

**Framework Schedule 6 (Short Order Form Template and Call-Off Schedules)**  
Crown Copyright 2022

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

### **Order Form**

CALL-OFF REFERENCE: GLD008 2024

THE BUYER: Government Legal Department

BUYER ADDRESS 102 Petty France, London, SW1H 9GL

THE SUPPLIER: Hays Specialist Recruitment Limited

SUPPLIER ADDRESS: 4th floor, 20 Triton Street, London NW1 3BF.

REGISTRATION NUMBER: 975677

DUNS NUMBER: 

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 15 March 2024

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

**Framework Schedule 6 (Short Order Form Template and Call-Off Schedules)**  
Crown Copyright 2022

**CALL-OFF LOT(S):**

Lot 2 Corporate Functions

**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.
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.



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

Crown Copyright 2022

**STATE ANY SKILLS,**

<b>MANDATORY TRAINING AND QUALIFICATIONS NECESSARY FOR THE ROLE (THOSE DEFINED BY THE FRAMEWORK SPECIFICATION APPLY BY DEFAULT)</b>	[REDACTED]
<b>ENGAGEMENT OF TEMPORARY WORK-SEEKER</b>	[REDACTED]

**GDPR POSITION**

Independent Controller

The Parties acknowledge that for the purposes of the Data Protection Legislation, under these Call Off Terms the Parties are independent Data Controllers of Personal Data. For the avoidance of doubt, Joint Schedule 11 Clauses 3 – 17 shall not apply.

The contact details of the Buyer’s Data Protection Officer are:

[REDACTED]

The contact details for data protection queries to the Supplier is: [REDACTED]

**MAXIMUM LIABILITY**

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms, as varied by the Framework Award Form.

**CALL-OFF CHARGES**

[REDACTED]

[REDACTED]

**Framework Schedule 6 (Short Order Form Template and Call-Off Schedules)**  
Crown Copyright 2022

<b>AWR Compliant</b>	
<b>Pay to Worker (s)</b>	
<b>Total Charge</b>	

**PAYMENT METHOD**

[Redacted Payment Method Information]

**BUYER'S INVOICE ADDRESS:**

[Redacted Buyer's Invoice Address]

**BUYER'S AUTHORISED REPRESENTATIVE**

[Redacted Buyer's Authorized Representative Information]

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[Redacted Supplier's Authorized Representative Information]

**SUPPLIER'S CONTRACT MANAGER**

[Redacted Supplier's Contract Manager Information]



**Framework Schedule 6 (Short Order Form Template and Call-Off Schedules)**  
Crown Copyright 2022

**For and on behalf of the Supplier:**

Signature: [Redacted]  
[Redacted]  
Name:  
Role: [Redacted]  
Date: [Redacted]

**For and on behalf of the Buyer:**

Signature: [Redacted]  
[Redacted]  
Name: [Redacted]  
Role: [Redacted]  
Date: [Redacted]