

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

Order Form

CALL-OFF REFERENCE: **TATE3004**

THE BUYER: **The Department for Transport on behalf of
Active Travel England**

BUYER ADDRESS **Great Minster House, 33 Horseferry Road
London, SW1P 4DR**

THE SUPPLIER: **MLC Partners Limited**

SUPPLIER ADDRESS: **c/o WeWork, 123 Buckingham Palace Road,
London, SW1W 9SH**

REGISTRATION NUMBER: **09366814**

DUNS NUMBER: **220560877**

SID4GOV ID:

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 08/09/2023

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)
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: 08/09/2023

CALL-OFF EXPIRY DATE: 31/03/2024

CALL-OFF DELIVERABLES

The provision of Non Clinical Temporary staff or any other temporary staff or fixed term workers. Job description and deliverables outlined at Annex 1.

Job Role/Title	Project Management Consultant
Assignment Type	Temporary
Hours/Days required	137 days (7.5 hours per day)
Detail on unsocial hours required	0

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

Crown Copyright 2022

High cost area supplements that may apply	1. None 2. Inner London 3. Outer London 4. Fringe
Immunisations required	N/A
Pay band (as determined by the rate card)	
Expenses to be paid or benefits offered	
Expenses to be paid by Temporary Worker	
Criminal Records Checks requirements	
BPSS required	Yes
State any other required clearance and/or background checking	
State any skills, mandatory training and qualifications necessary for the role (those defined by the Framework Specification apply by default)	

GDPR POSITION

The GDPR provisions for this Call-Off Contract are stated in Joint Schedule 11 – Processing Data, and its annexes.

MAXIMUM LIABILITY

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

CALL-OFF CHARGES

Maximum Contract Value of £104,000.

Day rate to be paid- £748.75

PAYMENT METHOD

Electronic Payment.

BUYER'S INVOICE ADDRESS:

Redacted

All postal invoices and credit notes to be sent to:

Shared Services arvato
Sandringham Park
Swansea Vale
Swansea

SA7 0EA

BUYER'S AUTHORISED REPRESENTATIVE

Redacted

Redacted

Redacted

Great Minster House 33 Horseferry Road, London, SW1P 4DR

SUPPLIER'S AUTHORISED REPRESENTATIVE

Redacted

Redacted

c/o WeWork, 123 Buckingham Palace Road, London, SW1W 9SH

SUPPLIER'S CONTRACT MANAGER

[Redacted

Redacted

c/o WeWork, 123 Buckingham Palace Road, London, SW1W 9SH

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:	08.09.2023	Date:	08.09.2023

Annex 1- Requirements

ATE is a new agency and still building our workforce. Our newest team, the Data and Digital team is still in the process of recruiting analysts, however it is also the team responsible for delivering one of our key products, the local authority capability ratings. This is an annual review of local authority capability and delivering active travel infrastructure and is something Ministers have publicly committed to publishing by March 24. Unfortunately we do not have the resources that we hoped to have in due to delays in recruitment and we have other priorities across the organisation that we need to deliver meaning we are unable to redeploy resources with these skills (we have already prioritised as much as we can and delayed some work until next year).

In addition to the capability assessments, we also need to assure the tools that we use to publicly assess local authority schemes - tools that feed the capability assessments above.

Because of the complex dependencies between the two projects, we need project and programme management expertise, but we need it quickly and for a fixed length of time. This post is a senior PMO due to the breadth of the deliverables and scope of the project. This person has the requisite skills and past experience to hit the ground running on a project that is a direct ministerial commitment.

The individual will be required to have:

- BPSS clearance
- Proven experience of PMO and project management, including in the public sector
- Experience of working new teams / organisations
- Experience of managing change

The individual will be expected to deliver in the following areas whilst working at the Department:

Deliverable	Description	Timeframe or Delivery Date
1	Scoping of work packages: Delivery of scoping document for each of the deliverables below.	No later than 29/09/2023
2	Capability Assessments , including commissioning different ATE teams to provide the information required to deliver this work. A full project plan will be required, which should include risks and mitigations, a Comms plan and an issues log.	No later than 31/01/2024
3	Lessons learned from Capability Assessment	No later than 29/03/2024
4	Assurance of Inspectorate tools. This should include a project plan for delivery, risks and mitigations, a Comms plan and issues logs. This will require commissioning the required work within ATE to enable delivery.	No later than 31/01/2024
5	Programme plan for Digital & Data team. This will define all the work programmes identified to support the organisation.	No later than 31/12/2023
6	PMO training programme	No later than 31/03/2024