

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

Order Form

CALL-OFF REFERENCE:	TIS0708
THE BUYER:	The Insolvency Service
BUYER ADDRESS	16 th Floor, 1 Westfield Avenue, Stratford, London, E20 1HZ
THE SUPPLIER:	SmartSourcing Limited
SUPPLIER ADDRESS:	Tanglewood, 90-92 Vicarage Hill, South Benfleet, SS7 1PE
REGISTRATION NUMBER:	04359421

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 26/03/2024

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

CALL-OFF LOT(S): Lot 3 – IT Professionals

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)

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.

CALL-OFF START DATE: 01/04/2024

CALL-OFF EXPIRY DATE: 31/03/2025

EXTENSION: There is an extension option included within this Call Off Contract (TIS0708) until 31st March 2026 subject to the relevant approvals being obtained.

NOTICE PERIOD: To be confirmed within the individual Call-Offs from this overarching Contract.
Expected to be Two Weeks (Ten Working Days)

IR35 STATUS: To be confirmed within the individual Call-Offs from this overarching Contract.

HOURS/DAYS REQUIRED: To be confirmed within the individual Call-Offs from this overarching Contract.

LOCATION: To be confirmed within the individual Call-Offs from this overarching Contract.
Remote/hybrid working may be appropriate at the discretion of the Agency Contract Manager. Attendance at an office may be required to fulfil some roles.

Travel to the contracted office in each Call Off will be at the Contractor's own expense. Travel to other offices may be required and INSS T&S policy will apply.

BPSS REQUIRED:

To be confirmed within the individual Call-Offs from this overarching Contract. BPSS as a minimum will be confirmed for each individual role.

CALL-OFF DELIVERABLES

The provision of Non-Clinical Temporary staff or any other temporary staff or fixed term workers.

The Insolvency Service is currently delivering its five-year strategy which aims to ensure that the agency is fit for the future; one which will support businesses and citizens and helps the UK economy to thrive. The Insolvency Service will also continue to ensure that it delivers excellent standards of public services, putting its customers and stakeholders at the heart of everything it does.

The Agency's strategy is supported by a portfolio of change projects. The purpose of this Contract is to secure suitable resources to support the completion of delivery of a number of these projects in the Financial Year 2024/2025.

The Supplier will work as a Technical Delivery Partner to provide work packages using named individuals to support the delivery of various project technical requirements aligned to the objectives of delivering the One Service vision and the strategic projects that will support the delivery of the Buyers services.

The following roles will be subject to this Call Off Contract:

Contract	Name of Individual	Role
Technology Delivery Team	REDACTED	Technical Architect
Technology Delivery Team	REDACTED	Test Manager

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Technology Delivery Team	REDACTED	Strategy Project Accountant
Technology Delivery Team	REDACTED	Project Manager

Each role shall be subject to a specific individual Call-Off which shall detail the Job Descriptions, Terms, IR35 Status, Day Rates and Duration.

Maximum Contract Value

The maximum value of this contract will be £1,191,555.52. This is calculated using the daily bill rate for each contractor and multiplied by the maximum number of working days for the duration of the contract.

Initial Contract Period:

Name	Daily Bill Rate	Maximum Working Days (261 working days – 7 Bank Holidays in the initial contract period)	Total
REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED

Maximum Contract Value for initial period: £596,837.44

Extension Contract Period:

Name	Daily Bill Rate	Maximum Working Days (261 working days – 8 Bank Holidays in the initial contract period)	Total
REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED

Maximum Contract Value for extension period: £594,718.08

Maximum Total Contract Value for initial and extension periods: £1,191,555.52

REPORTING AND CONTRACT MANAGEMENT

Contract Management meetings will take place on a Quarterly basis. Timings and locations of these meetings will be agreed by both parties. Meetings will discuss performance against deliverables, financial performance and explore opportunities for continuous improvement as appropriate.

Reporting will be agreed upon the individual Projects covered under this Call Off Contract. Unless otherwise agreed by the parties, reporting shall be provided on a monthly basis, clearly broken down into specific projects and include:

- Management Information
- Performance
- Financial Reporting – to include current and forecasted spend
- Change Control Management
- Risks and Issues Report
- Social Value Commitments

All reports shall be provided by the Supplier to the relevant Project Manager, Supplier Performance Manager and Commercial Business Partner from the Buyer.

GDPR POSITION

Independent Controller

MAXIMUM LIABILITY

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

CALL-OFF CHARGES

To be confirmed within the individual Call-Offs from this overarching Contract.

PAYMENT METHOD

BACS

BUYER'S INVOICE ADDRESS:

Payments@insolvency.gov.uk

The Buyer has a No PO (Purchase Order) No PAY (Payment) policy.

All Invoices must comply with the No PO No Pay Policy to be considered valid and be paid.

A valid Supplier Invoice shall include the following:

1. Valid Buyer Purchase Order Number;
2. Buyer Contract Reference Number – TIS0708
3. Invoice must accurately map to the line items within the Purchase Order, i.e. Line Descriptions, Number of Units and Unit Price.

The Buyer may make reasonable changes to its invoicing requirements during the Term by providing 30 calendar days written notice to the Supplier.

Please note that Payment Terms, notably lead times for payment of invoices, shall be directly tied to the No PO, No Pay Policy. Those without a valid PO number may be returned to the Supplier. In such cases, the lead time for payment of invoices shall not begin until a valid PO is received.

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED

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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:	REDACTED	Date:	REDACTED