

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

Order Form

CALL-OFF REFERENCE:	1.11.4.4413.
THE BUYER:	The Health and Safety Executive
BUYER ADDRESS	HRD 2.3 Redgrave Court, Merton Road, Bootle, Merseyside, L20 7HS
THE SUPPLIER:	Capita Resourcing
SUPPLIER ADDRESS:	65 Gresham Street, London EC2V 7NQ
REGISTRATION NUMBER:	03949686
DUNS NUMBER:	239606200

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 10/05/2023.

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

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 5 (Pricing Details)
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.

- **Joint Schedules for RM6229**


Core Terms v3.0.11	 Core-terms-v3.0.11.d ocx
Joint Schedule 1 (Definitions and Interpretation)	 RM6229-Joint-Sched ule-1-Definitions-v3.1
Joint Schedule 2 (Variation Form)	 RM6229-Joint-Sched ule-2-Variation-Form-
Joint Schedule 3 (Insurance Requirements)	 RM6229-Joint-Sched ule-3-Insurance-Requ
Joint Schedule 4 (Commercially Sensitive Information)	 RM6229-Joint-Sched ule-4-Commercially-S

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Joint Schedule 5 (Corporate Social Responsibility)	 RM6229-Joint-Schedule-5-Corporate-Soci
Joint Schedule 6 (Key Subcontractors)	 RM6229-Joint-Schedule-6-Key-Subcontrac
Joint Schedule 10 (Rectification Plan)	 RM6229-Joint-Schedule-10-Rectification-P
Joint Schedule 11 (Processing Data)	 RM6229 Joint Schedule 11 - Process

- **Call off Schedules for RM6229**

Call Off Schedule 5 (Pricing Details)	 RM6229-Call-Off-Schedule-5-Pricing-Detai
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CALL-OFF START DATE: **12/05/2023**

CALL-OFF EXPIRY DATE: **31/08/2023**

GDPR POSITION

Joint Controller

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract will be 150% of the annual fees for this Call-Off Contract.

CALL-OFF DELIVERABLES

Provision of sifting services against 3 questions

Knock out sift - if candidates do not meet the benchmark score of 4 for the first question, they will not have the second question marked and candidates not meeting the benchmark score of 4 on their second question will not have the third question marked.

Sift output will be a single 1-7 score per question with an overall comment - up to 3 scores max.

Capita team will be added to the vacancy in VX platform to access applications, dip sample of apps will be moderated to ensure alignment and client approval. Full sift results will be returned to the client by Capita 10 days after the advert closing date.

Provision of written exercise platform

Capita to assess In Tray and Written Exercise in the platform and provide results reports. Candidates will be booked into agreed date/time slot and sent links to complete the tests.

Assessment output will be a single score and brief comment per question: 3 scores and comments per exercise (6 in total).

Provision of Role Play Actors

Capita to provide 4 Role Play Actors per day.

CALL-OFF CHARGES

See details in Call-Off Schedule 5 – (Pricing Details)

PAYMENT METHOD

30-day payment terms

Monthly invoices

BUYER'S INVOICE ADDRESS:

BUYER'S AUTHORISED REPRESENTATIVE

SUPPLIER'S AUTHORISED REPRESENTATIVE

SUPPLIER'S CONTRACT MANAGER

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	