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

**Order Form**

CALL-OFF REFERENCE: CR\_4800

THE BUYER: ￼ Department for Business and Trade

BUYER ADDRESS Old Admiralty Building, Whitehall, London, SW1A

2BL

THE SUPPLIER: MLC PartnersLtd

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.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 21st January 2025.

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)

1. CCS Core Terms (version 3.0.11)
2. 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: 1st February 2025

CALL-OFF EXPIRY DATE: 31st March 2025

CALL-OFF DELIVERABLES

The provision of Non-Clinical Temporary staff or any other temporary staff or fixed term workers.

**Assistant Finance Business Partner (SEO Grade) x1**

1. Building detailed knowledge of the areas of the Department and/or Partner Organisations for which they are responsible, understanding the financial and performance drivers, risks, opportunities, and issues.
2. Working with the G7s in the team to support financial exercises such as Business Planning and Quarterly Reviews.
3. Supporting teams across finance and the department to produce robust financial forecasts, identifying key risks and opportunities. This includes providing insight to ensure sound financial management and understanding the financial narrative to communicate effectively.
4. Embedding a value for money culture within the department and supporting financial decisions through the provision of advice and challenge to business managers and budget holders.
5. Ensuring that internal control and governance procedures are understood and followed as the first line of defence for financial management.
6. Reviewing detailed financial schedules and plan and co-ordinate the monthly forecasting process.
7. More generally, the post holder will be required to work in a flexible way and undertake any other duties reasonably requested by line management which are commensurate with the grade and level of responsibility of this post. This may also include working closely with other Finance staff to develop solutions/problem-solve, engaging in project work to drive finance improvements and support the G7s in the team through contributing to financial advice on new spending decisions and policy developments

|  |  |
| --- | --- |
| Job Role/Title | Assistant Finance Business Partner (SEO) x 1 |
| Assignment Type | Temporary |
| Hours/Days required | 5 Days – Monday – Friday **(Feb – March 2025)** |
| Detail on unsocial hours required | N/A |
| High-cost area supplements that may apply | N/A |
| Immunisations required | N/A |
| Pay band (as determined by the rate card) | SEO Grade (x1) |
| Expenses to be paid or benefits offered | Expense In line with DBT policy, with prior approval |
| 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 | SC Clearance |
| State any skills, mandatory training, and qualifications necessary for the role (those defined by the Framework Specification apply be default) | **Assistant Finance Business Partners – SEO**   * Part Qualified with CCAB, CIMA or equivalent or working towards qualification * Effective communication skills * Proficient in using Microsoft Excel * Experience of analysing data |

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:

[data.protection@businessandtrade.gov.uk](mailto:data.protection@businessandtrade.gov.uk).

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

[REDACTED]

MAXIMUM LIABILITY

Each Party's total aggregate liability in each Contract Year under each Call-Off Contract (whether in tort, contract or otherwise) is no more than the greater of £1 million or 150% of the Estimated Yearly Charges.

CALL-OFF CHARGES

The Charges for the Deliverables including charges that will apply pre and post 12 weeks in accordance with the Agency Worker Regulations 2010, and any discounts that are applicable,

**Cost breakdown:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost Description** | **No of days** | **Unit Cost** | **Total (ex VAT)** | **Total Incl (VAT)** |
| **SEO 1 Cost** | 41 | [REDACTED] | [REDCATED] | [REDACTED] |
| **Totals** | | | [REDACTED] | [REDACTED] |

**Individual assignment details:**

Cost Description ‘SEO Cost’

Job Assistant Finance Business Partner

Line manager TBC

Candi rate [REDACTED] per day

Margin [REDACTED] per day

NP 4 weeks

Expense In line with client policy, with prior approval

Location Old Admiralty Building/Caxton House, Westminster

Clearance SC

Start date Estimated 1st Feb 2025

PAYMENT METHOD

Payment will be made in full following successful appointment and start of each candidate according to the charges set out in Call-Off Charges. Invoices submitted must include the PO number and a breakdown of all work completed. Payment will be made by BACS.

Invoices for DBT appointments will be invoiced to DBT’s address listed under Buyer’s Invoice Address.

BUYER’S INVOICE ADDRESS:

Department for Business and Trade

c/o UK SBS

Queensway House,West Precinct

Billingham

TS23 2NF

0333 207 9122

Email: [ap@uksbs.co.uk](mailto:ap@uksbs.co.uk)

BUYER’S AUTHORISED REPRESENTATIVE

[REDACTED]

Deputy Director of FBP Group 1

[REDACTED]

Department for Business and Trade, Old Admiralty Building, London SW1A 2BL

SUPPLIER’S AUTHORISED REPRESENTATIVE

[REDACTED]

Associate Director of Operations

[REDACTED]

c/o WeWork, 123 Buckingham Palace Road, London SW1W 9SH

SUPPLIER’S CONTRACT MANAGER

[REDACTED]

Consultant

[REDACTED]

C/o We Work, 123 Buckingham Palace Road, London, SW1W 9SH

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | [REDACTED] | Signature: | [REDACTED] |
| Name: | [REDACTED] | Name: | [REDACTED] |
| Role: | Director | Role: | Commercial Lead |
| Date: | 21/1/2025 | Date: | 21/1/2025 |