

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

### Order Form

CALL-OFF REFERENCE: C308087


THE BUYER: Department of Health & Social Care

BUYER ADDRESS: Department of Health & Social Care,  
Quarry House, Leeds, LS27UE

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 04/09/2024

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: 09/09/2024

CALL-OFF EXPIRY DATE: 31/03/2025

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

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

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**CALL-OFF DELIVERABLES**

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

<b>Job Title:</b>	
<b>Candidate Name:</b>	
<b>Contract Type:</b>	Temporary
<b>Hours/Days Required:</b>	5 Days, Monday - Friday
<b>Mandatory Training:</b>	None required by Robertson Bell
<b>Qualifications:</b>	CIMA Qualified
<b>Criminal records check:</b>	Yes, Basic DBS obtained by the candidate
<b>BPSS required:</b>	Yes
<b>State the required clearance and</b>	BPSS
<b>Conduct Regulations:</b>	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.

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**

<b>Pay Band</b>					
<b>Fee Type</b>					
<b>Expenses to be paid or benefits offered</b>	N/A				
<b>Expenses to be paid by Temporary worker</b>	N/A				
<b>Charge Rates</b>	<table> <tr> <th>Pre-12 Week Reduction</th><th>Post-12 Week Reduction</th></tr> <tr> <td></td><td></td></tr> </table>	Pre-12 Week Reduction	Post-12 Week Reduction		
Pre-12 Week Reduction	Post-12 Week Reduction				

Framework Ref: RM6277

Project Version: v1.0

Model Version: v3.8

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<b>Method of Payment</b> <b>Discounts Applicable</b>	BACS
	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]

[REDACTED]

[REDACTED]

[REDACTED]

SUPPLIER'S AUTHORISED

REPRESENTATIVE: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

[REDACTED]

[REDACTED]

[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:	20/09/2024	Date:	20/09/2024