**Framework Schedule 6 (Direct Award short order form template and Call-Off Schedules)**

**Order Form**

CALL-OFF REFERENCE: CR\_3277

THE BUYER: **Department for Business and Trade**

BUYER ADDRESS Old Admiralty Building, Whitehall, London, SW1A 2BL

THE SUPPLIER: iPeople Associates Ltd (trading as “Inspire People”)

SUPPLIER ADDRESS: **Discovery Park, Innovation House, Sandwich CT13 9FF**

REGISTRATION NUMBER: **07930244**

DUNS NUMBER: 218211628

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 01/01/2024

It’s issued under the Framework Contract with the reference number RM6229 for the provision of Permanent Recruitment.

CALL-OFF LOT(S):

Lot 2: Non Clinical General Recruitment

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) **RM6229**
3. The following Schedules in equal order of precedence:

* Joint Schedules for **RM6229**
  + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + Joint Schedule 6 (Key Subcontractors)
  + Joint Schedule 7 (Financial Difficulties)
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
  + Joint Schedule 12 (Supply Chain Visibility)
* Call-Off Schedules for **RM6229** 
  + Call-Off Schedule 1 (Transparency Reports)
  + Call-Off Schedule 2 (Staff Transfer)
  + Call-Off Schedule 3 (Continuous Improvement)
  + Call-Off Schedule 5 (Pricing Details)
  + Call-Off Schedule 7 (Key Supplier Staff)
  + 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 20 (Call-Off Specification)

1. CCS Core Terms (version 3.0.11)
2. Joint Schedule 5 (Corporate Social Responsibility) **RM6229**

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: **01/01/2024**

CALL-OFF EXPIRY DATE: **30/04/2024**

GDPR POSITION

Independent Controller (default unless specified); or Controller to Processor; or Joint Controller

MAXIMUM LIABILITY

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

CALL-OFF DELIVERABLES

- Provide permanent recruitment services for the DDaT campaign, actively attracting candidates to the named vacancies

- Deliver a diverse field of candidates who meet the criteria for the roles

- Work with the DBT DDaT Recruitment Team throughout to ensure the recruitment service provided is compliant with the CS Commission’s Recruitment Principles at all stages

- Provide weekly update reports and/or calls to the panel and DDaT Recruitment team

- Keep CS policy compliant records for all applications to vacancies advertised, providing this to DBT at the culmination of campaign

The supplier will support the recruitment of the following roles:

* 2 x Business Analysis roles
* 1 x Delivery role
* 1 x Technical Architect role
* 1 x Cyber role
* 1 x Design role

- Review sessions to understand successes and areas for future improvements

- Final report on diversity and location application statistics

CALL-OFF CHARGES

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Role** | **Grade** | **Number** | **Salary Maximum** | **RM6229 % Fee** | **Sub-Total** |
| Business Analyst | G7 | 2 | [REDACTED] | [REDACTED] | £14,432.00 |
| Delivery | G7 | 1 | [REDACTED] | [REDACTED] | [REDACTED] |
| Technical Architect | G7 | 1 | [REDACTED] | [REDACTED] | [REDACTED] |
| Cyber | G7 | 1 | [REDACTED] | [REDACTED] | [REDACTED] |
| Design | G7 | 1 | [REDACTED] | [REDACTED] | [REDACTED] |
|  |  |  |  |  |  |
|  |  |  |  | **Sub-Total** | [REDACTED] |
|  |  |  |  | **Vol Discount (**[REDACTED]**)** | [REDACTED] |
|  |  |  |  | **TOTAL** | [REDACTED] |

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

c/o UK SBS

Queensway House

West Precinct

Billingham

TS23 2NF

0333 207 9122

Email: [ap@uksbs.co.uk](mailto:ap@uksbs.co.uk)

BUYER’S AUTHORISED REPRESENTATIVE

[REDACTED]

Head of DDaT Recruitment

Department for International Trade

Old Admiralty Building

London

SW1A 2BL

SUPPLIER’S AUTHORISED REPRESENTATIVE

[REDACTED]

Head of Consulting

[REDACTED]

SUPPLIER’S CONTRACT MANAGER

[REDCATED]

Head of Consulting

[REDACTED]

Innovation House

Discovery Park

Sandwich

Kent, CT13 9FF

|  |  |  |  |
| --- | --- | --- | --- |
| **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: | 20/12/23 | Date: | 21/12/23 |