

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

Order Form

CALL-OFF REFERENCE: [REDACTED]

THE BUYER: **Cabinet Office**

BUYER ADDRESS **70 Whitehall, London, SW1A 2AS**

THE SUPPLIER: **GatenbySanderson Limited**

SUPPLIER ADDRESS: **14 Kings Street, Leeds, LS1 2HL**

REGISTRATION NUMBER: [REDACTED]

DUNS NUMBER: [REDACTED]

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 27/10/23
It's issued under the Framework Contract with the reference number **RM6290** for the
provision of Digital Recruitment Partner

CALL-OFF LOT(S):
Lot 1

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) **RM6290**
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6290**
 - Joint Schedule 1 Definitions
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 5 Corporate Responsibility
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Call-Off Schedules for **RM6290**
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 3 (Continuous Improvement)
 - [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.]
 - Call-Off Schedule 5 (Pricing Details)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 15 (Call-Off Contract Management)

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: The supplier must hold Cyber Essentials certification.

CALL-OFF START DATE: 01/11/2023

CALL-OFF EXPIRY DATE:
31/10/2025 with option to extend for an upto an additional 12 months.

CALL-OFF INITIAL PERIOD: **24 months**

CALL-OFF DELIVERABLES

Option A: Recruitment Partner Support as detailed in the specification, as instructed by the buyer on a call-off basis and in line with the supplier's proposal.

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 **£150,000**

CALL-OFF CHARGES

Option A:

Fixed price per campaign

G6 recruitment Campaign [REDACTED]

SCS 1 Recruitment Campaign [REDACTED]

Total Contract Value of £450,000

REIMBURSABLE EXPENSES

In line with Cabinet Office T&S policy- all expenses must be agreed in writing before being incurred.

PAYMENT METHOD

Monthly in arrears

BUYER'S INVOICE ADDRESS: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

PROGRESS REPORT FREQUENCY

Weekly update on campaigns during live campaigns.

Monthly transparency reports showing all campaigns in flight and coming up, spend to date under the contract and the next 6 months forecast spend under the contract.

PROGRESS MEETING FREQUENCY

Weekly during live campaigns

Monthly contract management meetings to include the supplier, business lead and commercial.

KEY STAFF

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

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:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	[REDACTED]	Role:	[REDACTED]
Date:	26/10/23	Date:	27/10/2023