

**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)**

## **Order Form**

**CALL-OFF REFERENCE:                   UKEF1358**

**THE BUYER:                               Secretary of State acting through the Export  
Credits Guarantee Department Operating as  
UK Export Finance**

**BUYER ADDRESS                         1 Horse Guards Road, London, SW1A 2HQ**

**THE SUPPLIER:                         Hays Specialist Recruitment Ltd**

**SUPPLIER ADDRESS:                   4th floor, 20 Triton Street, London NW1 3BF.**

**REGISTRATION NUMBER:               975677**

**DUNS NUMBER:                         22-717-0826**

**SID4GOV ID:                            N/A**

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 **11/11/2024.**

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**

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## 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: **25 November 2024**

CALL-OFF EXPIRY DATE: **24 November 2025**

CALL-OFF OPTIONAL EXTENSION: **24 May 2026**

## CALL-OFF DELIVERABLES

The provision of Non-Clinical Temporary staff.

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Job Role/Title	IFRS9 Senior Accounting Analyst [REDACTED]
Number of Roles Required	1
Assignment Type	Temporary
Hours/Days required	37.5 hours / 5 days a week
Detail on unsocial hours required	N/A
High cost area supplements that may apply	None
Immunisations required	N/A
Fee Type	Fee Type 3 - No Disclosure
Equivalent Agenda for Change (NHS) Pay band (as determined by the rate card)	Band 10A
Expenses to be paid or benefits offered	N/A
Expenses to be paid by Temporary Worker	N/A
Disclosure and Barring Service check requirements	N/A
BPSS required	N/A
State any other required clearance and/or background checking	SC Clearance required
State any skills, mandatory training and qualifications necessary for the role (those defined by the Framework Specification apply by default)	N/A
Supplier to provide ID badges?	No
TEMPORARY WORK-SEEKERS COMPLIANCE REQUIREMENTS (NON-NHS CUSTOMERS ONLY) State any other required clearance and/or background checking	<p>Please advise your requirements below noting Temporary Work-Seekers in Central Government will be checked to Baseline Personnel Security Standard plus any additional checks detailed below. All other Temporary Work-Seekers will be subject to Supplier's standard pre-employment checks unless otherwise stated below:</p> <p><b>The continuation of the Assignment is conditional upon the successful application of Security Clearance (SC) by the Buyer. If the application is unsuccessful, the Buyer reserves the right to terminate the Assignment Call-Off Contract without notice.</b></p>

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**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 Buyer's's Data Protection Officer are:

██████████ - [Information.Access@ukexportfinance.gov.uk](mailto:Information.Access@ukexportfinance.gov.uk)

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

██████████ [DataUK@hays.com](mailto:DataUK@hays.com)

**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**

Charges as per the Framework Agreement.

██████████ per day excl. VAT (Contractor) (inclusive of holiday pay under AWR)

██████████ per day excl, VAT (Charge Rate) (inclusive of holiday pay under AWR)

Maximum TCV: **Up to £223,846.56**

Discounts under Framework Schedule 1 Clause 13.24 and 13.25 will only be discounted to standard Framework Agreement Charges

For Temporary Work-Seekers Invoices will be issued weekly. The Buyer confirms that the pay to the Temporary Worker will reflect the comparator rate under AWR and full holiday entitlement from day 1 of the assignment of 33 days including bank holidays

**PAYMENT METHOD**

**BACS/Invoices**

**BUYER'S INVOICE ADDRESS:**

**Invoices will be sent to** [UKEF.invoicingteam@ukexportfinance.gov.uk](mailto:UKEF.invoicingteam@ukexportfinance.gov.uk)

**BUYER'S AUTHORISED REPRESENTATIVE**

██████████

**Senior Project Manager**

██

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

██████████

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Director of Public Services  
[NCSFramework@hays.com](mailto:NCSFramework@hays.com)  
4<sup>th</sup> Floor, 20 Triton Street, London, NW1 3BF

**SUPPLIER'S CONTRACT MANAGER**

[Redacted]  
**Senior Manager**  
[Redacted]

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	[Redacted]	Signature:	[Redacted]
Name:	[Redacted]	Name:	[Redacted]
Role:	UK&I Director Public Services	Role:	Commercial Director
Date:	21 November 2024	Date:	22 November 2024