

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

Order Form

CALL-OFF REFERENCE:	TIS0734
THE BUYER:	The Insolvency Service
BUYER ADDRESS	16 th Floor, 1 Westfield Avenue, Stratford, London, E20 1HZ
THE SUPPLIER:	SmartSourcing Limited
SUPPLIER ADDRESS:	Tanglewood, 90-92 Vicarage Hill, South Benfleet, SS7 1PE
REGISTRATION NUMBER:	04359421

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.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 26/07/2024

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
 - 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: 05/08/2024

CALL-OFF EXPIRY DATE: 31/10/2024

EXTENSION: There is an extension option included within this Call Off Contract for six weeks until 13th December 2024 subject to the relevant approvals being obtained

NOTICE PERIOD: Two Weeks (Ten Working Days)

IR35 STATUS: In Scope

HOURS/DAYS REQUIRED: The role requirement will be Monday – Friday with a minimum of 8 hours per day including an unpaid lunch break.

LOCATION: The location of the Services will be carried out remotely and at the Buyers London office. (1 Westfield Avenue, Stratford, E20 1HZ).

Travel to the contracted office of London will be at the Contractor's own expense. Travel to other offices may be required and INSS T&S policy will apply.

BPSS REQUIRED: YES

CALL-OFF DELIVERABLES

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

Communications Specialist – REDACTED

To work as a Communications Expert to support the Modern Workplace Technology project during the rollout phase for new laptops and mobile phones. This is a critical period undertaking an accelerated rollout and the Communications Specialist will ensure users have absolute clarity on what is required of them.

The accelerated rollout is planned to start w/c 29th July. The Communications Specialist will embed themselves within the project and be hands-on with the development and delivery of a communications strategy to manage messages around the rollout plan as well as educate and drive cultural change within the organisation.

The Communications Specialist will propel themselves into an environment to deliver communications that will have a high impact on teams that are currently experiencing difficult working situations.

The agency is dispersed around the country, regional hubs are located in London (Stratford), Birmingham, Manchester, Exeter, Edinburgh, Cardiff, Ipswich, Croydon, Leeds, Newcastle and Nottingham. The project team are also dispersed and mainly connect via MS Teams. The Communications Specialist will be flexible to work on site alongside the project team on an ad-hoc basis.

The Communications Specialist will have support and clear guidance on the current project status from the Programme Manager, Project Managers and internal Communications team members, but will need to be an independent thinker who can take accountability for creating a communications strategy to deliver information using the appropriate channels e.g.: via the internal intranet or shared directly with appropriate contacts etc. This is a complex delivery due to the critical changes that are being rolled out. The Communications Specialist will be capable, confident, and have the capacity to understand the sort of critical delivery and complex changes that are going on, and have the gravitas needed to deal with teams in this sort of situation.

Total Contract Value

The Maximum Contract Value for the initial term of this Call-Off is £39,000.

REDACTED

On the enactment of the extension period this will rise by £20,150 to £59,150

REDACTED

Notice Period: Two Weeks (10 Working Days)

GDPR POSITION

Independent Controller

MAXIMUM LIABILITY

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

CALL-OFF CHARGES

Charge Rates	REDACTED
	REDACTED
	REDACTED

PAYMENT METHOD

BACS

BUYER'S INVOICE ADDRESS:

Payments@insolvency.gov.uk

The Buyer has a No PO (Purchase Order) No PAY (Payment) policy.

All Invoices must comply with the No PO No Pay Policy to be considered valid and be paid.

A valid Supplier Invoice shall include the following:

1. Valid Buyer Purchase Order Number;
2. Buyer Contract Reference Number;
3. Invoice must accurately map to the line items within the Purchase Order, i.e. Line Descriptions, Number of Units and Unit Price.

The Buyer may make reasonable changes to its invoicing requirements during the Term by providing 30 calendar days written notice to the Supplier.

Please note that Payment Terms, notably lead times for payment of invoices, shall be directly tied to the No PO, No Pay Policy. Those without a valid PO number may be returned to the Supplier. In such cases, the lead time for payment of invoices shall not begin until a valid PO is received.

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED

Tanglewood
90-92 Vicarage Hill
South Benfleet
SS7 1PE

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	REDACTED	Role:	REDACTED
Date:	REDACTED	Date:	REDACTED