


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:	C269309
THE BUYER:	Department of Health and Social Care (PS1391)
BUYER ADDRESS	Department of Health and Social Care, Area 2SE, Quarry House, Leeds, LS2 7U
THE SUPPLIER:	Hays Specialist Recruitment Limited
SUPPLIER ADDRESS:	4th floor, 20 Triton Street, London NW1 3BF.
REGISTRATION NUMBER:	975677
DUNS NUMBER:	
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 18th April 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 2 - Corporate Functions]

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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)
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: 8th April 2024

CALL-OFF EXPIRY DATE: 2nd July 2024

CALL-OFF DELIVERABLES

The provision of Non Clinical Temporary staff

ASSIGNMENT TYPE:	Temporary Assignment
NUMBER OF ROLES REQUIRED:	1
JOB ROLE/TITLE:	PPM Support [REDACTED]
HOURS/DAYS REQUIRED	7.5 hours per day
DETAIL ON UNSOCIAL HOURS REQUIRED	N/A
IMMUNISATION REQUIREMENTS	N/A
AGENDA FOR CHANGE PAY BAND:	Band 8c

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(use rate card to determine this)	
EXPENSES TO BE PAID OR BENEFITS OFFERED	N/A
EXPENSES TO BE PAID BY TEMPORARY WORK-SEEKER	N/A
FEE TYPE:	Fee Type 2: Non-Patient Facing (Disclosure required)
DBS REQUIRED (FEE TYPE 1 AND 2 ONLY)	Basic
QUALIFICATION REQUIREMENTS	No
TEMPORARY WORK-SEEKERS COMPLIANCE REQUIREMENTS (NON-NHS CUSTOMERS ONLY) State any other required clearance and/or background checking	Temporary Work-Seekers in Central Government will be checked to Baseline Personnel Security Standard plus any additional checks detailed below. All other Temporary Work-Seekers will be subject to Supplier's standard pre-employment checks unless otherwise stated below; None.
STATE ANY SKILLS, MANDATORY TRAINING AND QUALIFICATIONS NECESSARY FOR THE ROLE (THOSE DEFINED BY THE FRAMEWORK SPECIFICATION APPLY BY DEFAULT)	N/A
ENGAGEMENT OF TEMPORARY WORK-SEEKER	Notwithstanding anything under this Agreement to the contrary, the manner in which a Temporary Work-Seeker engaged by the Supplier under a contract for services via a personal service company ("PSC"), provides the services during the Assignment, shall not be under or subject to the supervision, direction or control of the Buyer or Supplier. For the avoidance of doubt, the Buyer shall remain responsible for the PSC whilst on Assignment.

GDPR POSITION

Independent Controller

The Parties acknowledge that for the purposes of the Data Protection Legislation, under these Call Off Terms the Parties are independent Data Controllers of Personal Data. For the avoidance of doubt, Joint Schedule 11 Clauses 3 – 17 shall not apply.

The contact details of the Buyer's Data Protection Officer are: [REDACTED]

The contact details for data protection queries to the Supplier is: [REDACTED]

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms, as varied by the Framework Award Form.

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CALL-OFF CHARGES

The Charges for the Deliverables including charges that will apply pre and post 12 weeks in accordance with the Agency Worker Regulations 2010, and any discounts that are applicable.

Between 3rd April 2024 – 30th April 2024, the Charges will be as follows:

	AWR Compliant
Pay to Worker	
Total Charge	

From 1st May 2024 onwards, the Charges will be as follows:

	AWR Compliant
Pay to Worker	
Total Charge	

For the avoidance of doubt, the Supplier shall be entitled to increase the rates charged to the Contracting Authority at any time including, but not limited to, statutory changes brought about as a result of the Agency Workers Regulations 2010, Pension, Apprentice Levy and changes to the Working Time Directive and National Insurance contributions.

PAYMENT METHOD

For Temporary Work-Seekers Invoices will be issued weekly. The Buyer confirms that the pay to the Temporary Worker will reflect the comparator rate under AWR and full holiday entitlement from day 1 of the assignment of 34 days including bank holidays.

BUYER'S INVOICE ADDRESS:

[Redacted Buyer's Invoice Address]

BUYER'S AUTHORISED REPRESENTATIVE

[Redacted Buyer's Authorised Representative]

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[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:	29 April 2024	Date:	02/05/2024