

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

### Order Form

CALL-OFF REFERENCE: P1473

THE BUYER: Cabinet Office

BUYER ADDRESS 1 Horse Guards Road, London

THE SUPPLIER: Venesky Brown Recruitment Limited

SUPPLIER ADDRESS: **REDACTED UNDER FOIA SECTION 43  
COMMERCIAL INTERESTS**

REGISTRATION NUMBER: SC279944

DUNS NUMBER: 345527472

SID4GOV ID: **[Insert if known]**

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 13 September date of issue.

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)
    - Call-Off Schedule 17 (MOD Terms) Not applicable
    - Call-Off Schedule 19 (Scottish Law) Not applicable
    - Call-off Schedule 21 (Northern Ireland Law) Not applicable
    - Call-Off Schedule 23 (HMRC Terms) Not applicable
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: **18 September 2023**

CALL-OFF EXPIRY DATE: **18 March 2024**

### CALL-OFF DELIVERABLES

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

[If awarding for a single or specific workers **Insert** details as below]

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

Crown Copyright 2022

Job Role/Title	REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION
Assignment Type	
Hours/Days required	
Detail on unsocial hours required	
High cost area supplements that may apply	
Immunisations required	
Pay band (as determined by the rate card)	
Expenses to be paid or benefits offered	
Expenses to be paid by Temporary Worker	
Criminal Records Checks requirements	
BPSS required	
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.

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

REDACTED UNDER SECTION 40 PERSONAL INFORMATION

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

REDACTED UNDER SECTION 40 PERSONAL INFORMATION

### MAXIMUM LIABILITY

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

### CALL-OFF CHARGES

Insert the Charges for the Deliverables including charges that will apply pre and post 12 weeks in accordance with the Agency Worker Regulations 2010, and any discounts that are applicable

Charges pre-12 weeks

Day rate pre- 12 weeks REDACTED UNDER FOIA SECTION 43 COMMERCIAL INTERESTS

Commission rate REDACTED UNDER FOIA SECTION 43 COMMERCIAL INTERESTS

Total REDACTED UNDER FOIA SECTION 43 COMMERCIAL INTERESTS

Charges post 12 weeks

Day rate post 12 weeks REDACTED UNDER FOIA SECTION 43 COMMERCIAL INTERESTS

Commission rate REDACTED UNDER FOIA SECTION 43 COMMERCIAL INTERESTS

Total REDACTED UNDER FOIA SECTION 43 COMMERCIAL INTERESTS

#### PAYMENT METHOD

BACS

All invoices must have clear breakdown so that there is full transparency and detail in relation to:

- 1) The Services Provided
- 2) The Department that is receiving the Service
- 3) The Purchase Order Number
- 4) Detailed breakdown of the services provided

**BUYER'S INVOICE ADDRESS:** Invoices should be submitted quoting a valid purchase order number to:

Newport SSCL  
Cabinet Office,  
PO Box 405  
Newport  
NP10 8FZ

Invoices should be submitted electronically to:  
APinvoices-CAB-U@gov.sscl.com

**BUYER'S AUTHORISED REPRESENTATIVE**

REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION

**SUPPLIER'S CONTRACT MANAGER**

REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION

**Framework Schedule 6 (Short Order Form Template and Call-Off Schedules)**  
 Crown Copyright 2022

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:	REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION	Signature:	REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION
Name:	REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION	Name:	REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION
Role:		Role:	
Date:		Date:	