

## 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: RM6277

THE BUYER: Department of Health and Social Care

BUYER ADDRESS Quarry House, Leeds, LS2 7UE

THE SUPPLIER: Insight Executive Group Limited

SUPPLIER ADDRESS: St Clement's  
House  
27-28  
Clement's Lane

REGISTRATION NUMBER: 09284301

SID4GOV ID: 22-045-3353

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

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

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It's issued under the Framework Contract with the reference number RM6277 for the provision of Non Clinical Staff.

CALL-OFF LOT(S): [this order form may be used for lots 1 - 6 only - for lot 7 requirements, or where your requirement is bespoke or where adjustments have been made to terms and conditions, the full Framework Schedule 6 - Order Form Template should be used]

[Lot 1 - Admin & Clerical]

[Lot 2 - Corporate Functions]

[Lot 3 - IT Professionals]

[Lot 4 - Legal]

[Lot 5 - Scientific, Technical & Clinical Coding]

[Lot 6 - Estates, Facilities Management & Ancillary Staff]

## 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)
    - [Call-Off Schedule 17 (MOD Terms)]
    - [Call-Off Schedule 19 (Scottish Law)]
    - [Call-off Schedule 21 (Northern Ireland Law)]
    - [Call-Off Schedule 23 (HMRC Terms)]
4. CCS Core Terms (version 3.0.11)

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

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## 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: 23.09.2024

CALL-OFF EXPIRY DATE: 28.03.2025

**CALL-OFF DELIVERABLES**

The provision of Non-Clinical Temporary staff or any other temporary staff or fixed term workers. **Insert** any relevant information in relation to the Deliverables]

[If awarding for a single or specific workers **Insert** details as below]

Job Role/Title	Supplier Manager
Assignment Type	Temporary
Hours/Days required	5 Days a week / 40 hours per week
Detail on unsocial hours required	NA
High cost area supplements that may apply	None
Immunisations required	None
Pay band (as determined by the rate card)	
Expenses to be paid or benefits offered	None
Expenses to be paid by Temporary Worker	To be agreed
Criminal Records Checks requirements	yes
BPSS required	No
State any other required clearance and/or background checking	DBS
State any skills, mandatory training and qualifications necessary for the role (those defined by the Framework Specification apply by default)	.NA

**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:

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

[REDACTED]

#### MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

#### CALL OF CHARGES

[REDACTED]

#### PAYMENT METHOD

BACS

#### BUYER'S INVOICE ADDRESS:

[REDACTED]

[REDACTED]

[REDACTED]

#### BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

#### [REDACTED] AUTHORISED REPRESENTATIVE

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

#### SUPPLIER'S CONTRACT MANAGER

Same as above

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:	20/09/2024	Date:	20/09/24

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