

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

## Order Form

CALL-OFF REFERENCE: **CPD4124245 – Digital, Data and Technology (DDAT) Capability and Recruitment**

THE BUYER: **DEPARTMENT FOR LEVELLING UP, HOUSING AND COMMUNITIES (“DLUHC”)**

BUYER ADDRESS: 2 Marsham Street, London, SW1P 4DF

THE SUPPLIER: Country HR Solutions Limited

SUPPLIER ADDRESS: 108 Sandford Road, Chelmsford, Essex, CM2 6DH

REGISTRATION NUMBER: 07105314

DUNS NUMBER: **216323250**

SID4GOV ID:

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 2<sup>nd</sup> March 2023.

It's issued under the Framework Contract with the reference number RM6229 for the provision of capability and recruitment.

CALL-OFF LOT(S):

**Lot 2: Non Clinical General Recruitment – Non-core services.**

## 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 including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) **RM6229**
3. Framework Special Terms
4. 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 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Call-Off Schedules for **RM6229**
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 2 (Staff Transfer)
    - Call-Off Schedule 3 (Continuous Improvement)
    - Call-Off Schedule 5 (Pricing Details)
    - Call-Off Schedule 15 (Call-Off Contract Management)
    - Call-Off Schedule 20 (Call-Off Specification)
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6229**
7. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

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 SPECIAL TERMS

The following Special Terms are incorporated into this Call-Off Contract:

### **1. WORK SHALL BE COMMISSIONED AS STATED IN CALL-OFF SCHEDULE 5 – PRICING DETAILS.**

CALL-OFF START DATE: **6<sup>th</sup> March 2023**

CALL-OFF EXPIRY DATE: **5<sup>th</sup> March 2024**

CALL-OFF INITIAL PERIOD: **Twelve (12) months with one (1) period of six (6) months.**

**CALL-OFF DELIVERABLES**

See details in Call-Off Schedule 20 (Call-Off Specification)]

**MAXIMUM LIABILITY**

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

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **Nine hundred and ninety-nine thousand, one hundred and seventy-five pounds (£999,175) ex VAT**

**CALL-OFF CHARGES**

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

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Indexation
- Specific Change in Law

Subject to future financial approval through Annual Spending Review, this contract shall have a maximum contract value ceiling of one and half million pounds (£1,500.000) ex VAT.

**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

Firm price milestone payments (percentage of project price)

**BUYER'S INVOICE ADDRESS:**

**[REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION]**

**BUYER'S AUTHORISED REPRESENTATIVE**

**[REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION]**

**BUYER'S ENVIRONMENTAL POLICY**

<https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs>

**BUYER'S SECURITY POLICY**

<https://www.gov.uk/government/publications/security-policy-framework/hmg-security-policy-framework>

SUPPLIER'S AUTHORISED REPRESENTATIVE  
**[REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION]**

SUPPLIER'S CONTRACT MANAGER  
**[REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION]**

PROGRESS REPORT FREQUENCY  
Order Schedule 15 (Order Contract Management)

PROGRESS MEETING FREQUENCY  
Order Schedule 15 (Order Contract Management)

KEY STAFF  
**[REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION]**

KEY SUBCONTRACTOR(S)  
n/a

COMMERCIALLY SENSITIVE INFORMATION  
**[REDACTED UNDER FOIA SECTION 43 COMMERCIAL INTERESTS]**

SERVICE CREDITS  
Not applicable

ADDITIONAL INSURANCES  
Not applicable

GUARANTEE  
Not applicable

SOCIAL VALUE COMMITMENT  
The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:	[REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION]	Signature:	[REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION]
Name:	[REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION]	Name:	[REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION]
Role:	[REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION]	Role:	[REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION]
Date:	[REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION]	Date:	[REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION]