

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

### **Order Form**

CALL-OFF REFERENCE:	BH-3286
THE BUYER:	Medicines and Healthcare products Regulatory Agency
BUYER ADDRESS	10 South Colonnade, Canary Wharf, London, E14 4PU
THE SUPPLIER:	Robertson Bell Limited
SUPPLIER ADDRESS:	UoN Innovation Centre Green Street Northampton NN1 1SY
REGISTRATION NUMBER:	6278798
DUNS NUMBER:	210025356
SID4GOV ID:	210025356

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 08/08/2023

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

CALL-OFF LOT(S): Lot 2 - Corporate Functions

Framework Ref: RM6277  
Project Version: v1.0  
Model Version: v3.8

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## 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)
    - [Call-Off Schedule 19 (Scottish Law)
    - [Call-off Schedule 21 (Northern Ireland Law)
    - [Call-Off Schedule 23 (HMRC Terms)
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: 09/08/2023  
Subject to IT and compliance

CALL-OFF EXPIRY DATE: 08/04/2024

The Buyer reserves the right to extend this Call-Off Contract.

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**CALL-OFF DELIVERABLES**

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

<b>Job Title:</b>	Interim Finance Assistant
<b>Candidate Name:</b>	Redacted under FOIA Section 40 Personal Info
<b>Contract Type:</b>	Temporary
<b>Hours/Days required:</b>	35 hours per week
<b>Mandatory Training:</b>	None required by Robertson Bell
<b>Qualifications:</b>	None required

[Insert any relevant information in relation to the Deliverables here]

This may include:

- Any variation from the standard framework terms
- Specialist knowledge requirements
- Specific invoicing requirements
- Specific service level agreements (SLA)
- Specialist management information required.
- Any specific health and Safety risks relevant to the role

**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**

<b>Pay Band</b>	Redacted under FOIA Sect 43(2) Commercial Interests
<b>Fee Type</b>	3. Non-Patient Facing (No Disclosure Required)
<b>Expenses to be paid or benefits offered</b>	N/A
<b>Expenses to be paid by Temporary Worker</b>	N/A
<b>Charge Rates</b>	Redacted under FOIA Sect 43(2) Commercial Interests
<b>Method of Payment</b>	BACS
<b>Discounts Applicable</b>	All discounts are aligned to the RM6277 terms and conditions. All other T&C's apply

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**BUYER'S INVOICE ADDRESS:**

Medicines and Healthcare Products Regulatory Agency

Redacted under FOIA Section 40 Personal Info

10 South Colonnade, Canary Wharf, London, E14 4PU

**BUYER'S AUTHORISED REPRESENTATIVE:**

Redacted under FOIA Section 40  
Personal Info

Redacted under FOIA Section 40 Personal Info

Medicines and Healthcare products Regulatory Agency

10 South Colonnade, Canary Wharf, London, E14 4PU

**SUPPLIER'S AUTHORISED REPRESENTATIVE:**

Redacted under FOIA Section 40  
Personal Info

Redacted under FOIA Section 40 Personal Info

Redacted under FOIA Section 40 Personal Info

Robertson Bell Ltd, UoN Innovation Centre, Green Street, Northampton, NN1 1SY

**SUPPLIER'S CONTRACT/ACCOUNT MANAGER**

Redacted under FOIA Section 40  
Personal Info

Redacted under FOIA Section 40 Personal Info

Redacted under FOIA Section 40 Personal Info

Robertson Bell Ltd, UoN Innovation Centre, Green Street, Northampton, NN1 1SY

This worker is to remain procured through the RM6277 framework for the entire duration of this contract, and any future temporary contracts secured via Robertson Bell.

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	Redacted under FOIA Section 40 Personal Info	Signature:	Redacted under FOIA Section 40 Personal Info
Name:	Redacted under FOIA Section 40 Personal Info	Name:	Redacted under FOIA Section 40 Personal Info
Role:	Redacted under FOIA Section 40 Personal Info	Role:	Redacted under FOIA Section 40 Personal Info
Date:	08/08/2023	Date:	8/9/2023

Framework Ref: RM6277

Project Version: v1.0

Model Version: v3.8