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: ████████

THE BUYER: **Department of Health and Social Care (PS1391)**

BUYER ADDRESS Department of Health and Social Care, Area 2SE, Quarry House, Leeds, LS2 7UE

THE SUPPLIER: **Hays Specialist Recruitment Limited**

SUPPLIER ADDRESS: **4th floor, 20 Triton Street, London NW1 3BF.**

REGISTRATION NUMBER: **975677**

DUNS NUMBER: **22-717-0826**

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 06/11/23.

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)
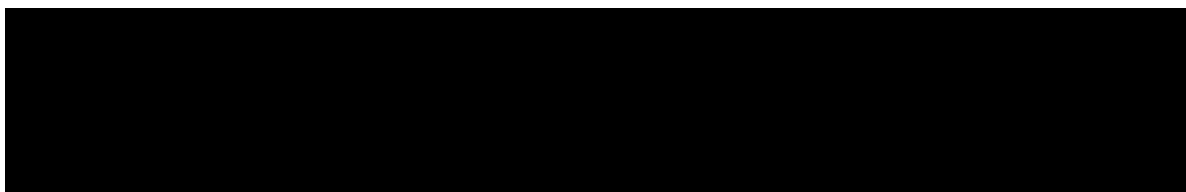5. Joint Schedule 5 (Corporate Social Responsibility) RM6277

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: Date of last signature or the date the first Temporary Worker starts the Assignment, whichever is later.
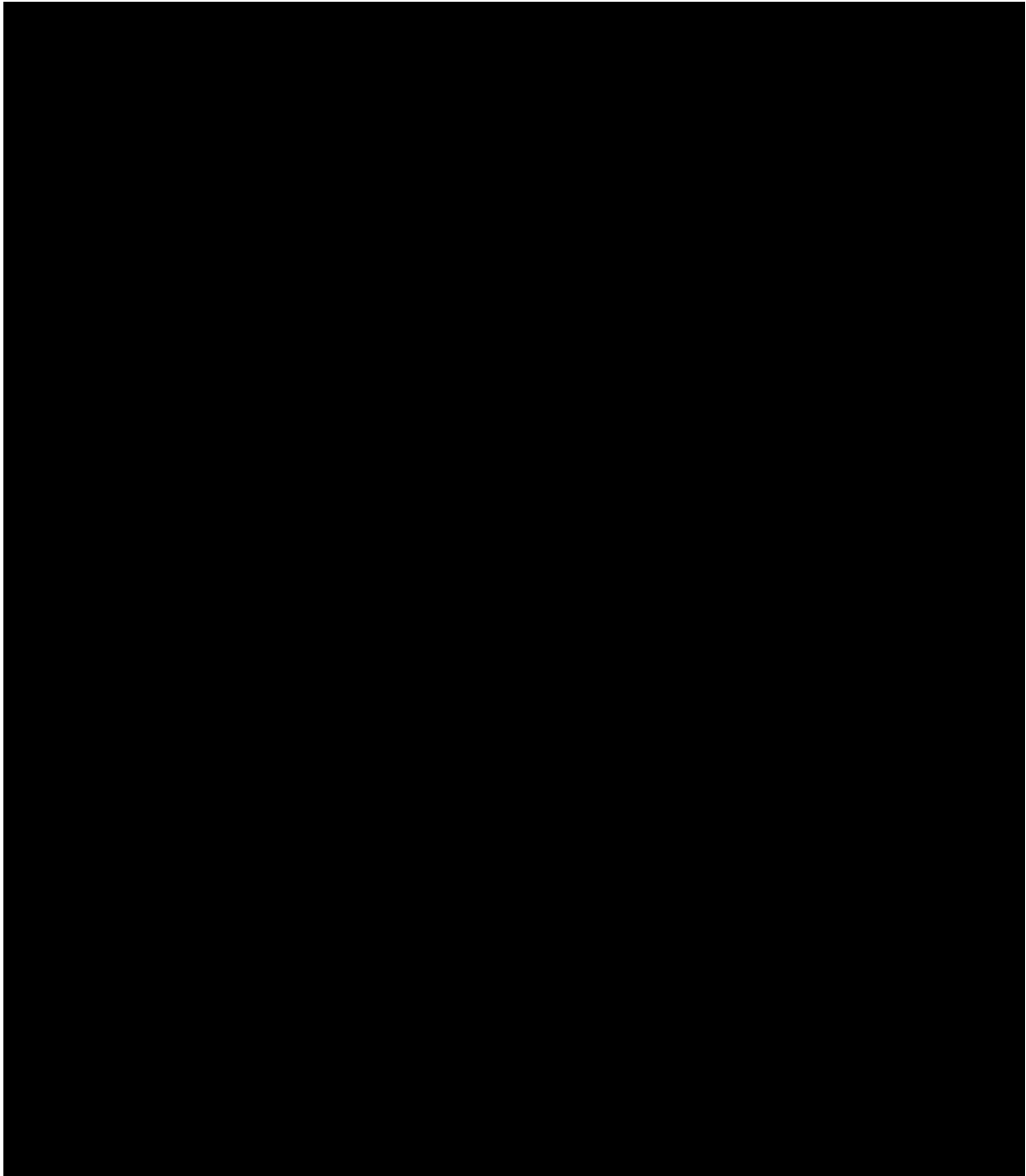
CALL-OFF EXPIRY DATE: The end of the Temporary Worker's Assignment

CALL-OFF DELIVERABLES
The provision of Non Clinical Temporary staff

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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.

MAXIMUM LIABILITY

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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.
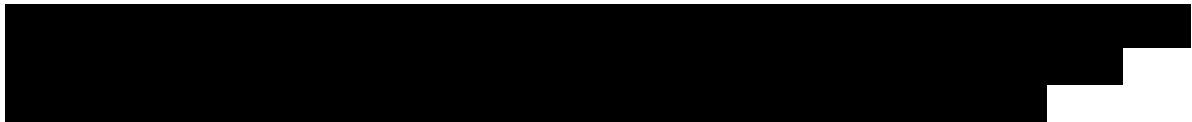
CALL-OFF CHARGES

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 bought about as a result of the Agency Workers Regulations 2010, Pension, Apprentice Levy and changes to the Working Time Directive and National Insurance contributions.

The Parties agree that for the fulfilment of Framework Schedule 1 (Specification) Clause 12.2 it is sufficient where the Supplier will show the Charges and hours worked on each invoice issued.

PAYMENT METHOD

BUYER'S INVOICE ADDRESS:
Department of Health and Social Care
39 Victoria Street
Accounts Payable, 2nd Floor South
London
SW1H 0EU

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AccountsPayable@dhsc.gov.uk

BUYER'S AUTHORISED REPRESENTATIVE

Department of Health and Social Care,
39 Victoria Street,
London SW 1H 0EU

SUPPLIER'S AUTHORISED REPRESENTATIVE

SUPPLIER'S CONTRACT MANAGER