**Framework Schedule 6 (Order Form Template and Call-Off Schedules) – Lots 1, 2 and 3**

**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 starting from “Applicable Framework Contract”, and up to but not including the Signature Block, must be copied into the electronic order form]

It is essential that if you, as the Buyer, add to or amend any aspect of any Call-Off Schedule, then **you must send the updated Schedule** with the Order Form to the Supplier]

**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 RM6103 for the provision of ICT for Education.

**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) RM6103
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 RM6103
	+ 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) *– Further Competition Only*]
	+ [Joint Schedule 8 (Guarantee) – *Further Competition Only* ]
	+ Joint Schedule 10 (Rectification Plan)
	+ Joint Schedule 11 (Processing Data)
	+ [Joint Schedule 12 (Supply Chain Visibility) ]
* 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) – *Further Competition Only*]
	+ [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) – *Further Competition Only* ]
	+ [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) – *Further Competition Only* ]
	+ [Call-Off Schedule 24 (Northern Ireland Law)]
1. CCS Core Terms (version 3. 0.4)
2. Joint Schedule 5 (Corporate Social Responsibility) RM6103
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 – *Further Competition Only*.]
5. Call-Off Schedule 30 (Financed Purchase Agreement)

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)]

Where Call-Off Schedule 5 is not used 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]]

**BESPOKE BCDR PLAN REQUIRED ( Call-Off Schedule 8 refers)**

In accordance with the provisions of Call-Off Schedule 8 a bespoke BCDR Plan is only possible for a Call-Off Contract resulting from a Further Competition.

[**Insert**: Yes/No/Not Applicable]

**BUYER’S SECURITY POLICY**

In accordance with the provisions of Call-Off Schedule 9, a requirement for compliance with the Buyer’s specific Security Policy is only possible for a Call-Off Contract resulting from a Further Competition.

**Security Policy Compliance Required:**

[**Insert**: Yes/No/Not Applicable]

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

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

**BESPOKE ISMS REQUIRED (Call-Off Schedule 9 refers)**

[**Insert**: Yes/No/Not Applicable]

**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]].

**ADDITIONAL INSURANCES**

[**Insert** Not applicable

**or Insert** details of Additional Insurances required in accordance with Joint Schedule 3 (Insurance Requirements) ]

**GUARANTEE**

In accordance with the provisions of Joint Schedule 8 a Call-Off Guarantee is only possible for a Call-Off Contract resulting from a Further Competition.

[**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)] *– Further Competition Only*
		- [Call-Off Schedule 4 (Call-Off Tender)] )] *– Further Competition Only*
		- [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)] )] *– Further Competition Only*
		- [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)] )] *– Further Competition Only*
		- [Call-Off Schedule 21 ( Supplier-Furnished Terms)][Call-Off
		- [Call-Off Schedule 24 (Northern Ireland Law)]
		- [Schedule 30 (Financed Purchase Agreement)]
		- 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)] - )] *– Further Competition Only*
		- [Joint Schedule 8 (Guarantee)] - )] *– Further Competition Only*
		- Joint Schedule 10 (Rectification Plan)
		- Joint Schedule 11 (Processing of Data)
		- [Joint Schedule 12 (Supply Chain Visibility)]