

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

Order Form

CALL-OFF REFERENCE: C24773

THE BUYER: The Home Office

BUYER ADDRESS

[REDACTED]

THE SUPPLIER:

[REDACTED]

SUPPLIER ADDRESS:

[REDACTED]

REGISTRATION NUMBER:

[REDACTED]

DUNS NUMBER:

[REDACTED]

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

It is essential that if you, as the Buyer, add to or amend any aspect of any Call-Off Schedule, then **you must send the updated Schedule** with the Order Form to the Supplier

Retain the highlighted Bronze Contract wording below only if this is applicable to this Call-Off Contract]

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 01/06/2023. It is issued under the Framework Contract with the reference number **RM6290** (Framework Contract Reference number) for the provision of Executive & Non-Executive Recruitment Services.

CALL-OFF LOT(S):

Lot 1: Executive Search - Grade 6, SCS1 & SCS2

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. *The following Schedules in equal order of precedence:*

Joint Schedules for RM6290

- *Joint-Schedule-2-Variation-Form*
- *Joint-Schedule-3-Insurance-Requirements*
- *Joint-Schedule-4-Commercially-Sensitive-Information*
- *Joint-Schedule-5-Corporate-Social-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-3-Continuous-Improvement*
 - *Call-Off-Schedule-4-Call-Off-Tender*
 - *Call-Off-Schedule-5-Pricing-Details*
 - *Call-Off-Schedule-6-ICT-Services*
 - *Call-Off-Schedule-8-Business-Continuity-and-Disaster-Recovery*
 - *Call-Off-Schedule-9-Security*
 - *Call-Off-Schedule-10-Exit-Management*
 - *Call-Off-Schedule-14-Service-Levels*
 - *Call-Off-Schedule-15-Call-Off-Contract-Management*
 - *Call-Off-Schedule-18-Background-Checks*
 - *Call-Off-Schedule-20-Specification*
4. Framework Special Terms
 5. CCS Core Terms (version 3.0.11)

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

None

CALL-OFF START DATE: 01/06/2023

CALL-OFF EXPIRY DATE: 30/05/2024

CALL-OFF INITIAL PERIOD: One (1) year
Optional two (2) periods of one (1) year extension included.

CALL-OFF DELIVERABLES
See details in Call-Off Schedule 20 (Call-Off Specification)

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 [REDACTED] Estimated Charges in the first 12 months of the Contract.

CALL-OFF CHARGES
See details in Call-Off Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES
N/A

PAYMENT METHOD
BACS
One month in arrears

BUYER'S INVOICE ADDRESS:
Home Office
[REDACTED]
[REDACTED]

BUYER'S AUTHORISED REPRESENTATIVE
[REDACTED]
HORC Specialist Resourcing (A)
[REDACTED]
[REDACTED]
[REDACTED]

BUYER'S ENVIRONMENTAL POLICY
N/A

BUYER'S SECURITY POLICY
Appended at Call-Off Schedule 9

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Head of Bids

[REDACTED]

[REDACTED],

[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

Partner - Digital, Data & Technology (DDaT)

[REDACTED]

[REDACTED],

[REDACTED]

PROGRESS REPORT FREQUENCY

Effective and efficient management of contract shall take place through quarterly meetings between the Customer and the Supplier.

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Effective and efficient management of contract shall take place through quarterly meetings between the Customer and the Supplier.

KEY STAFF

[REDACTED]

HORC Specialist Resourcing (A)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Head of Bids

[REDACTED]

[REDACTED],

[REDACTED]

[REDACTED]

Partner - Digital, Data & Technology (DDaT)

[REDACTED]
[REDACTED]
[REDACTED]

KEY SUBCONTRACTOR(S)
N/A

COMMERCIALLY SENSITIVE INFORMATION
Supplier's Commercially Sensitive Information with Joint Schedule 4 (Commercially Sensitive Information)

SERVICE CREDITS

To be discussed with Supplier.

ADDITIONAL INSURANCES
Details of Additional Insurances required in accordance with Joint Schedule 3 (Insurance Requirements)

SOCIAL VALUE COMMITMENT
The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:	Head of Bids	Role:	COMMERCIAL LEAD
Date:	01/06/2023	Date:	01/06/2023