

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

## Order Form

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)]

REGISTRY: **[Insert]** name of register, eg "Companies House"]

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

**[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, text below must be copied into the electronic order form starting from 'APPLICABLE FRAMEWORK CONTRACT' and up to, but not including, the Signature block**

**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].

The unique identifier (OCID) for this Framework is **[Insert: the unique identifier (OCID) for the Framework]**.

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It's issued under the Framework with the reference number [Insert framework reference number ie: RM number] for the provision of [Insert name of goods and services].

CALL-OFF LOT(S):

[Insert the relevant lot numbers or insert 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.
2. Joint Schedule 1 (*Definitions and Interpretation*) [Insert framework reference number]
3. Framework Special Terms **[Buyer Guidance: This will incorporate all of the Framework Special Terms into the Call-Off Contract. This will need to be amended to specify which are included if it is anticipated that some will be excluded. Remove this guidance too.]**
4. The following Schedules in equal order of precedence:

**[Category Guidance: Delete any highlighted Schedule that is not listed in the final Framework Award Form. Add any Joint or Call-Off Schedules that have been added to the final Framework Award Form. You must ensure that all schedules in this list are available to Buyers on the CCS web site, as finalised at Framework award.]**

**[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 [Insert framework reference number]
  - Joint Schedule 2 (*Variation Form*)
  - Joint Schedule 3 (*Insurance Requirements*)
  - Joint Schedule 4 (*Commercially Sensitive Information*)
  - Joint Schedule 5 (*Sustainability*)
  - [Joint Schedule 6 (*Key Subcontractors*)]
  - [Joint Schedule 7 (*Financial Difficulties*)]
  - [Joint Schedule 8 (*Guarantee*)]
  - Joint Schedule 9 (*Rectification Plan*)
  - Joint Schedule 10 (*Processing Data*)

- Call-Off Schedules for **[Insert Call-Off reference number]**
  - Call-Off Schedule 1 (*Intellectual Property Rights*)
  - 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 9A (*Security: Short Form*)][Call-Off Schedule 9B (*Security: Consultancy*)][Call-Off Schedule 9C (*Security: Development*)][Call-Off Schedule 9D (*Security: Supplier-led Assurance*)][Call-Off Schedule 9E (*Security: Buyer-led Assurance*)]**
  - **[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 (*Performance 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 (*Northern Ireland Law*)]**
  - **[Call-Off Schedule 22 (*Lease Terms*)]**
  - **[Call-Off Schedule 23 (*HMRC Terms*)]**
  - **[Call-Off Schedule 24 (*Corporate Resolution Planning*)]**
  - **[Call-Off Schedule 25 (*Additional Sustainability Requirements*)]**
  - **[Call-Off Schedule 26 (*Carbon Reduction*)]**
  - **[Call-Off Schedule 27 (*Procuring Steel*)]**

5. CCS General Terms version 1.0 PA

6. **[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 General Terms, Joint Schedules, Call Off Schedules; or none]**

[Special Term 1	]
[Special Term 2.	]
[Special Term 3.	]
[None]	

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

CALL-OFF EXPIRY DATE: **[Insert 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)]

## 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)]**

**[Delete if not used:** All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in Framework Schedule 3 (Framework Prices)]

**[Delete if by Award Without Competition or if not otherwise used:** 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]**

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- [Benchmarking using Call-Off Schedule 16 (Benchmarking)]

REIMBURSABLE EXPENSES

[Insert None or insert 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]

PROGRESS REPORT FREQUENCY

[Insert report frequency: E.g. on the first Working Day of each calendar month.  
See Clause 6.1 of the General Terms]

PROGRESS MEETING FREQUENCY

[Insert meeting frequency: E.g. quarterly on the first Working Day of each quarter.  
See Clause 6.1 of the General Terms]

INTELLECTUAL PROPERTY RIGHTS

In accordance with Clause 10.4 of the General Terms, the IPR Option that is applicable to this Call-Off Contract is set out in the Framework Award Form.

[Or Insert The Buyer wishes to amend the IPR Option to [insert preferred IPR Option]]

***[Buyer Guidance: you can change the IPR Option from the "default" IPR Option set out in the Framework Award Form where you have made an appropriate risk assessment and sought the necessary management approvals. If you wish to view alternative options available, see details in Call-***

**off Schedule 1 (Intellectual Property Rights). Should you wish to proceed with amending the “default” IPR Option, indicate your preferred IPR Option above]**

#### MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 14.2 of the General Terms.

**[Buyer Guidance: You can change the cap on liability in Clause 14.2 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]**

#### BUYER'S ENVIRONMENTAL POLICY

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

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

See Clause 33 of the General Terms]

#### ADDITIONAL INSURANCES

**[Insert Not applicable OR**

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

#### COMMERCIALLY SENSITIVE INFORMATION

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

#### KEY SUBCONTRACTOR(S)

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

#### 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*)

**or insert** There's a guarantee of the Supplier's performance provided for all Call-Off Contracts entered under the Framework Contract]

#### ICT POLICY (IF APPLICABLE)

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

[For the purposes of Call-Off Schedule 6 (ICT Services) Supplier [is/is not] required to comply with the ICT Policy.]

**[Guidance: this is relevant for the ICT Services Schedule, if used (see Call-Off Schedule 6). Delete or mark as "Not Used" if not relevant.]**

### QUALITY PLANS

[Insert Not applicable] OR

[If Call-Off Schedule 6 (ICT Services) is used and Quality Plans are to be provided by the Supplier, insert timescales To be provided within X [weeks][months] of the Call-Off Contract Start Date]

**[Buyer guidance: Please refer to Paragraph 6 of Call-Off Schedule 6 (ICT Services)]**

### MAINTENANCE OF THE ICT ENVIRONMENT

[Insert Not applicable] OR

[If Call-Off Schedule 6 (ICT Services) is used and Maintenance Schedule is to be provided by the Supplier, insert confirmation Maintenance Schedule to be provided by the Supplier [YES][NO]

**[Buyer Guidance: please refer to Paragraph 8 of Call-Off Schedule 6 (ICT Services)]**

### KEY STAFF AND KEY ROLES

[Insert name]

[Insert role]

[Insert email address]

[Insert address]

[Insert contract details]

### BUYER'S SECURITY REQUIREMENTS AND ICT POLICY

#### SECURITY REQUIREMENTS (IF APPLICABLE)

**[Buyer Guidance: Buyers may include their own security requirements in the Call-Off Order Form, or use one of the optional Security Schedules listed below. See the separate Guidance Document (<https://www.security.gov.uk/policy-and-guidance/contracting-securely/>) about when to use an optional Security Schedule, and what version of the Security Schedule is most appropriate. Buyers can only choose one of the following Security Schedules, which will need to be completed (in line with the Buyer guidance set out in each document) and then referred to in the Call-Off Order**

**Form below. If there are no specific Security Requirements under the Call-Off Contract, include the relevant optional wording below]**

[There are no Security Requirements for the purposes of this Call-Off Contract] OR  
[The Security Requirements for this Call-Off Contract are set out in: **[Buyer Guidance: Only include one of the following]**

- **Call-Off Schedule 9A (Security: Short Form) [OR]**
- **Call-Off Schedule 9B (Security: Consultancy) [OR]**
- **Call-Off Schedule 9C (Security: Development) [OR]**
- **Call-Off Schedule 9D (Security: Supplier-led Assurance) [OR]**
- **Call-Off Schedule 9E (Security: Buyer-led Assurance) [OR]**
- **The following document(s): [Insert details [Document name] [version] [date] [available online at: [insert address]. [Buyer Guidance: Where the Supplier will store and process data in the cloud, or use cloud platforms to build and host your services, you should consider requiring the Supplier to (i) document; and (ii) provide on Buyer request how they comply with the 14 Cloud Security Principles available at: <https://www.ncsc.gov.uk/collection/cloud/the-cloud-security-principles>, both for their own Supplier system and for any cloud services they use.]**

The Buyer's staff vetting requirements are: (i) as set out in the Security Schedule (if used); or (ii) if a Security Schedule is not used, the vetting requirements set out in this Order Form, which are: **[Insert requirements, and whether this is to apply to all Supplier Staff (which includes Subcontractor staff), or only a limited subset of staff]**; or (iii) if a Security Schedule is not used and there are no vetting requirements specified in the Order Form, Supplier Staff are to have Baseline Personnel Security Standard. **[Buyer Guidance: If the Buyer is not using a Security Schedule and it wants Supplier/Subcontractor staff, or some of these staff, to be subject to a specific type of vetting, the Buyer will need to list the requirements here. The Buyer will need to specify whether it wants this to apply to all Supplier/Subcontractor staff, or just a subset of these (see the specific definitions of "Subcontractor" and "Supplier Staff" in the Security Schedules for an example of what these might be). If the Buyer is not using a Security Schedule and does not want Supplier/Subcontractor Staff to be subject to vetting, the Buyer should also specify that here – otherwise all Supplier Staff (which includes Subcontractor staff) will need to have Baseline Personnel Security Standard.]**

## VIRTUAL LIBRARY

The Supplier shall create the Virtual Library [in accordance with the timescale set out in Paragraph 2 of Call-Off Schedule 10 (*Exit Management*)] [within **[Insert period]** of the **[Effective Date]** / **[Start Date]**].

## SERVICE CREDITS

**[Insert Not applicable] OR**



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

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

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

A Critical KPI Failure is: **[Buyer to define]**

### 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]**

### 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) and report on the Social Value KPIs as required by Call-Off Schedule 14 (Performance Levels) (if used)]**

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]**