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

**Order Form**

CALL-OFF REFERENCE: C313691

THE BUYER: Department of Health and Social Care

BUYER ADDRESS: Quarry House, Leeds LS2 7UE and 39 Victoria Street London SW1H 0EU

THE SUPPLIER: IRG ADVISORS LLP

t/a ODGERS BERNDTSON

SUPPLIER ADDRESS: **20 Cannon Street London EC4M 6XD**

REGISTRATION NUMBER: OC354226 DUNS NUMBER: 216693869 **APPLICABLE FRAMEWORK CONTRACT**

This Order Form is for the provision of the Call-Off Deliverables for **Recruitment Contract for Recruitment Support Services for Non-executive Appointments issued on**

It’s issued under the Framework Contract with the reference number **RM6290** for the provision of Recruitment contract for recruitment support services for non-executive appointments.

### CALL-OFF LOT(S):

Lot 3: Non-Executive and Public Appointments

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 including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) RM6290; Refer [**RM6290 Core terms v3.0**](https://assets.crowncommercial.gov.uk/wp-content/uploads/Core-terms-v3.0.11-1-1.docx)
3. The following Schedules in equal order of precedence:
   * Joint Schedules for **RM6290**
     + Joint Schedule 1 Definitions
     + Joint Schedule 2 Variation Form
     + Joint Schedule 3 Insurance Requirements
     + Joint Schedule 4 Commercially Sensitive Information
     + Joint Schedule 5 Corporate Responsibility
     + Joint Schedule 11 Processing Data
     + Joint Schedule 12 Supply Chain Visibility
   * Call-Off Schedules for **RM6290**
     + Call-Off Schedule 1 (Transparency Reports)
     + Call-Off Schedule 3 (Continuous Improvement)
     + Call off Schedule 5 (Pricing Details)
     + Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
     + Call-Off Schedule 9 (Security)
     + Call-Off Schedule 10 (Exit Management)
     + Call-Off Schedule 15 (Call-Off Contract Management)
     + Call-Off Schedule 20 (Call-Off Specification)

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: CALL-OFF EXPIRY DATE: CALL-OFF INITIAL PERIOD:

CALL - OFF EXTENSION: the option (subject to business approval) to extend further 12 months, on the Authority sole discretion and subjected to funds availability

CALL-OFF DELIVERABLES

### See details in Call-Off Schedule 20 (Call-Off Specification) and Supplier Bid Response

MAXIMUM LIABILITY

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

CALL-OFF CHARGES

### See details in Call-Off Schedule 20 (Call-Off Specification) and Supplier Bid Response

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Payments will be made within 30 days of receiving a valid invoice, all invoices must be sent to

BUYER’S INVOICE ADDRESS:

Accounts Payable

Department of Health and Social Care Quarry House, Quarry Hill, Leeds, LS2 7UE

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BUYER’S ENVIRONMENTAL POLICY

Environment Bill 2020 Updated version 06/09/2021. Available online at: 30 January 2020: Environment Bill 2020 policy statement - GOV.UK (www.gov.uk)

BUYER’S SECURITY POLICY

Security policy framework, Version 1.1 Available online at: Security policy framework, May 2018 - GOV.UK (www.gov.uk)

SUPPLIER’S AUTHORISED REPRESENTATIVE

SUPPLIER’S CONTRACT MANAGER

PROGRESS REPORT FREQUENCY

Progress report supplied as and when required.

PROGRESS MEETING FREQUENCY

Quarterly on the third Wednesday of each quarter.

Contract Details Account Manager – DHSC Recruitment Contract for Recruitment Support Services for Non-executive Appointments

KEY SUBCONTRACTOR – Not Applicable COMMERCIALLY SENSITIVE INFORMATION

Fees and track record to be commercially sensitive information. For details refer to

### Joint Schedule 4 Commercially Sensitive Information

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments.