

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

Buyer guidance this Framework Schedule 6a (Short Order Form Template and Call-Off Schedules) can be used under lots 1 - 6 only, in instances where a Contract is awarded via Direct Award, and no changes are made to the Framework standard Terms and Conditions as detailed this Framework Schedule 6a, and the Specification is in line with Framework Schedule 1 (Specification). If a Contracting Authority wish to run a further competition, wish to use Framework Lot 7, or wish to make any adjustments to Terms and Conditions or Specification, then Framework Schedule 6 - Order Form Template should be used.

Order Form

CALL-OFF REFERENCE:	con_23736
THE BUYER:	Secretary of State for Justice
BUYER ADDRESS	Ministry of Justice, 102 Petty France, London, SW1H 9AJ
THE SUPPLIER:	Red Snapper Recruitment Ltd
SUPPLIER ADDRESS:	10 Alie Street, London, E1 8DE
REGISTRATION NUMBER:	05129360
DUNS NUMBER:	73-874-9196
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.

If an electronic purchasing system is used instead of signing as a hard-copy, text below must be copied into the electronic order form **starting from 'APPLICABLE FRAMEWORK CONTRACT' and up to, but not including, the Signature block.**

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **26 February 2024.**

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)
4. CCS Core Terms (version 3.0.11)
5. 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: **26 February 2024**

CALL-OFF EXPIRY DATE: **06 May 2025**

CALL-OFF DELIVERABLES

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

The supplier will deliver the role of Superintendent of Prisons, HMP Anguilla, with the responsibilities set out in the annexed role description.

The supplier will also be responsible for enacting the recommendations set out in the final report provided by John Wilcox.

Job Role/Title	Superintendent of HMP Anguilla
Assignment Type	temporary
Hours/Days required	
Detail on unsocial hours required	
High cost area supplements that may apply	None
Immunisations required	
Pay band (as determined by the rate card)	
Expenses to be paid or benefits offered	
Expenses to be paid by Temporary Worker	
Criminal Records Checks requirements	
BPSS required	
State any other required clearance and/or background checking	
State any skills, mandatory training and qualifications necessary for the role (those defined by the Framework Specification apply by default)	

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:

REDACTED

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

PAY - REDACTED

CHARGE - REDACTED

Plus additional budget for two sets of flights, car rental including insurance and temporary licence and business insurance for the duration of the contract.

Provisional additional cost:

REDACTED

REDACTED

REDACTED

REDACTED

All charges are ex. VAT.

PAYMENT METHOD

The payment method for this Call-Off Contract is BACS

The payment profile for this Call-Off Contract is monthly in arrears

The Supplier will issue electronic invoices monthly in arrears. The Buyer will pay the Supplier within 30 (thirty) days of receipt of a valid invoice.

All invoices must include Purchase Order (PO) reference.

Invoice will be sent to the Buyer not monthly in arrears.

BUYER'S INVOICE ADDRESS:

P.O.Box 767

Newport

Gwent

NP10 8FZ

APinvoices-OPG-U@sscl.gse.gov.uk

BUYER'S AUTHORISED REPRESENTATIVE

REDACTED
REDACTED
REDACTED
REDACTED

BUYER'S CONTRACT MANAGER

REDACTED
REDACTED
REDACTED
REDACTED

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED
REDACTED
REDACTED
REDACTED

SUPPLIER'S CONTRACT MANAGER

REDACTED
REDACTED
REDACTED
REDACTED

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	

Buyer guidance: execution by seal / deed where required by the Buyer.