

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

Order Form

CALL-OFF REFERENCE:	CR_4918
THE BUYER:	Department for Business and Trade
BUYER ADDRESS	Old Admiralty Building, Whitehall, London, SW1A 2BL
THE SUPPLIER:	MLC Partners Ltd
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 19th 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

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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: 1st April 2025

CALL-OFF EXPIRY DATE: 30st September 2025

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CALL-OFF DELIVERABLES

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

Financial Accountant (SEO Grade x2)

Roles Including but not limited to:

1. The production and audit of the WGA 23-24 return (which is ongoing now and [REDACTED] is helping support)
2. The production and audit of the 24-25 Annual Report and Accounts, [REDACTED] is specifically supporting on areas such as Expenditure, Income.
3. support WGA 23-24 submission, which is currently ongoing
4. support WGA 24-25 submission
5. Reconciliation reviews and follow up for Bank, Receivables & Payables
6. Resolving MoG balance issues with DSIT/DESNZ
7. Interim variance analysis across Income & Expenditure
8. Leading on NAO Expenditure sampling at Interim
9. Will lead on various I&E areas during NAO YE audit for 24/25

Job Role/Title	Financial Accountant (SEO) x2
Assignment Type	Temporary
Hours/Days required	5 Days – Monday – Friday (Apr – Oct 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 x2
Expenses to be paid or benefits offered	N/A
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	N/A
State any skills, mandatory training, and qualifications necessary for the role	<u>Financial Accountant Skills</u> <ul style="list-style-type: none"> Fully Qualified Accountants with CCAB and CIMA.

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(those defined by the Framework Specification apply by default)	<ul style="list-style-type: none"> • Experience of Group Accounts consolidation and producing financial statements in a complex organisation within or outside of government and making sound accounting judgements. • Experience of external audit cycles in Central Government / public sector set of accounts or private sector organisation. • Experience with dealing with Arm's Length Bodies (ALBs). • Significant financial accounting and reporting experience and focus on producing financial accounts and information through innovative solutions and application of IFRS • Strong accounting skills (e.g., IFRS Application ability to accurately create accounting journals, identify the audit evidence required to support a transaction and perform General Ledger (GL) reconciliations). • Experience of using different Group Accounts preparation and consolidation systems e.g., Oracle Financials, EPM, CDM or similar systems. • Great attention to technical details and sound knowledge of public sector accounting • Experience of financial management and transactions, forecasting and budgeting • Outstanding, self-driven and self-starter • Able and willing to make difficult decisions and stand by them. • Able to identify areas for improvement and take action to make appropriate and successful changes. • Experience of working to tight deadlines and demonstrate the
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	<p>confidence, composure and credibility needed to challenge the way activities are delivered.</p> <ul style="list-style-type: none"> • Experience of government accounting regulations i.e., FReM and Managing Public Money. <p><u>Financial Reporting and Analysis Skills</u></p> <ul style="list-style-type: none"> • The ability to interpret large volumes of information and provide meaningful analysis to finance and non-finance stakeholders. • Strong communication skills to provide insightful reporting and clear briefing on issues to senior stakeholders. • Strong leadership skills, especially when engaging and influencing colleagues on financial decisions. • Ability to react to change and manage emerging priorities to tight deadlines, respond to varying situations in a professional manner. • Self-starter who enjoys solving problems. • Understanding of systems. • Proven track record of delivering through others. • A full or partial CCAB Qualification or equivalent – or equivalent experience. • Proficiency with Microsoft Excel to an Intermediate-Advanced level. • Familiarity with Financial data and systems. • Experience with former BEIS financial systems. • Expert user of Excel, including Macros functionality
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	<ul style="list-style-type: none"> • The ability to interpret large volumes of information and provide meaningful analysis. • The ability to react to change and manage emerging priorities to tight deadlines, responding to varying situations in a professional manner. • A Self-starter who enjoys solving problems and working with a wide range of stakeholders to produce solution options.
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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.

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

Sonal Modi - [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,

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Cost breakdown:

Cost Description	No of days	Unit Cost	Total (excl VAT) £	Total Incl (VAT) £
SEO 1 Cost	126			
SEO 2 Cost	126			

Individual assignment details:

Cost Description 'SEO 1 Cost'
Job Financial Accountant
Line manager
Candidate
Candi rate
Margin
Notice Period: 2 weeks
Expense In line with client policy, with prior approval
Location Old Admiralty Building, Westminster
Clearance BPSS
Start date 1st April 2025

Cost Description 'SEO 2 Cost'
Job Financial Accountant
Line manager
Candidate
Candi rate
Margin
Notice Period: 2 weeks
Expense In line with client policy, with prior approval
Location Old Admiralty Building, Westminster
Clearance BPSS
Start date 1st April 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
Framework Ref: RM6277
Project Version: v1.0
Model Version: v3.8

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c/o UK SBS
Queensway House, West Precinct
Billingham
TS23 2NF
0333 207 9122
Email: ap@uksbs.co.uk

BUYER'S AUTHORISED REPRESENTATIVE

[Redacted]
Head of Financial Reporting in Financial Control
[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:	Associate Commercial Specialist - PPS
Date:	25/3/2025	Date:	27/3/2025