

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

**Buyer guidance** This Framework Schedule 6a (Short Order Form Template and Call-Off Schedules) can be used under lots 1 - 6 only, in instances where a Contract is awarded via Direct Award, and no changes are made to the Framework standard Terms and Conditions as detailed this Framework Schedule 6a, and the Specification is in line with Framework Schedule 1 (Specification).

### Order Form

|                      |   |
|----------------------|---|
| CALL-OFF REFERENCE:  | IBCA02  |
| THE BUYER:           | Cabinet Office/Infected Blood Compensation Authority        |
| BUYER ADDRESS        | 10 Victoria Street, London                                  |
| THE SUPPLIER:        | Allen Lane Limited  |
| SUPPLIER ADDRESS:    | Cleveland House, 33 King Street, St James, London, SW1Y 6RJ |
| REGISTRATION NUMBER: | 05115229  |
| DUNS NUMBER:         | 738603443   |
| 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 17/09/2024

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: **17<sup>th</sup> Sept 2024 – subject to clearance**

CALL-OFF EXPIRY DATE: 28<sup>th</sup> February 2025

#### CALL-OFF DELIVERABLES

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

**Appointment of [REDACTED] to role of Commercial Projects Support.**

**Role requirements include managing commercial pipeline and moving to new Atamis system.**

GDPR POSITION **REDACTED UNDER FOIA SECTION 40,**  
Independent Controller **PERSONAL INFORMATION**

#### MAXIMUM LIABILITY

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

#### CALL-OFF CHARGES

[REDACTED]

**REDACTED UNDER FOIA SECTION 43,  
COMMERCIAL INTERESTS**

#### PAYMENT METHOD

Weekly on production of purchase order and invoice

#### BUYER'S INVOICE ADDRESS:

[REDACTED]

#### BUYER'S AUTHORISED REPRESENTATIVE

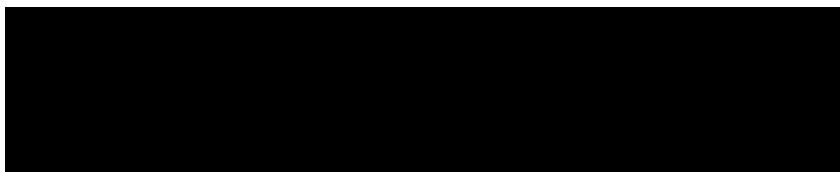
[REDACTED]




#### SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

#### SUPPLIER'S CONTRACT MANAGER

**REDACTED UNDER FOIA SECTION 40, PERSONAL INFORMATION**



| For and on behalf of the Supplier: |   | For and on behalf of the Buyer: |   |
|------------------------------------|---|---------------------------------|---|
| Signature:                         |  | Signature:                      |  |
| Name:                              |  | Name:                           |  |
| Role:                              | Director  | Role:                           | Head of Commercial  |
| Date:                              | 9 <sup>th</sup> September 2024  | Date:                           | 16 <sup>th</sup> September 2024   |

**Buyer guidance:** execution by seal / deed where required by the Buyer

**ALL REDACTED UNDER FOIA SECTION 40, PERSONAL INFORMATION**