

Short Order Form Template and Call-Off Schedules

Order Form

CALL-OFF REFERENCE:	N/A
THE BUYER:	NHS England on behalf of Midlands and Lancashire CSU
BUYER ADDRESS	2nd Floor East Bennett House Town Road Hanley Stoke-on-Trent ST1 2QB
THE SUPPLIER:	Coyle Personnel
SUPPLIER ADDRESS:	Hygeia, First Floor 66-68 College Road Harrow Middlesex, HA1 1BE
REGISTRATION NUMBER:	02281209
DUNS NUMBER:	399927037
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
06/11/2024.

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

CALL-OFF LOT(S):

[Lot 1 - Admin & Clerical]

[Lot 2 - Corporate Functions]

[Lot 3 - IT Professionals]

[Lot 4 - Legal]

[Lot 5 - Scientific, Technical & Clinical Coding]

[Lot 6 - Estates, Facilities Management & Ancillary Staff]

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)
 - [Call-Off Schedule 17 (MOD Terms) N/A]
 - [Call-Off Schedule 19 (Scottish Law) N/A]
 - [Call-off Schedule 21 (Northern Ireland Law) N/A]
 - [Call-Off Schedule 23 (HMRC Terms) N/A]

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: **06/11/2024**

CALL-OFF EXPIRY DATE: **06/02/2025**

CALL-OFF DELIVERABLES

The provision of Non Clinical Temporary staff or any other temporary staff or fixed term workers. **[Band 3 Administrator as per original request]**

Job Role/Title	Administrator
Assignment Type	temporary 3 months
Hours/Days required	37.5 Hours
Detail on unsocial hours required	N/A
High cost area supplements that may apply	[1.None] [2.Inner London] [3.Outer London] [4.Fringe] N/A
Immunisations required	N/A
Fee Type	[1. Patient Facing] [2. With Disclosure] [3. No Disclosure]
Equivalent Agenda for Change (NHS) Pay band (as determined by the rate card)	Band 3
Expenses to be paid or benefits offered	N/A
Expenses to be paid by Temporary Worker	N/A
Disclosure and Barring Service check requirements	N/A
BPSS required	N/A
State any other required clearance and/or background checking	N/A
State any skills, mandatory training and qualifications necessary for the role (those defined by the Framework Specification apply by default)	statutory and mandatory training as per line manager

Workforce Alliance

Supplier to provide ID badges?	To be advised by line manager
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GDPR POSITION

The GDPR provisions for this Call-Off Contract are stated in Joint Schedule 11 – Processing Data, and its annexes.

The contact details of the Relevant Authority's Data Protection Officer are:

[mlcsu.dpo@nhs.net]

The contact details of the Supplier's Data Protection Officer are:

[Insert Contact details]

MAXIMUM LIABILITY

Each Party's total aggregate liability in each Contract Year under each Call-Off Contract (whether in tort, contract or otherwise) is no more than the greater of £1 million or 150% of the Estimated Yearly Charges.

CALL-OFF CHARGES

£180.00 per day.

Discounts under Framework Schedule 1 Clause 13.24 and 13.25 will only be discounted to standard Framework Agreement Charges

PAYMENT METHOD

Payment within 30 days of invoice

BUYER'S INVOICE ADDRESS:

NHS Midlands & Lancashire CSU
OCX PAYABLES M385
Phoenix House
Topcliffe Lane
Wakefield
West Yorkshire WF3 1WE

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Director

[REDACTED]

2nd Floor East, Bennett House, Town Road, Hanley, Stoke-on-Trent, ST1 2QB

SUPPLIER'S AUTHORISED REPRESENTATIVE





[REDACTED]

[REDACTED]

Hygeia, 66-68 College Road, Harrow, Middx HA1 1BE

SUPPLIER'S CONTRACT MANAGER

As per representative

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:	CHC Team Lead (North)	Role:	Associate Director
Date:	18/11/2024	Date:	18/11/2024

[**Buyer guidance:** [execution by seal / deed where required by the Buyer](#)].