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

**Order Form**

CALL-OFF REFERENCE: **PS/22/160**

THE BUYER: **Driver and Vehicle Licensing Agency**

BUYER ADDRESS DVLA

Longview Road

Morriston

Swansea

SA6 7JL

THE SUPPLIER: Inspire People

SUPPLIER ADDRESS:Innovation House,

Discovery Park,

Sandwich

CT13 9FF

REGISTRATION NUMBER:

DUNS NUMBER:

SID4GOV ID: **N/A**

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 22nd March 2023.

It’s issued under the Framework Contract with the reference number RM6229 for the provision of ITS Recruitment (2023).

CALL-OFF LOT(S):

**Lot 2 – Non-Clinical Recruitment**

CALL-OFF INCORPORATED TERMS

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) **RM6229**
3. Framework Special Terms
4. The following Schedules in equal order of precedence:

* Joint Schedules for **RM6229**
  + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + [Joint Schedule 6 (Key Subcontractors) ]
  + [Joint Schedule 7 (Financial Difficulties) ]
  + [Joint Schedule 8 (Guarantee) ]
  + [Joint Schedule 9 (Minimum Standards of Reliability) ]
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
  + Joint Schedule 12 (Supply Chain Visibility) ]
* Call-Off Schedules for **RM6229** 
  + Call-Off Schedule 1 (Transparency Reports)
  + Call-Off Schedule 2 (Staff Transfer)
  + Call-Off Schedule 3 (Continuous Improvement)
  + [Call-Off Schedule 5 (Pricing Details) ]
  + [Call-Off Schedule 6 (ICT Services) ]
  + [Call-Off Schedule 7 (Key Supplier Staff) ]
  + [Call-Off Schedule 8 (Business Continuity and Disaster Recovery)]
  + [Call-Off Schedule 9 (Security) ]
  + [Call-Off Schedule 10 (Exit Management) ]
  + [Call-Off Schedule 12 (Clustering) ]
  + [Call-Off Schedule 13 (Implementation Plan and Testing) ]
  + [Call-Off Schedule 14 (Service Levels) ]
  + [Call-Off Schedule 15 (Call-Off Contract Management) ]
  + [Call-Off Schedule 16 (Benchmarking) ]
  + [Call-Off Schedule 17 (MOD Terms) ]
  + [Call-Off Schedule 18 (Background Checks) ]
  + [Call-Off Schedule 19 (Scottish Law) ]
  + [Call-Off Schedule 20 (Call-Off Specification) ]
  + [Call-off Schedule 21 (Northern Ireland Law)  ]
  + [Call-Off Schedule 23 (HMRC Terms) ]

1. CCS Core Terms (version 3.0.11)
2. Joint Schedule 5 (Corporate Social Responsibility) **RM6229**
3. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

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 SPECIAL TERMS

N/A

CALL-OFF START DATE: **22nd March 2023**

CALL-OFF EXPIRY DATE: **21st March 2025**

CALL-OFF INITIAL PERIOD: **2 years , 0 months**

CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification)]

MAXIMUM LIABILITY

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

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is

**£160,573.43**

CALL-OFF CHARGES

See details in Call-Off Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

Not applicable for this contract.

PAYMENT METHOD

Purchase Order month in arrears.

BUYER’S INVOICE ADDRESS:

BUYER’S AUTHORISED REPRESENTATIVE

Xxxxx redacted under FOI Section 40

Commercial Advisor

Xxxxx redacted under FOI Section 40

DVLA, Longview Road, Morriston, Swansea, SA67JL

BUYER’S ENVIRONMENTAL POLICY

BUYER’S SECURITY POLICY

**Not Applicable**

SUPPLIER’S AUTHORISED REPRESENTATIVE

Xxxxx redacted under FOI Section 40

Director

Xxxxx redacted under FOI Section 40

Innovation House,

Discovery Park,

Sandwich,

Kent,

CT13 9FF

SUPPLIER’S CONTRACT MANAGER

Xxxxx redacted under FOI Section 40

Director

Xxxxx redacted under FOI Section 40

Innovation House, Discovery Park, Sandwich, Kent, CT13 9FF

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter

KEY STAFF

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **E-Mail** | **Organisation** |
| Xxxxx redacted under FOI Section 40 | Lead Officer Contract Owner | Xxxxx redacted under FOI Section 40 | DVLA – ITS |
| Xxxxx redacted under FOI Section 40 | ITS Workforce | Xxxxx redacted under FOI Section 40 | DVLA - ITS |
| Xxxxx redacted under FOI Section 40 | Commercial Advisor | Xxxxx redacted under FOI Section 40 | DVLA – CD |
|  |  |  |  |
|  |  |  |  |

KEY SUBCONTRACTOR(S)

**Not Applicable**

COMMERCIALLY SENSITIVE INFORMATION

**Not Applicable**

SERVICE CREDITS

**As per contract schedules**

ADDITIONAL INSURANCES

**Not Applicable**

GUARANTEE

**Not Applicable**

SOCIAL VALUE COMMITMENT

**As per tender response**

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | Xxxxx redacted under FOI Section 40 | Signature: | Xxxxx redacted under FOI Section 40 |
| Name: | Xxxxx redacted under FOI Section 40 | Name: | Xxxxx redacted under FOI Section 40 |
| Role: | Xxxxx redacted under FOI Section 40 | Role: | Xxxxx redacted under FOI Section 40 |
| Date: | 23rd March 2023 | Date: | 22nd March 2023 |