

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

## Order Form

CALL-OFF REFERENCE:	AGEMCSU/TRANS/23/1589
THE BUYER:	NHS Derby & Derbyshire Integrated Care Board
BUYER ADDRESS	Scarsdale, Nightingale Close, Off Newbold Road, Chesterfield S41 7PF
THE SUPPLIER:	Liaison Financial Services Ltd
SUPPLIER ADDRESS:	Liaison Court, Vincent Road, Worcester, WR5 1BW
REGISTRATION NUMBER:	6426660
DUNS NUMBER:	21-098-5942

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 16<sup>th</sup> October 2023.

It's issued under the Framework Contract with the reference number RM6226 Framework Contract Reference number for the provision of Accounts Payable Review.

CALL-OFF LOT(S):

Lot 15: Spend Analytics and Recovery Services (Accounts Payable Review)

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

Crown Copyright 2018

### 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) RM6226 framework reference number
3. Framework Special Terms: This will incorporate all of the Framework Special Terms into the Call-Off Contract.
4. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6226 framework reference number
    - Joint Schedule 2 (Variation Form and Change Control Procedure)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Call-Off Schedules for RM6226 Call-Off reference number
    - 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 Requirements)
    - Call-Off Schedule 20 (Call-Off Specification)
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) RM6226 framework reference number
7. 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

None

CALL-OFF START DATE: 1<sup>st</sup> October 2023

CALL-OFF EXPIRY DATE: 30<sup>th</sup> September 2024

Framework Ref: RM6226 Debt Resolution Services

Project Version: v1.0

Model Version: v3.5

CALL-OFF INITIAL PERIOD: 1 year

CALL-OFF OPTIONAL EXTENSION PERIOD Option to extend for 1 further year

**CALL-OFF DELIVERABLES**

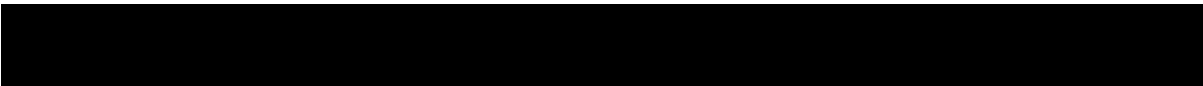
Option B: See details in Call-Off Schedule 20 (Call-Off Specification)

**MAXIMUM LIABILITY**

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £40,000.00 Estimated Charges in the first 12 months of the Contract.

**CALL-OFF CHARGES**



**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

Payment method will be by BACS.

**BUYER'S INVOICE ADDRESS:**

NHS Derby and Derbyshire Integrated Care Board

QJ2 PAYABLES N045

PO BOX 312

Leeds

LS11 1HP

Invoices: [sbs.apinvoicing@nhs.net](mailto:sbs.apinvoicing@nhs.net)

**BUYER'S AUTHORISED REPRESENTATIVE**

Donna Johnson



**BUYER'S ENVIRONMENTAL POLICY**

<https://joinedupcarederbyshire.co.uk/derbyshire-integrated-care-board/>

**BUYER'S SECURITY POLICY**

<https://joinedupcarederbyshire.co.uk/derbyshire-integrated-care-board/>





**PROGRESS REPORT FREQUENCY**

On the first Working Day of each calendar month

**PROGRESS MEETING FREQUENCY**

Quarterly on the first Working Day of each quarter

**KEY STAFF**



**KEY SUBCONTRACTOR(S)**

Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Not applicable

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

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 of the framework.

**Framework Schedule 6 (Order Form Template and Call-Off Schedules)**  
Crown Copyright 2018

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:			
Name:			
Role:			
Date:	20/10/2023	Date:	25/10/2023

## Call-Off Schedule 20 (Call-Off Specification)

This Schedule sets out the characteristics of the Deliverables that the Supplier will be required to make to the Buyers under this Call-Off Contract

### 1. PURPOSE

To review historic invoices from across different ledgers, to identify and recover any payment errors.

### BACKGROUND TO THE AUTHORITY

The NHS Derby and Derbyshire Integrated Care Board (ICB) was established on 1 July 2022, and is the NHS organisation responsible for planning to meet local health needs, allocating resources, ensuring services are in place to deliver against ambitions, and overseeing delivery of improved outcomes for their population.

The ICB superseded NHS Derby and Derbyshire Clinical Commissioning Group (CCG), which ceased to exist on 30 June 2022.

The Financial Control (FC) team of the ICB (and historically of the CCG), provides a transactional financial service through management and integrity of the financial ledger, including the maintenance of suppliers, and the processing of invoices.

### BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

The ICB is a multi-billion-pound organisation, and as such, the number of suppliers, supplier sites and invoices processed are vast.

In recent years, the organisation has had two new financial ledgers; one in 2019 when the 4 Derbyshire CCGs (Erewash, Hardwick, North Derbyshire, Southern Derbyshire) merged to form NHS Derby & Derbyshire CCG; and one in 2022 on establishment of the ICB.

Due to the changing of ledgers, difficulties are created in the automation of duplicate invoice identification and historic invoicing errors; relying on corporate memory and manual management. The CCG and ICB have potentially overpaid invoices both within the NHS and private sector.

Within the Derbyshire healthcare system, and across the NHS, there are increasing financial challenges and any overpayments must be recovered in line with Treasury's Managing Public Money.

### THE REQUIREMENT

The Supplier will be required to commence in October 2023 to provide an Accounts Payable audit and recovery service. This will include a review of invoices received by the CCG and ICB between 1<sup>st</sup> July 2020 and 30 September 2022.

The review will need to consider:

- Duplicate invoices from across the numerous financial ledgers,
- Duplicate charges from suppliers across different sites, including a parent organisation,
- Reconciliation against Supplier Statements,

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

Crown Copyright 2018

- Credit balances,
- Other irregular or erroneous payments.

The Supplier will be required to recover any incorrect charges from the relevant invoicing organisation.

Any invoicing errors identified with NHS Trusts or Foundation Trusts within the Derbyshire Healthcare System will be excluded from the exercise. The Trusts are listed below:

- Chesterfield Royal Hospitals NHS Foundation Trust
  - Derbyshire Healthcare NHS Foundation Trust
  - Derbyshire Community Health Services NHS Foundation Trust
  - East Midlands Ambulance Service NHS Trust
  - University Hospitals of Derby and Burton NHS Foundation Trust
- 

