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

**Part A**

**Order Form Template**

CALL-OFF REFERENCE: **[Insert** Buyer’s contract reference number]

THE BUYER: **[Insert** Buyer’s name]

BUYER ADDRESS [**Insert** business address]

THE SUPPLIER: [**Insert** name of Supplier]

SUPPLIER ADDRESS:[**Insert** registered address (if registered)]

REGISTRATION NUMBER:[**Insert** registration number (if registered)]

DUNS NUMBER: **[Insert** if known]

SID4GOV ID: **[Insert** if known]

**[Buyer guidance:** This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system. If an electronic purchasing system is used instead of signing as a hard-copy, the text below must be
copied into the electronic order form]

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated [**Insert** date of issue].

It’s issued under the Framework Contract with the reference number RM3821 for the provision of Data and Applications Solutions.

CALL-OFF LOT(S):

**[Insert** the relevant lot numbers]

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) RM3821
3. The following Schedules in equal order of precedence:

[**Buyer guidance: delete** any highlighted Schedules that you do not need for this Call-Off Contract. **Add** any additional Schedule needed, providing it is within scope of the framework agreement. **Remove** any highlighting remaining before finalising this Order Form. **Remove** this guidance too.]

* Joint Schedules for framework reference number RM3821
	+ 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 8 (Guarantee) ]
	+ [Joint Schedule 9 (Minimum Standards of Reliability) ]
	+ Joint Schedule 10 (Rectification Plan)
	+ Joint Schedule 11 (Processing Data)
* Call-Off Schedules for **[Insert** Call-Off reference number]
	+ 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 11 (Installation Works) ]
	+ [Call-Off Schedule 12 (Clustering) ]
	+ [Call-Off Schedule 13 (Implementation Plan and Testing) ]
	+ [Call-Off Schedule 14 (Service Levels) ]
	+ Call-Off Schedule 15 (Call-Off Contract Management)
	+ [Call-Off Schedule 16 (Benchmarking) ]
	+ [Call-Off Schedule 17 (MOD Terms) ]
	+ [Call-Off Schedule 18 (Background Checks) ]
	+ [Call-Off Schedule 19 (Scottish Law) ]
	+ [Call-Off Schedule 20 (Call-Off Specification) ]
1. CCS Core Terms (version 3. 0.3)
2. Joint Schedule 5 (Corporate Social Responsibility) RM3821
3. [Call-Off Schedule 21 (Supplier-Furnished Terms]
4. [Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.]

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:

**[Insert** terms to revise or supplement Core Terms, Joint Schedules, Call Off Schedules; or none]

[Special Term 1 ]

[Special Term 2. ]

[Special Term 3. ]

[None]

CALL-OFF START DATE: **[Inset** Day Month Year]

CALL-OFF EXPIRY DATE: **[Inset** Day Month Year]

CALL-OFF INITIAL PERIOD: **[Insert** Years, Months]

CALL-OFF DELIVERABLES

**[Buyer guidance:** **complete** option A or, if Deliverables are too complex for this form, **use** option B and Call-Off Schedule 20 instead. **Delete** the option that is not used.]

[Option A: [Name of Deliverable][Quantity][Delivery date][Details]]

[Option B: 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.

**[Buyer guidance:** you can change the cap on liability in Clause 11.2 where you have made an appropriate risk assessment and sought the necessary management approvals. Unlimited liability is not permitted]

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **[Insert** Estimated Charges in the first 12 months of the Contract. The Buyer must always provide a figure here]

CALL-OFF CHARGES

**[Buyer guidance:** **Use** option A or, if charging model is too complex to detail in this form or must be embedded, **use** option B and Call-Off Schedule 5 instead. **Delete** the option that is not used.]

[Option A: **Insert** the Charges for the Deliverables]

[Option B: See details in Call-Off Schedule 5 (Pricing Details)]

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 5 and 6 in Framework Schedule 3 (Framework Prices)

The Charges will not be impacted by any change to the Framework Prices.

REIMBURSABLE EXPENSES

[Recoverable as stated in the Framework Contract]

PAYMENT METHOD

[**Insert** payment method(s) and necessary details]

BUYER’S INVOICE ADDRESS:

[**Insert** name]

**[Insert** role]

[**Insert** email address]

**[Insert** address]

BUYER’S AUTHORISED REPRESENTATIVE

[**Insert** name]

**[Insert** role]

[**Insert** email address]

**[Insert** address]

BUYER’S ENVIRONMENTAL POLICY

**[Insert details** [Document name] [version] [date] [available online at:]

**or insert:** [Appended at Call-Off Schedule X]]

BUYER’S SECURITY POLICY

**[Insert details** [Document name] [version] [date] [available online at:]

**or insert:** [Appended at Call-Off Schedule X]]

SUPPLIER’S AUTHORISED REPRESENTATIVE

[**Insert** name]

**[Insert** role]

[**Insert** email address]

**[Insert** address]

SUPPLIER’S CONTRACT MANAGER

[**Insert** name]

**[Insert** role]

[**Insert** email address]

**[Insert** address]

PROGRESS REPORT FREQUENCY

**[Insert report frequency:** On the first Working Day of each calendar month]

PROGRESS MEETING FREQUENCY

**[Insert meeting frequency:** Quarterly on the first Working Day of each quarter]

KEY STAFF

[**Insert** name]

**[Insert** role]

[**Insert** email address]

**[Insert** address]

KEY SUBCONTRACTOR(S)

**[Insert** name (registered name if registered)]

COMMERCIALLY SENSITIVE INFORMATION

[**Insert** Not applicable **or insert** Supplier’s Commercially Sensitive Information]

SERVICE CREDITS

**[Insert** Not applicable]

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

The Service Credit Cap is: **[Insert** £value].

The Service Period is **[Insert duration:** one Month]].

GUARANTEE

[**Insert** Not applicable

**or insert** The Supplier must have a Call-Off Guarantor to guarantee their performance using the form in Joint Schedule 8 (Guarantee)

SOCIAL VALUE COMMITMENT

[**Insert** Not applicable **or insert** 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)]

MINIMUM PERIOD OF NOTICE FOR NO\_FAULT TERMINATION

[**Insert** minimum period of notice]

|  |  |
| --- | --- |
| **For and on behalf of the Supplier:** | **For and on behalf of the Buyer:** |
| Signature: |  | Signature: |  |
| Name: |  | Name: |  |
| Role: |  | Role: |  |
| Date: |  | Date: |  |

[**Buyer guidance:** execution by seal / deed where required by the Buyer].

**Part B**

**Call-Off Schedules**

**[Insert** template Call-Off Schedules listed in the Framework Award Form. These are either:

* mandatory
* optional: where highlighted in square brackets in the Call-Off Incorporated Terms in Part A of this Schedule may be selected or removed from the Call-Off Contract]
	+ - Call-Off Schedule 1 (Transparency Reports)
		- Call-Off Schedule 2 (Staff Transfer)
		- [Call-Off Schedule 3 (Continuous Improvement)]
		- [Call-Off Schedule 4 (Call-Off Tender)]
		- [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 11 (Installation Works)]
		- [Call-Off Schedule 12 (Clustering)]
		- [Call-Off Schedule 13 (Implementation Plan and Testing)]
		- [Call-Off Schedule 14 (Service Levels)]
		- Call-Off Schedule 15 (Call-Off Contract Management)
		- [Call-Off Schedule 16 (Benchmarking)]
		- [Call-Off Schedule 17 (MOD Terms)]
		- [Call-Off Schedule 18 (Background Checks)]
		- [Call-Off Schedule 19 (Scottish Law)]
		- [Call-Off Schedule 20 (Call-Off Specification)]
		- [Call-Off Schedule 21 ( DAS)
		- [Call-Off Schedule 22 ( Supplier-Furnished Terms)
		- Joint Schedule 1 (Definitions)
		- 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 8 (Guarantee)]]
		- [Joint Schedule 9 (Minimum Standards of Reliability)]
		- Joint Schedule 10 (Rectification Plan)
		- Joint Schedule 11 (Processing of Data)