

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

Order Form

CALL-OFF REFERENCE: C254768

THE BUYER: **Department of Health and Social Care**

BUYER ADDRESS 39 Victoria Street, London, SW1H 0EU

THE SUPPLIER: Insight Executive Group Limited

SUPPLIER ADDRESS: The Courtyard, Shoreham Road, Upper Beeding, Steyning, West Sussex, BN44 3TN

REGISTRATION NUMBER: **09284301**

SID4GOV ID: **22-045-3353**

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 18/03/2024.

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

CALL-OFF LOT(S):
Lot 1 - Admin & Clerical

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
 - o Joint Schedule 2 (Variation Form)
 - o Joint Schedule 3 (Insurance Requirements)
 - o Joint Schedule 4 (Commercially Sensitive Information)
 - o Joint Schedule 7 (Financial Difficulties including Annex 5 Optional Terms for Bronze Contracts)
 - o Joint Schedule 10 (Rectification Plan)
 - o Joint Schedule 11 (Processing Data)
 - Call-Off Schedules for RM6277
 - o Call-Off Schedule 1 (Transparency Reports)
 - o Call-Off Schedule 2 (Staff Transfer)
 - o 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: 18/03/2024

CALL-OFF EXPIRY DATE: 13/09/2024

CALL-OFF DELIVERABLES

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

Job Role/Title	Contract Manager
Assignment Type	temporary
Hours/Days required	5 days/week 40.00 hours/week
Detail on unsocial hours required	n/a

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

Crown Copyright 2022

High cost area supplements that may apply	1. None 2. Inner London 3. Outer London 4. Fringe
Immunisations required	n/a
Pay band (as determined by the rate card)	
Expenses to be paid or benefits offered	To be agreed
Expenses to be paid by Temporary Worker	To be agreed
Criminal Records Checks requirements	Basic DBS
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)	No

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:

[REDACTED]

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

[REDACTED]

MAXIMUM LIABILITY

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

CALL-OFF CHARGES

[REDACTED]

PAYMENT METHOD

Via BACS within 30 days of receiving a valid invoice

BUYER'S INVOICE ADDRESS:

[REDACTED]

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

BUYERS AUTHORISED REPRESENTATIVE

[REDACTED]

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

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:	12/03/2024	Date:	13/03/2024