

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

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

This Framework Schedule 6a (Short Order Form Template and Call-Off Schedules) can be used under lots 1 - 6 only, in instances where a Contract is awarded via Direct Award, and no changes are made to the Framework standard Terms and Conditions as detailed in this Framework Schedule 6a, and the Specification is in line with Framework Schedule 1 (Specification). If a Contracting Authority wish to run a further competition, wish to use Framework Lot 7, or wish to make any adjustments to Terms and Conditions or Specification, then Framework Schedule 6 - Order Form Template should be used.

**Order Form**

CALL-OFF REFERENCE: **CPD4128121**

THE BUYER: THE SECRETARY OF STATE FOR MINISTRY OF HOUSING,  
COMMUNITIES AND LOCAL GOVERNMENT (MHCLG)

BUYER ADDRESS Fry Building  
2 Marsham Street  
London  
SW1P 4DF

THE SUPPLIER: Investigo Limited

SUPPLIER ADDRESS: 10 Bishops Square, London, England, E1 6EG

REGISTRATION NUMBER: 04803377

DUNS NUMBER: 735410255

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.

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**

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This Order Form is for the provision of the Call-Off Deliverables and dated 3<sup>rd</sup> April 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: 07/04/2025**

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**CALL-OFF EXPIRY DATE: 06/04/2026 (with two optional extension periods of 6 months – subject to agreement of the parties and confirmed within 30 days of the contract end date)**

**CALL-OFF DELIVERABLES**

The provision of Non Clinical Temporary staff **Redacted Under FOIA Section 4, Personal Information** or any other temporary staff or fixed term workers. The Person Specification for this contract is included in Annex A.

**GDPR POSITION**

Independent Controller

**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**

A total charge of **Redacted Under FOIA Section 43, Commercial Interests** per day (excluding VAT), including expenses paid outside of travel to base location for the duration of the initial contract, the contract is deemed to be inside IR35. Travel arrangements and accommodation should be booked via the Buyer's booking system (CTM), using the appropriate cost centre.

The estimated value of this contract (to 31/03/26) is £250,000

**PAYMENT METHOD**

BACS within 30 days of invoice.

BUYER'S INVOICE ADDRESS: [clginvoices@communities.gov.uk](mailto:clginvoices@communities.gov.uk)

**BUYER'S AUTHORISED REPRESENTATIVE**

**Redacted Under FOIA Section 4, Personal Information**  
Head of Procurement – Major Projects/Programmes  
**Redacted Under FOIA Section 4, Personal Information**

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

**Redacted Under FOIA Section 4, Personal Information**  
**Consultant – Procurement and Commercial**  
**Redacted Under FOIA Section 4, Personal Information**

**SUPPLIER'S CONTRACT MANAGER**

**Redacted Under FOIA Section 4, Personal Information**

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:	Consultant	Role:	
Date:	03/04/2025	Date:	

[**Buyer guidance:** execution by seal / deed where required by the Buyer].

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**ANNEX A – Person Specification**

<b>Role</b>	<b>Commercial Procurement Lead (G6/G7)</b>
<b>Rates</b>	Max £
<b>Main activity</b>	<p>Working on Grenfell Programme providing commercial support including:</p> <ul style="list-style-type: none"> <li>• Other ancillary revenue and capital projects</li> <li>• Grenfell Community engagement</li> <li>• Primary Commercial Lead supporting strategic direction/decisions.</li> <li>• Providing robust/evidence based commercial advice/guidance</li> <li>• Appreciates/can work with/guide on multiple factors/constraints (political, commercial, financial, legal, market influencing) using knowledge/experience to act as critical friend in identifying options/solutions, mitigate risks/issues/impacts feeding into Programme direction of travel, strategic/tactical decision making/Programme planning</li> <li>• Working closely within large/multi disciplined virtual Programme/Project team</li> <li>• Primary lead on stakeholder/supplier/market engagement</li> <li>• Developing/shaping innovative/compliant sourcing/procurement strategies/tenders.</li> <li>• Commercial representative at Grenfell Programme meetings</li> <li>• Supporting Programme with drafting/review of varied comms/engagement activity e.g. Minister submissions, Commission publications, press release, Parliamentary questions.</li> <li>• Support procurement projects E2E</li> <li>• Lead in the drafting and collation of key Commercial/Contractual documents e.g. ITT, draft forms of contract with support from the wider team (Client, Legal, Technical, etc)</li> <li>• Working to Dept Perm Commercial G6/G5 resources who retain oversight/accountability and will provide official sign off for strategies/plans/tenders</li> </ul>
<b>Location</b>	London preferred – Department Office is at <a href="#">2 Marsham Street</a>
<b>Working Pattern</b>	<p>Full time preferred but part time could be considered</p> <p>Hybrid Working –</p> <p>Flexi working is operated with Core Hours</p>
<b>Security Clearance</b>	
<b>Essential Professional Skills</b>	<p>Commercial Construction expertise – a solid CV that provides demonstrable relevant experience in complex/high value/possibly politically sensitive building/infrastructure projects.</p> <p>Demonstrable understanding of Public Procurement regulations (PCR15/PA23) and their practical application.</p> <p>Previous Public Sector/Govt Dept commercial experience</p> <p>Demonstrable experience with Government model forms of Contract and Construction contracts especially NEC4 ECC &amp; PSC.</p> <p>APM/Project Management equivalent preferred</p> <p>Experience with using the following is preferred</p> <ul style="list-style-type: none"> <li>• E-Sourcing Portal Atamis &amp; MS Project</li> </ul>