**Framework Schedule 6 (Order Form Template and Call-Off Schedules)** Crown Copyright 2018

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

Order Form

CALL-OFF REFERENCE: **CCHR24A03**

# THE BUYER: Cabinet Office, Government Recruitment Service

BUYER ADDRESS **REDACTED TEXT under FOIA Section 40 Personal**

**Information.**

THE SUPPLIER: **Conexia Limited**

SUPPLIER ADDRESS: **REDACTED TEXT under FOIA Section 40 Personal**

**Information.**

REGISTRATION NUMBER: **REDACTED TEXT under FOIA Section 40 Personal**

**Information.**

DUNS NUMBER: **REDACTED TEXT under FOIA Section 40 Personal**

**Information.**

# APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **14th of June 2024**

It’s issued under the Framework Contract with the reference number RM6229 for the provision of Operational Recruitment Support.

# CALL-OFF LOT:

RM6229 Permanent Recruitment 2, Lot 2: Non-Clinical General 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; Terms 1 to 4
4. The following Schedules in equal order of precedence:

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* + Joint Schedules for **RM6229**
    - Joint Schedule 2 (Variation Form) o Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 6 (Key Subcontractors) o
    - Joint Schedule 7 (Financial Difficulties)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  + Call-Off Schedules for **RM6229** 
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 2 (Staff Transfer) o 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 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 18 (Background Checks)
    - Call-Off Schedule 20 (Call-Off Specification)

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

The following Special Terms are incorporated into this Call-Off Contract: Special Term 1: Non-Exclusivity;

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Service Provider. This Call Off Contract shall not restrict

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Contracting Authorities from acquiring similar, equal or like goods and/or services from other entities or sources.

Special Term 2: No Guarantee of Volumes or Spend;

No guarantee is given by the Client (Buyer) in respect of either volumes, the levels or aggregate value of the Services, which the Client shall require the Service Provider to provide during the Call Off Contract. Any levels or aggregate values of Services referred to in the contract or Schedules are indicative only and shall not be binding on the Client.

Special Term 3: Termination without cause;

The Client shall have the right to terminate this Call Off Contract at any time by issuing a Termination Notice to the Sup plier giving at least thirty (30) Working Days written notice (unless stated differently in the Framework Agreement).

Special Term 4: Termination Assistance Period;

The Authority reserves the right to implement a Termination Assistance Period which shall commence from the contract end date, and will run for a period of up to 6 months (with a possible extension of a further 6 months) as detailed (in Order Schedule 10 - Exit Management Clause 5)

CALL-OFF START DATE: **Date of final signature**

CALL-OFF EXPIRY DATE: **One (1) year from date of signature**

CALL-OFF INITIAL PERIOD: **One (1) Year**

EXTENSION OPTION: **One** (**1) Year (1+1) 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

£2,321,700.00 (two million, three hundred and twenty-one thousand, seven hundred) excluding VAT.

# CALL-OFF CHARGES

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

# REIMBURSABLE EXPENSES

None

# PAYMENT METHOD

Payment will be made by BACS within 30 days of receipt of a valid invoice. Invoices should be submitted electronically to the required address at the relevant customer finance team. The supplier will establish these on contract award.

**BUYER’S INVOICE ADDRESS:** Finance

Name: **REDACTED TEXT under FOIA Section 40 Personal Information.**

Role: **REDACTED TEXT under FOIA Section 40 Personal Information.**

Email Address: **REDACTED TEXT under FOIA Section 40 Personal Information.**

Address **REDACTED TEXT under FOIA Section 40 Personal Information.**

# BUYER’S AUTHORISED REPRESENTATIVE

Name: **REDACTED TEXT under FOIA Section 40 Personal Information.**

Role: **REDACTED TEXT under FOIA Section 40 Personal Information.**

Email Address: **REDACTED TEXT under FOIA Section 40 Personal Information.**

Address **REDACTED TEXT under FOIA Section 40 Personal Information.**

# BUYER’S ENVIRONMENTAL POLICY

N/A

# BUYER’S SECURITY POLICY

See Call Off Schedule 9 & Annex A for the additional Security schedule that applies

# SUPPLIER’S AUTHORISED REPRESENTATIVE

Name: **REDACTED TEXT under FOIA Section 40 Personal Information.**

Role: **REDACTED TEXT under FOIA Section 40 Personal Information.**

Email Address: **REDACTED TEXT under FOIA Section 40 Personal Information.**

Address **REDACTED TEXT under FOIA Section 40 Personal Information.**

# SUPPLIER’S CONTRACT MANAGER

Name: **REDACTED TEXT under FOIA Section 40 Personal Information.**

Role: **REDACTED TEXT under FOIA Section 40 Personal Information.**

Email Address: **REDACTED TEXT under FOIA Section 40 Personal Information.**

Address **REDACTED TEXT under FOIA Section 40 Personal Information.**

# PROGRESS REPORT FREQUENCY

Monthly MI reporting: Please see section 8 of Call off Schedule 20; to be provided monthly**.**

# PROGRESS MEETING FREQUENCY

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Monthly: meeting between the Buyer and the Supplier a minimum of monthly.

# KEY STAFF

Name: **REDACTED TEXT under FOIA Section 40 Personal Information.**

Role: **REDACTED TEXT under FOIA Section 40 Personal Information.**

Email Address: **REDACTED TEXT under FOIA Section 40 Personal Information.**

Address **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**

Email Address: **REDACTED TEXT under FOIA Section 40 Personal Information**

Address **REDACTED TEXT under FOIA Section 40 Personal Information**

# KEY SUBCONTRACTOR(S)

N/A

# COMMERCIALLY SENSITIVE INFORMATION

Commercial proposition, commercial pricing, and staff names are to be kept confidential.

Duration of Confidentiality: For the duration of the contract

# SERVICE CREDITS

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).

# ADDITIONAL INSURANCES

N/A

# GUARANTEE

N/A

# 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)

**Signed - via Docusign**

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|  |
| --- |
| **Supplier**  <Supplier Sign Here> |
| **REDACTED TEXT under FOIA Section 40 Personal Information.**  Full Name: **REDACTED TEXT under FOIA Section 40 Personal Information**.  Job Title/Role: **REDACTED TEXT under FOIA Section 40 Personal Information.**  Date Signed: 20/6/2024 |
| **Buyer**  <Commercial Sign Here> |
| **REDACTED TEXT under FOIA Section 40 Personal Information.**  Full Name: **REDACTED TEXT under FOIA Section 40 Personal Information**.  Job Title/Role: **REDACTED TEXT under FOIA Section 40 Personal Information.** Date Signed: 20/6/2024 |