



**Crown  
Commercial  
Service**

---

**Call Off Order Form and Call Off Terms for the  
Management Consultancy Framework Agreement**

**RM3745**

---

## 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 Analysis and reconciliation of financial payment data dated 04/12/2018.

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	PS18278
From	Department for Business, Energy and Industrial Strategy of 1 Victoria Street, London, SW1H 0ET  ("CUSTOMER")
To	Moore Stephens LLP of 140 Aldersgate Street, London, EC1A 4AB  ("SUPPLIER")

### SECTION B

#### 1. CALL OFF CONTRACT PERIOD

1.1. Commencement Date:	This contract is with the understanding that the full rigour and terms and conditions of the contract apply from the commencement date of the 28 <sup>th</sup> September 2018
1.2. Expiry Date:	28 <sup>th</sup> February 2019

#### 2. SERVICES

2.1 Services required:	Analysis and reconciliation of financial payment data received from a range of extractive companies and public sector agencies.  Production of a) an interim, and b) a final reconciliation report presenting the findings of the above analysis.
------------------------	---

#### 3. PROJECT PLAN

<b>3.1. Project Plan:</b>	<p>Draft report (for review) – 30<sup>th</sup> November 2018</p> <p>Final report (for publications) – 31<sup>st</sup> January 2019</p>
---------------------------	--

#### 4. CONTRACT PERFORMANCE

<b>4.1. Standards:</b>	N/A
<b>4.2 Service Levels/Service Credits:</b>	Not applied
<b>4.3 Critical Service Level Failure:</b>	Not applied
<b>4.4 Performance Monitoring:</b>	Not applied
<b>4.5 Period for providing Rectification Plan:</b>	In Clause 39.2.1(a) of the Call Off Terms

#### 5. PERSONNEL

<b>5.1 Key Personnel:</b>	[REDACTED]
<b>5.2 Relevant Convictions</b>	Clause 28.2 of the Call Off Terms

#### 6. PAYMENT

<b>6.1 Call Off Contract Charges (excluding VAT):</b>	Total contract value shall not exceed £135,257.50 excluding VAT.
<b>6.2 Payment terms/profile</b>	Two equal tranches on 30/11/18 and 31/01/19
<b>6.3 Reimbursable Expenses:</b>	N/A
<b>6.4 Customer billing address</b>	[REDACTED], Business Frameworks Directorate, BEIS, 1 Victoria Street, London SW1H 0ET
<b>6.5 Call Off Contract Charges fixed for (paragraph 8.2 of Schedule 3 (Call Off Contract Charges, Payment and Invoicing)):</b>	N/A

<b>6.6</b>	<b>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:</b> N/A
<b>6.7</b>	<b>Supplier request for increase in the Call Off Contract Charges (paragraph 10 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)):</b> Not Permitted

## 7. LIABILITY AND INSURANCE

<b>7.1</b>	<b>Estimated Year 1 Call Off Contract Charges:</b> N/A
<b>7.2</b>	<b>Supplier's limitation of Liability (Clause 37.2.1 of the Call Off Terms);</b> In Clause 37.2.1 of the Call Off Terms
<b>7.3</b>	<b>Insurance (Clause 38.3 of the Call Off Terms):</b> As per clause 38.3 call off terms

## 8. TERMINATION AND EXIT

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

## 9. SUPPLIER INFORMATION

<b>9.1</b>	<b>Supplier's Inspection of Sites, Customer Property and Customer Assets:</b> N/A
<b>9.2</b>	<b>Commercially Sensitive Information:</b> N/A

## 10. OTHER CALL OFF REQUIREMENTS

<b>10.1</b>	<b>Recitals (In preamble to the Call Off Terms):</b> Recital A
-------------	---

<b>10.2</b>	<b>Call Off Guarantee (Clause 4 of the Call Off Terms):</b> Not required
<b>10.3</b>	<b>Security:</b> Short form security requirements
<b>10.4</b>	<b>ICT Policy:</b> Not applied
<b>10.5</b>	<b>Testing:</b> Not applied
<b>10.6</b>	<b>Business Continuity &amp; Disaster Recovery:</b> Not applied
<b>10.7</b>	<b>NOT USED</b>
<b>10.8</b>	<b>Protection of Customer Data</b> Clause 35.2.3 of the Call Off Terms
<b>10.9</b>	<b>Notices (Clause 56.6 of the Call Off Terms):</b> Customer's postal address and email address: [REDACTED] Business Frameworks Directorate, BEIS, 1 Victoria Street, London SW1H 0ET [REDACTED]  Supplier's postal address and email address: [REDACTED] Partner, Moore Stephens LLP, 150 Aldersgate Street, London EC1A 4AB [REDACTED]
<b>10.10</b>	<b>Transparency Reports</b> Not required
<b>10.11</b>	<b>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):</b> N/A
<b>10.12</b>	<b>Call Off Tender:</b> N/A
<b>10.13</b>	<b>Publicity and Branding (Clause 36.3.2 of the Call Off Terms)</b> N/A

**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:**

<b>Name and Title</b>	 Partner
<b>Signature</b>	
<b>Date</b>	10/12/2018

**For and on behalf of the Customer:**

<b>Name and Title</b>	 Deputy Director
<b>Signature</b>	
<b>Date</b>	13/12/18