**Schedule 1 – Call-Off Contract Order Form**

This Order for a Call Off Contract is issued subject to the provisions of the original Framework Agreement entered into between the Lead Council and/or Participating Organisations and [Contractor Name] on [insert date] Contract Ref. DN212852.

The Contractor agrees to provide the Management Information System or Financial Accounting System [amend as required] specified below on and subject to the terms of the original Framework Agreement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **##/##/20##** | **Order Reference No.** | **[Internal Service Area Ref]** |

**FROM**

|  |  |
| --- | --- |
| [insert name and address of school] | |
| Invoice Address | [if different from school address above] |
| Contact Ref | **Name**: [insert name of contact]  **Phone: [**insert contact details]  **Email:**[insert details] |

**TO**

|  |  |
| --- | --- |
| Service Provider | [Contractor Name] **“Contractor”** |
| Service Provider’s Address | [Contractor] |
| Account Manager | **Name:**  **Address:**  **Phone:**    **Email:** |

|  |
| --- |
| 1. **CALL-OFF CONTRACT PERIOD** |
| **(1.1) Commencement Date**  [##/##/20-##]  **(1.2)** **Expiry Date**  The Call-Off contract will commence on the [#st day] of [Month] [Year] and shall continue until [#st day] of [Month] [Year].   |  |  | | --- | --- | | ***1.3 Commencement date*** | ***[Insert Date of start of contract]*** | | ***Break Point 1 – This will be the first opportunity to consider not renewing this arrangement for a further year and requires 6 months prior notice to be given to the Contractor.*** | ***[insert date of first break point e.g. after first 12 months]***  *NB: if you are considering not renewing this arrangement in year 2, you will need to inform the Contractor preferably no later than in month 5 of your intentions.* | | ***Break Point 2 - This will be the second opportunity to consider not renewing this arrangement for a further year and requires 6 months prior notice to be given to the Contractor.*** | ***[Insert date of second break point e.g. after 24 months]***  *NB: if you are considering not renewing this arrangement in year 3, you will need to inform the Contractor preferably no later than in month 17 of your intentions.* | | ***Break Point 3 - This will be the third opportunity to consider not renewing this arrangement for a further year and requires 6 months prior notice to be given to the Contractor.*** | ***[Insert date of third break point e.g. after 36 months]***  *NB: if you are considering not renewing this arrangement in year 4, you will need to inform the Contractor preferably no later than in month 29 of your intentions.* | | ***Expiry Date of Call off Agreement*** | ***[insert date for the end of the contract]*** | |
| 1. **CALL OFF SPECIFICATION** |
| [Enter Call Off requirements]  [Enter Specification and any applicable supporting evidence here or as a separate Appendix]  The Contractor shall comply with the monitoring arrangements set out in the Framework Agreement and the Key Performance Indicators detailed in and Appendix below. |
| 1. **SERVICE PROVIDER** |
| **Key Personnel of the Service Provider to be involved in the provision of the services:**  [Enter contact name] |
| 1. **PRICE AND PAYMENT** |
| [Enter agreed pricing] |
| 1. **CONFIDENTIAL INFORMATION** |
| The following information shall be deemed Commercially Sensitive Information or Confidential Information:  [Enter if applicable] |
| 1. **FORMAT OF CONTRACT** |
| **The school shall enter into a contract by completing and returning this document, executed by an authorised officer of the school, to the Contractor.** |
| **BY SIGNING AND RETURNING THIS CALL-OFF AGREEMENT THE CONTRACTOR AGREES TO ENTER INTO A LEGALLY BINDING CONTRACT WITH THE SCHOOL TO PROVIDE THE SUPPLIES/SERVICES**  The Parties hereby acknowledge and agree that they have read the overarching Framework Agreement and by signing below agree to be bound by those terms contained in the Framework Agreement.  For and on behalf of the Service Provider:  Name  Title  Signature  Date  Name  Title  Signature  Date  For and on behalf of the Participating Organisation:  Name  Title  Signature  Date  Name  Title  Signature  Date |