: 22/03/2021