**Guidance for completion of Part A – Order Form**

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| **Field Name** | **Guidance** |
| Call-Off Contract Ref | This is the opportunity ID - the unique integer reference number at the end of any opportunities' url on the Digital Marketplace. An example is <https://www.digitalmarketplace.service.gov.uk/digital-outcomes-and-specialists/opportunities/11331> - so 11331 is the opportunity IDA complete list can also be accessed via the Opportunity data .csv file that can be downloaded here:<https://www.digitalmarketplace.service.gov.uk/digital-outcomes-and-specialists/opportunities> |
| Call-Off Contract title | This is the title of the procurement as published on the Digital Marketplace |
| Call-Off Contract description | This is the ‘Summary of the work’ as published on the Digital Marketplace |
| Start date | Refer to Part A – Order Form, Formation of Contract, clause 2.(C) and Part B – Terms and conditions, clause 1The contract start date and the initial SOW start date should be the same |
| (Optional) Maximum Call-Off Contract Extension Period | Note: if this is left blank then the call-off contract cannot be extended under the terms of the framework. Your only option would be to complete a Contract Change Notice (CCN) under Schedule 4 and comply with the Public Contract Regulations 2015, clause 72.(1)(b) Modification of contracts during their term ‘… provided that any increase in price does not exceed 50% of the value of the original contract’It is, therefore, advisable to enter the maximum extension period (25% of the original contract period, expressed in days) as a contingency should you need to use it |
| Charging method | Note: the charging method quoted should be reflected in the individual SOWs produced |
| Notice period for termination for convenience | Refer to clauses 23.1 and 23.2You may specify here a minimum notice period for termination that must be given to the supplier where no cause is given |
| Initial SOW package | You should enter here the ‘SOW Reference’ detailed under Sch 3.1 SOW Details of the Schedule 3 - Statement of Work (SOW), including pricing arrangements and Key Staff. As detailed under Part A – Order Form, Formation of Contract, clause 2.(C) – the call-off contract will only have contractual effect on the execution of a SOW |
| Project reference | This is your own internal id for the project |
| Buyer reference | This is your own internal id for the procurement |
| Digital outcomes and specialists services required | This is the ‘Problem to be solved’ as published on the Digital Markeplace for an outcomes requirement.For an individual specialist requirement this is the ‘What the specialist will work on’For a user research participants requirement this is the ‘Description of your participants’ |
| Warranty period | There is no default warranty period specified in the call-off contract, so buyers will need to enter an appropriate value (number of days) here |
| Staff vetting procedures | This should match those details published on the Digital Marketplace under the section ‘Security clearance’ |
| Standards | You can enter here any external certifications such as ISO standards, or similar, that are required for the project. These should have been specified in the published opportunity on the Digital Marketplace under the section ‘Additional terms and conditions’ |
| Limit on supplier’s liability | Refer to clause 34 Liabilities – particularly 34.2 and 34.3If you wish to specify anything different to the stated defaults then you can enter the details here. For example, you may wish to limit a supplier’s liability in instances of data breach to an agreed maximum amount rather than have it unlimited |
| Insurance | Refer to clause 10 Insurance – particularly 10.1.1 and 10.2.1 and 10.3If you wish to specify anything different to the stated defaults then you can enter the details here |
| Subcontractors / Partners | Detail here the name of the third party and proportion of the work that they will be undertaking as part of the overall project deliverySuppliers are obliged to disclose these details as part of their written proposal and bid; and it is at the buyer’s discretion whether this is acceptable or not |
| Warranties, representations and acceptance criteria | Refer to clause 6 and to Schedule 3 - Statement of Work (SOW), including pricing arrangements and Key Staff clause 3.4.4If you wish to specify anything additional to the stated terms then you can enter the details here |
| Supplemental requirements in addition to the call-off terms | These are the ‘Additional terms and conditions’ as published on the Digital MarketplaceFor example, you may have specified limits to any travel and subsistence claims as part of the project |
| Buyer specific amendments to/refinements of the Call-Off Contract terms | This is where you can amend an existing clause in the call-off contract without materially changing its statusFor example, you may specify a refinement to clause 14.9 under Data Protection and Disclosure such that if you consent to subcontractors then you can specify that there should be a written agreement between the supplier as processor, and subcontractor as sub-processor, as provided for by paragraph 1.11c in PPN 02/18 |
| Specific terms | This is where you just list the specific contract clauses that are being amended/refined above – essentially a checklist of affected clauses |