

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

Order Form

CALL-OFF REFERENCE: C24819

THE BUYER: **Home Office**

BUYER ADDRESS 2 Marsham Street, London, SW1P 4DF

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.

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 06/06/2023. It's issued under the Framework Contract with the reference number **RM6290** [Framework Contract Reference number] for the provision of SCS Exec Recruitment – Corporate.

CALL-OFF LOT(S):

Executive Search - Grade 6, SCS1 & SCS2 (and equivalents)

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 2 (Staff Transfer)
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 5 (Pricing Details)
 - Call-Off Schedule 6 (ICT Services)
 - Call-Off Schedule 7 (Key Supplier Staff)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)]
[amended for a Bronze Contract as per paragraph 10 of Part A of that Schedule]
 - 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 (Call-Off Specification)
4. CCS Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6290**

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

Framework Ref: RM6290
Project Version: v1.0
Model Version: v3.9

CALL-OFF START DATE: **06/06/2023**

CALL-OFF EXPIRY DATE: **05/06/2024**

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]

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]

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

HORC Specialist Resourcing (A)

[REDACTED]

BUYER'S ENVIRONMENTAL POLICY
N/A

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

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

Principal Consultant, Central Government

[REDACTED]

PROGRESS REPORT FREQUENCY

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

PROGRESS MEETING FREQUENCY

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]

C24819 SCS Exec Recruitment – Corporate

[REDACTED]

[REDACTED]

Practice Lead, Central Government

[REDACTED]

[REDACTED]

KEY SUBCONTRACTOR(S)

N/A

COMMERCIALLY SENSITIVE INFORMATION

Please refer to Joint Schedule 4 (Commercially Sensitive Information)

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Refer to Joint Schedule 3 (Insurance Requirements)

GUARANTEE

Not applicable

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:	09/06/23	Date:	09/06/2023