

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

Order Form

CALL-OFF REFERENCE:	C293556
THE BUYER:	Department of Health and Social Care
BUYER ADDRESS	Quarry House, Quarry Hill, Leeds, West Yorkshire, LS2 7UE
THE SUPPLIER:	Robertson Bell Ltd
SUPPLIER ADDRESS:	UoN Innovation Centre Green Street Northampton NN1 1SY
REGISTRATION NUMBER:	6278798
DUNS NUMBER:	
SID4GOV ID:	210025356

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 24/06/2024

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

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)
 - [Call-Off Schedule 17 (MOD Terms)
 - [Call-Off Schedule 19 (Scottish Law)
 - [Call-off Schedule 21 (Northern Ireland Law)
 - [Call-Off Schedule 23 (HMRC Terms)
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: 01/07/2024

CALL-OFF EXPIRY DATE: 30/09/2024

The Buyer reserves the right to extend this Call-Off Contract.

CALL-OFF DELIVERABLES

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

Job Title:	AO AP Officer
Candidate Name:	
Contract Type:	Temporary
Hours/Days Required:	36 hours, Monday – Friday
Mandatory Training:	None required by Robertson Bell
Qualifications:	None Required
Criminal records check:	Yes, Basic DBS obtained by the candidate
BPSS required:	Yes
State the required clearance and background checking:	BPSS
Conduct Regulations:	The Contractor has provided an Opt-Out pursuant to Regulation 32 (9) of the Conduct of Employment Agencies and Employment Businesses Regulation 2003 prior to the start-date.

- Processing Purchase Order requisition requests, ensuring information provided complies with procedures and controls in place.
- Receipting PO's including corrections. Reconcile receipt and invoice information, and query discrepancies where appropriate.
- Management of the buying coordinator mailbox to ensure requests are processed within agreed target times
- Proactively resolving queries raised by key stakeholders in the business regarding purchase orders and receipts
- Record and file documents accurately on IWS for business continuity and audit requirements.

This may include:

- Any variation from the standard framework terms
- Specialist knowledge requirements
- Specific invoicing requirements
- Specific service level agreements (SLA)
- Specialist management information required.
- Any specific health and Safety risks relevant to the role

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 CHARGES

Pay Band		
Fee Type	2. Non-Patient Facing (Disclosure Required)	
Expenses to be paid or benefits offered	N/A	
Expenses to be paid by Temporary worker	N/A	
Charge Rates	Pre-12 Week Reduction	Post-12 Week Reduction
Method of Payment	BACS	
Discounts Applicable	All discounts are aligned to the RM6277 terms and conditions. All other T&C's apply.	

BUYER'S INVOICE ADDRESS:

[REDACTED]

BUYER'S AUTHORISED REPRESENTATIVE:

[REDACTED]

SUPPLIER'S AUTHORISED REPRESENTATIVE:


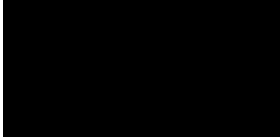





[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

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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:	24/06/2024	Date:	26/06/24