

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,
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

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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	REDACTED TEXT under FOIA Section 40, Personal Information
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 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

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

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