

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

### Order Form

|                      |   |
|----------------------|---|
| CALL-OFF REFERENCE:  | CO-SFP-AFBP-01-23   |
| THE BUYER:           | Cabinet Office  |
| BUYER ADDRESS        | 1 Horse Guards Road, London, SW1A 2HQ                       |
| THE SUPPLIER:        | MLC Partners Ltd  |
| SUPPLIER ADDRESS:    | c/o WeWork, 123 Buckingham Palace Road,<br>London, SW1W 9SH |
| REGISTRATION NUMBER: | 09366814  |
| DUNS NUMBER:         | 220560877   |
| 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 05/07/23.

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: 02/01/24

CALL-OFF EXPIRY DATE: 31/03/24, with a possible extension until 30/06/24

## CALL-OFF DELIVERABLES

The provision of Non Clinical Temporary staff or any other temporary staff or fixed term workers. Specific deliverables are as follows:

- Providing G7 Finance Business Partner expertise and support to specific financial and non-financial stakeholders within:
  - Office of Veterans' Affairs
  - People and Places

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

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- Public Inquiries Response Unit
- Other units as/when required
- Monthly commentary on MI pack
- Providing information (qualitative and quantitative) for monthly challenge meetings with the Deputy Director
- Responsible for monthly forecast
- Responsible for annual business planning process within allocated business units

|  |   |
|--|---|
| Job Role/Title   | Finance Business Partner  |
| Person to whom candidate should report   | <b>REDACTED TEXT under FOIA Section 40, Personal Information</b>                |
| Assignment Type  | Temporary   |
| Hours/Days required  | 5 days per week   |
| Detail on unsocial hours required  | N/A   |
| High cost area supplements that may apply  | 1. None   |
| Notice period  | 2 weeks   |
| Immunisations required   | N/A   |
| Pay band (as determined by the rate card)  | N/A   |
| Expenses to be paid or benefits offered  | Expenses permitted in line with Cabinet Office policy, with prior approval only |
| Expenses to be paid by Temporary Worker  | N/A   |
| Criminal Records Checks requirements   | Yes   |
| BPSS required  | Yes   |
| 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) | N/A<br>2 weeks notice   |

**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 TEXT under FOIA Section 40, Personal Information**

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

**REDACTED TEXT under FOIA Section 40, Personal Information**  
**REDACTED TEXT under FOIA Section 40, Personal Information**  
c/o WeWork, 123 Buckingham Palace Road, London, SW1W 9SH

**MAXIMUM LIABILITY**

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

**CALL-OFF CHARGES**

**REDACTED TEXT under FOIA Section 43 Commercial Interests**

**PAYMENT METHOD**

BACS

**BUYER'S INVOICE ADDRESS:**

Shared Services Connected Limited

[apinvoices-cab-u@gov.sscl.com](mailto:apinvoices-cab-u@gov.sscl.com)

PO Box 405 SSCL

Phoenix House

Celtic Springs Business Park Newport

NP10 8FZ

**BUYER'S AUTHORISED REPRESENTATIVE**

**REDACTED TEXT under FOIA Section 40, Personal Information**  
**REDACTED TEXT under FOIA Section 40, Personal Information**  
1 Horse Guards Road, London, SW1A 2HQ

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

**REDACTED TEXT under FOIA Section 40, Personal Information**  
**REDACTED TEXT under FOIA Section 40, Personal Information**  
c/o WeWork, 123 Buckingham Palace Road, London, SW1W 9SH

**SUPPLIER'S CONTRACT MANAGER**

**REDACTED TEXT under FOIA Section 40, Personal Information**  
**REDACTED TEXT under FOIA Section 40, Personal Information**  
c/o WeWork, 123 Buckingham Palace Road, London, SW1W 9SH

| For and on behalf of the Supplier: |  | For and on behalf of the Buyer: |  |
|------------------------------------|--|---------------------------------|--|
| Signature:                         | <b>REDACTED TEXT</b><br>under FOIA Section 40,<br>Personal Information | Signature:                      | <b>REDACTED TEXT</b> under<br>FOIA Section 40,<br>Personal Information |
| Name:                              | <b>REDACTED TEXT</b><br>under FOIA Section 40,<br>Personal Information | Name:                           | <b>REDACTED TEXT</b> under<br>FOIA Section 40,<br>Personal Information |
| Role:                              | <b>REDACTED TEXT</b><br>under FOIA Section 40,<br>Personal Information | Role:                           | <b>REDACTED TEXT</b> under<br>FOIA Section 40,<br>Personal Information |
| Date:                              | 02 / 01 / 2024   | Date:                           | 04/01/2024   |