

## Framework Schedule 6 (Direct Award short order form template and Call-Off Schedules)

### Order Form

<b>CALL-OFF REFERENCE:</b>	W0454
<b>THE BUYER:</b>	Intellectual Property Office
<b>BUYER ADDRESS</b>	Concept House, Cardiff Road, Newport, NP10 8QQ
<b>THE SUPPLIER:</b>	Yolk Recruitment
<b>SUPPLIER ADDRESS:</b>	The Shell, Anchor Court, Keen Road, Cardiff, CF24 5JW

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract.

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 10<sup>th</sup> July 2023

It's issued under the Framework Contract with the reference number RM6229 for the provision of Permanent Recruitment Services.

### CALL-OFF LOT(S):

Lot 2: Non Clinical General Recruitment

## **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
2. Joint Schedule 1(Definitions and Interpretation) **RM6229**
3. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6229**
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Call-Off Schedules for **RM6229**
    - Call-Off Schedule 3 (Continuous Improvement)
    - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
    - Call-Off Schedule 9 (Security)
    - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6229**

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:** 10/07/2023

**CALL-OFF EXPIRY DATE:** 09/07/2024

### **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 DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification) – Appendix A

## CALL-OFF CHARGES

Fee (% of Salary)	
Up to £20,000	10%
£20,001 to £40,000	10%
£40,001 to £60,000	12%
£60,001 to £80,000	12%
Over £80,000	12%

*\*all fees are subject to VAT*

Scale of Rebate (%)	
Up to 2 weeks	80%
Up to 3 weeks	70%
Up to 4 weeks	60%
Up to 6 weeks	50%
Up to 8 weeks	40%
Up to 10 weeks	30%
Up to 12 weeks	20%

## Qualifying Clauses

Yolk must be informed in writing of candidate's contract ending within 7 days of termination to qualify for a rebate

## PAYMENT METHOD

Payment will be made via BACS

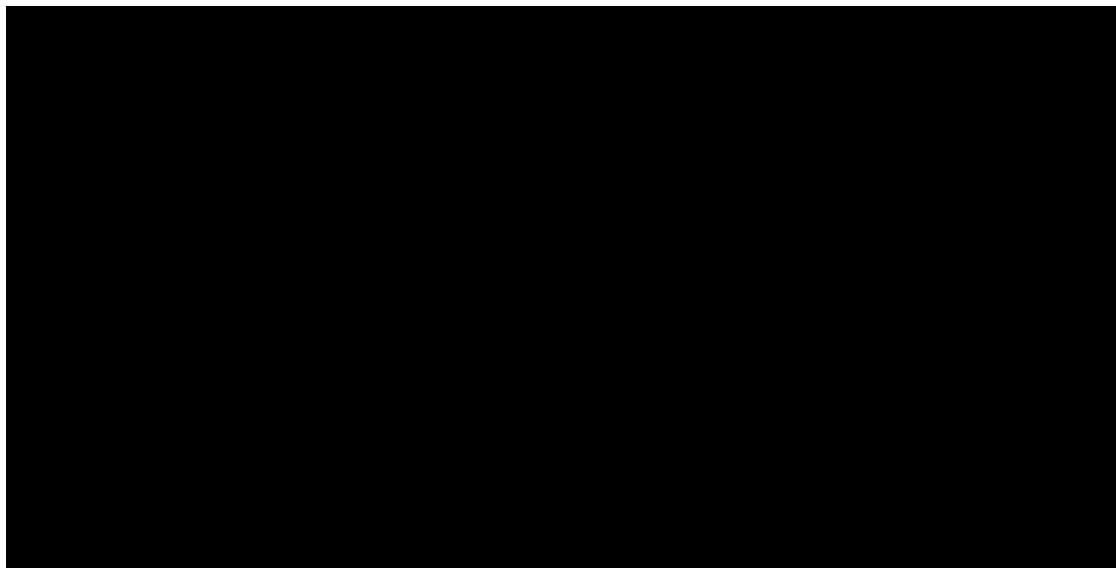
**BUYER'S INVOICE ADDRESS:**

Accounts Payable

[Payables@ipo.gov.uk](mailto:Payables@ipo.gov.uk)

Concept House, Cardiff Road, Newport, NP10 8QQ

**BUYER'S AUTHORISED REPRESENTATIVE**



**Signed by an authorised signatory for and behalf of the Supplier**

Supplier\_Signature

**For and on behalf of the Buyer**

Contracting\_Authority\_Signature