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

**Order Form**

CALL-OFF REFERENCE: **PS/24/73**

THE BUYER: **DVLA**

BUYER ADDRESS Longview Road, Swansea. SA6 7JL

THE SUPPLIER: Yolk Recruitment Limited

SUPPLIER ADDRESS:Anchor Court, Cardiff. CF24 5JW

REGISTRATION NUMBER:06672671

DUNS NUMBER: **211339483**

SID4GOV ID:

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 19th July 2024.

It’s issued under the Framework Contract with the reference number RM6229 for the provision of SEO Qualified Accountant.

CALL-OFF LOT(S):

**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 - None
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. Specification Document

1. Tender Response

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:

None

CALL-OFF START DATE: **19/07/2024**

CALL-OFF EXPIRY DATE: **18/07/2025**

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 **£10,216.22**

CALL-OFF CHARGES

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

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

BACS via Invoice

BUYER’S INVOICE ADDRESS:

Unity Business Services (UBS)

5 Sandringham Park

Swansea Vale

SA7 0EA

BUYER’S AUTHORISED REPRESENTATIVE

XXXXXXredacted under FOIA section 40

Facilities & People Commercial Specialist

XXXXXXredacted under FOIA section 40

XXXXXXredacted under FOIA section 40

BUYER’S ENVIRONMENTAL POLICY

**Please see specification document**

BUYER’S SECURITY POLICY

**Please see specification document**

SUPPLIER’S AUTHORISED REPRESENTATIVE

[**Insert** name]

**[Insert** role]

[**Insert** email address]

**[Insert** address]

SUPPLIER’S CONTRACT MANAGER

[**Insert** name]

**[Insert** role]

[**Insert** email address]

**[Insert** address]

PROGRESS REPORT FREQUENCY

**Please see specification document**

PROGRESS MEETING FREQUENCY

**Please see specification document**

KEY STAFF

[**Insert** name]

**[Insert** role]

[**Insert** email address]

**[Insert** address]

**[Insert** contract details]

KEY SUBCONTRACTOR(S)

**[Insert** name (registered name if registered)]

COMMERCIALLY SENSITIVE INFORMATION

**Please see specification document**

SERVICE CREDITS

**Not Applicable**

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | XXXXXXredacted under FOIA section 40 | Signature: | XXXXXXredacted under FOIA section 40 |
| Name: | XXXXXXredacted under FOIA section 40 | Name: | XXXXXXredacted under FOIA section 40 |
| Role: | XXXXXXredacted under FOIA section 40 | Role: | XXXXXXredacted under FOIA section 40 |
| Date: | XXXXXXredacted under FOIA section 40 | Date: | XXXXXXredacted under FOIA section 40 |