

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

### Order Form

CALL-OFF REFERENCE:	BH-3929
THE BUYER:	Crown Prosecution Service
BUYER ADDRESS	102 Petty France, London, SW1H 9EA
THE SUPPLIER:	Robertson Bell Ltd
SUPPLIER ADDRESS:	UoN Innovation Centre, Green Street, Northampton, NN1 1SY
REGISTRATION NUMBER:	06278798
DUNS NUMBER:	210025356

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.**

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 23/06/2025.

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: **30/06/2025**

CALL-OFF EXPIRY DATE: **30/09/2025**

## CALL-OFF DELIVERABLES

The provision of Non Clinical Temporary staff or any other temporary staff or fixed term workers.

Candidate Name	Redacted under FOI Act Section 40 Personal Info
Job Role/Title	CFOD Communications Lead
Assignment Type	Temporary
Hours/Days required	37 hours / 5 days per week
Detail on unsocial hours required	N/A

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High cost area supplements that may apply	1.None
Immunisations required	N/A
Fee Type	3. No Disclosure
Equivalent Agenda for Change (NHS) Pay band (as determined by the rate card)	10A
Expenses to be paid or benefits offered	N/A
Expenses to be paid by Temporary Worker	N/A
Mandatory Training	None Required by Robertson Bell
Qualifications	None Required
Criminal Records Check	Not Required by Robertson Bell
BPSS required	Yes
State the required clearance and background checking:	Security clearance to be completed by CPS
ID badge	None required by Robertson Bell
Conduct Regulations	The Contractor has provided an Opt-Out pursuant to Regulation 32 (9) of the Conduct of Employment Agencies and Employment Businesses Regulation 2003 prior to the start-date.

**GDPR POSITION**

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

The contact details of the Relevant Authority's Data Protection Officer are:

[dataprotectionofficer@cps.gov.uk](mailto:dataprotectionofficer@cps.gov.uk)

The contact details of the Supplier's Data Protection Officer are:

Redacted under FOI Act Section 40

Redacted under FOI Act Section 40 Personal Information

GDPR@robertsonbell.co.uk

Robertson Bell Ltd, UoN Innovation Centre, Green Street, Northampton, NN1 1SY

**MAXIMUM LIABILITY**

Each Party's total aggregate liability in each Contract Year under each Call-Off Contract (whether in tort, contract or otherwise) is no more than the greater of £1 million or 150% of the Estimated Yearly Charges.

## CALL-OFF CHARGES

	Redacted under FOI Act Section 43 Commercial Interests		



## PAYMENT METHOD

Payment of valid and undisputed invoices will be made within 30 days of receipt of the invoice or, if later, the date by which the payment falls due in accordance with the invoice, which must be submitted promptly by the Supplier.

The Buyer requires all ordering and payment procedures to be conducted via the current CPS purchase to pay (P2P) system. The Buyer will provide guidance for the registration and use of the P2P system including secure access using Multi-Factor Authentication (MFA). It is the sole responsibility of the Supplier to procure a suitable MFA tool. The Buyer will sponsor the Supplier to use this system and no costs will be incurred by the Supplier. Supplier controlled data stored in the system must be kept up to date and the Buyer must be informed of any changes to the Supplier data. This includes notifying the Buyer of any new joiners, leavers or movers who no longer require access to the system.

All invoices must be sent, quoting a valid Purchase Order Number (PO Number) and any other relevant details via the CPS P2P system.

Within 10 Working Days of receipt of your countersigned copy of this Order Form, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name, email, and telephone number) of your Buyer contact (i.e., Buyer Authorised Representative). Non-compliant invoices may be sent back to you, which may lead to a delay in payment.

Payments will be made to the bank account nominated in writing by the Supplier. If you have a query regarding an outstanding payment please contact our Payments team either by email to [Invoices@cps.gov.uk](mailto:Invoices@cps.gov.uk) or by telephone 01924 205261 between 09:00-17:00 Monday to Friday.

## BUYER'S INVOICE ADDRESS:

CFO Finance Operations Suite 1A, 2 Navigation Walk  
Wakefield WF1 5RH  
[invoices@cps.gov.uk](mailto:invoices@cps.gov.uk)

## BUYER'S AUTHORISED REPRESENTATIVE

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Redacted under FOI Act Section 40 Personal Information

commercialinbox@cps.gov.uk  
102 Petty France, London, SW1H 9EA

### SUPPLIER'S AUTHORISED REPRESENTATIVE

Redacted under FOI Act Section 40 Personal Information

Redacted under FOI Act Section 40 Personal Information

Redacted under FOI Act Section 40 Personal Information

Robertson Bell Ltd, UoN Innovation Centre, Green Street, Northampton, NN1 1SY

### SUPPLIER'S CONTRACT MANAGER

Redacted under FOI Act Section 40 Personal Information

Redacted under FOI Act Section 40 Personal Information

compliance@robertsonbell.co.uk  
Robertson Bell Ltd, UoN Innovation Centre, Green Street, Northampton, NN1 1SY

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	Redacted under FOI Act Section 40 Personal Information	Signature:	Redacted under FOI Act Section 40 Personal Information
Name:	Redacted under FOI Act Section 40 Personal Information	Name:	Redacted under FOI Act Section 40 Personal Information
Role:	Business Manager	Role:	Head of Category
Date:	26/06/2025	Date:	26/06/2025