

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

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

## **Order Form**

**CALL-OFF REFERENCE:** C3353

**THE BUYER:** Intellectual Property Office (IPO)

**BUYER ADDRESS:** Concept House, Cardiff Road, Newport, NP10 8QQ

**THE SUPPLIER:** Reed Specialist Recruitment Ltd

**SUPPLIER ADDRESS:** Academy Court, 94 Chancery Lane, London, WC2A 1DT

**REGISTRATION NUMBER:** 06903140

**DUNS NUMBER:** 211642883

### **APPLICABLE FRAMEWORK CONTRACT**

This Order Form is for the provision of the Call-Off Deliverables and dated 12<sup>th</sup> January 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

### **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

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

Crown Copyright 2022

- 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:** 22<sup>nd</sup> January 2024**CALL-OFF EXPIRY DATE:** 26<sup>th</sup> April 2024**CALL-OFF DELIVERABLES**

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

Job Role/Title	Technology Category Manager
Candidate selected	[REDACTED]
Assignment Type	Temporary
Hours/Days required	37 hours
Detail on unsocial hours required	N/A
High cost area supplements that may apply	None
Immunisations required	None
Pay	[REDACTED] (including all fees)
Expenses to be paid or benefits offered	None
Expenses to be paid by Temporary Worker	None
Notice Period	2 weeks
Criminal Records Checks requirements	N/A

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

Crown Copyright 2022

BPSS required	People working with government assets must complete <a href="#">basic personnel security standard</a> checks. Successful candidates must pass a <b>disclosure and barring security check</b> . Further information on the vetting process can be found at United Kingdom Security Vetting - GOV.UK ( <a href="http://www.gov.uk">www.gov.uk</a> )
State any other required clearance and/or background checking	N/A
State any skills, mandatory training and qualifications necessary for the role (those defined by the Framework Specification apply by default)	See job description
Other relevant information:	This role will be carried out in-line with IPO Hybrid working arrangements where the current requirement for attendance on-site at our <b>Newport office</b> can vary by role but will be a minimum of 1 day a week. You will be required to attend site for additional workshops, training, and other business essential work as and when required. This may be short notice.
Extension Options:	Yes (Likely to be an additional 3 months)

**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:  
[iposecure@ipo.gov.uk](mailto:iposecure@ipo.gov.uk)

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

[REDACTED]

4<sup>th</sup> Floor, The Exchange, 3 New York Street, Manchester, M1 4HN

**MAXIMUM LIABILITY**

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

Framework Ref: RM6277

Project Version: v1.0

Model Version: v3.8

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

**CALL-OFF CHARGES**


Pay rate (day):	
Charge rate (day):	(inc fees)

**PAYMENT METHOD**


Payment will be made via BACS  
**BUYER'S INVOICE ADDRESS:**

Accounts Payable  
Payables@ipo.gov.uk  
Concept House, Cardiff Road, Newport, NP10 8QQ


**BUYER'S AUTHORISED REPRESENTATIVE**

  
Category Manager – People Services  
People-commercial@ipo.gov.uk  
Concept House, Cardiff Road, Newport, NP10 8QQ

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

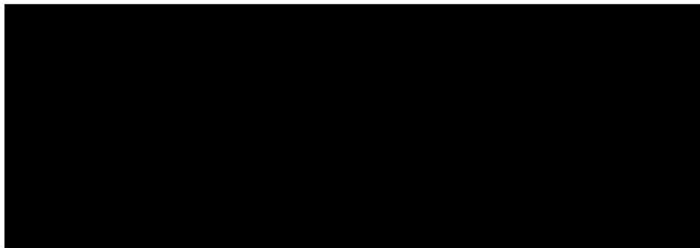
  
Principal Account Manager  
4<sup>th</sup> Floor, Castlemead, Bristol, BS1  
3AG

**SUPPLIER'S CONTRACT MANAGER**

  
Senior Recruitment Manager – Marketing & Creative  
Ground Floor, One Gloucester Street, Station Square, Swindon, SN1 1GW

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

**Signed by an authorised signatory for and behalf of the Supplier**



**For and on behalf of the Buyer**

