

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

### Order Form

CALL-OFF REFERENCE: **TATE3009**

THE BUYER: **The Department for Transport on behalf of  
Active Travel England**

BUYER ADDRESS

[REDACTED]

THE SUPPLIER: **MLC Partners Limited**

SUPPLIER ADDRESS:  
London, SW1W 9SH

[REDACTED]

REGISTRATION NUMBER:

[REDACTED]

DUNS NUMBER:

[REDACTED]

SID4GOV ID:

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.

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 19/12/2023

It's issued under the Framework Contract with the reference number RM6277 for the provision of Non Clinical Staff.

CALL-OFF LOT(S):  
Lot 2 - Corporate Functions

## CALL-OFF INCORPORATED TERMS

This is a Bronze Contract.

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.
2. Joint Schedule 1 (Definitions and Interpretation) RM6277
3. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6277
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 7 (Financial Difficulties including Annex 5 Optional Terms for Bronze Contracts)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Call-Off Schedules for RM6277
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 2 (Staff Transfer)
    - Call-Off Schedule 3 (Continuous Improvement)
4. CCS Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6277

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 START DATE: 15/01/2024**

**CALL-OFF EXPIRY DATE: 14/07/2024**

### CALL-OFF DELIVERABLES

The provision of Non Clinical Temporary staff or any other temporary staff or fixed term workers. Job description and deliverables outlined at Annex 1.

Job Role/Title	Senior Change Lead Consultant
Assignment Type	Temporary
Hours/Days required	61 days (7.5 hours per day) Anticipation is that the individual will work 3 days per week.

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

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Detail on unsocial hours required	0
High cost area supplements that may apply	1. None 2. Inner London 3. Outer London 4. Fringe
Immunisations required	N/A
Pay band (as determined by the rate card)	
Expenses to be paid or benefits offered	Any expenses are to be in line with the Department for Transport's T&S policy.
Expenses to be paid by Temporary Worker	
Criminal Records Checks requirements	
BPSS required	Yes
State any other required clearance and/or background checking	
State any skills, mandatory training and qualifications necessary for the role (those defined by the Framework Specification apply by default)	

**GDPR POSITION**

The GDPR provisions for this Call-Off Contract are stated in Joint Schedule 11 – Processing Data, and its annexes.

**MAXIMUM LIABILITY**

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

**CALL-OFF CHARGES**

Maximum Contract Value of £73,000.00+VAT

Day rate to be paid- [REDACTED]

**PAYMENT METHOD**

Electronic Payment.

**BUYER'S INVOICE ADDRESS:**

[REDACTED]

All postal invoices and credit notes to be sent to:

[REDACTED]

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**BUYER'S AUTHORISED REPRESENTATIVE**

Commercial Relationship Manager

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

SEO

**SUPPLIER'S CONTRACT MANAGER**

SEO

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:	Associate Director	Role:	Commercial Relationship Manager
Date:	22.12.2023	Date:	22.12.2023

## **Annex 1- Requirements**

