

**CONTRACT BETWEEN**

**NHS England on behalf of NHS Arden  
and Greater East Midlands  
Commissioning Support Unit**

**AND**

**Seymour John Public Services  
(Midlands) Limited**

**FOR THE PROVISION OF SERVICES UNDER  
FRAMEWORK AGREEMENT  
RM6277 – NON CLINICAL STAFFING**

## Order Form Template and Call-Off Schedules

### Order Form

CALL-OFF REFERENCE: AGEMCSU/TRANS/24/1883

DESCRIPTION OF SERVICE: Provision of Statement of Works for ICB Support for NHS Arden & Greater East Midlands Commissioning Support Unit

THE BUYER: NHS England on behalf of NHS Arden and Greater East Midlands Commissioning Support Unit

BUYER ADDRESS Cardinal Square, 10 Nottingham Road, Derby DE1 3QT

THE SUPPLIER: Seymour John Public Services (Midlands) Limited

SUPPLIER ADDRESS: 5 Deansway, Worcester, Worcestershire, WR1 2JG

REGISTRATION NUMBER: **10283467**

DUNS NUMBER: 221941739

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.

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **27/02/25**.

It's issued under the Framework Contract with the reference number RM6277 for the provision of Non Clinical Staffing.

#### 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 including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) RM6277
3. Framework Special Terms: This will incorporate all of the Framework Special Terms into the Call-Off Contract. This will need to be amended to specify which are included if it is anticipated that some will be excluded.
4. 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 6 (Key Subcontractors)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Call-Off Schedules for RM6277
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 3 (Continuous Improvement)
    - Call-Off Schedule 5 (Pricing Details)
    - Call-Off Schedule 7 (Key Supplier Staff)
    - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)  
[amended for a Bronze Contract as per paragraph 10 of Part A of that Schedule]
    - Call-Off Schedule 20 (Call-Off Specification)
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) RM6277
7. 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

None

CALL-OFF START DATE: 1<sup>st</sup> April 2025

CALL-OFF EXPIRY DATE: 31<sup>st</sup> March 2026

Framework Ref: RM6277

CALL-OFF INITIAL PERIOD: 12 months

**CALL-OFF DELIVERABLES**

Option B: See details in Call-Off Schedule 20 (Call-Off Specification)

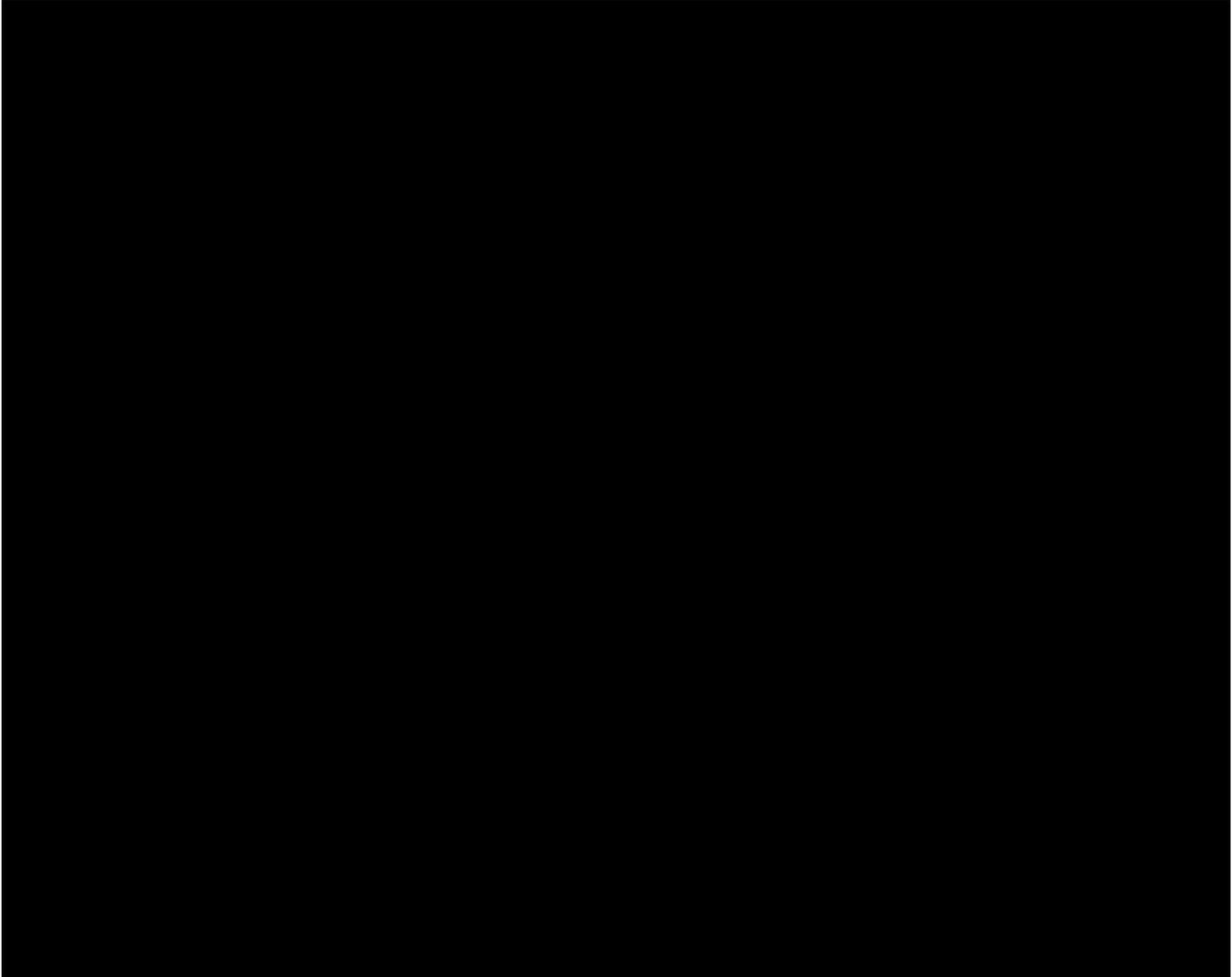
**MAXIMUM LIABILITY**

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 **£166,250.00** Estimated Charges in the first 12 months of the Contract. The Buyer must always provide a figure here]

**CALL-OFF CHARGES**

Option A: **Insert** the Charges for the Deliverables



REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Payment method(s) and necessary details

BUYER'S INVOICE ADDRESS:

NHS Arden and GEM CSU  
ODE Payables M405  
Shared Business Service  
PO Box 312  
LEEDS  
LS11 1HP

Invoices: [sbs.apinvoicing@nhs.net](mailto:sbs.apinvoicing@nhs.net)

BUYER'S AUTHORISED REPRESENTATIVE



Framework Ref: RM6277

  
BUYER'S ENVIRONMENTAL POLICY

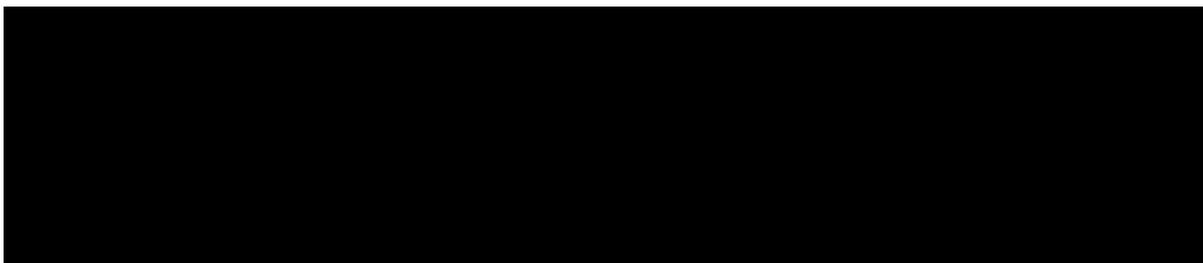
<https://www.ardengemcsu.nhs.uk/>

BUYER'S SECURITY POLICY

<https://www.ardengemcsu.nhs.uk/>

SUPPLIER'S AUTHORISED REPRESENTATIVE





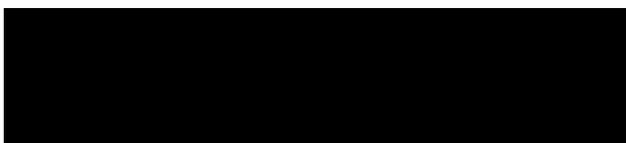
PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month]

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter]

KEY STAFF



KEY SUBCONTRACTOR(S)

N/A

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

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 in Call-Off Schedule 4 (Call-Off Tender) as per their tender response.

