

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

Order Form

CALL-OFF REFERENCE:	GSS23082
THE CONTRACTING AUTHORITY:	The Department for Business, Energy and Industrial Strategy (BEIS)
CONTRACTING AUTHORITY ADDRESS	1 Victoria Street, London, SW1H 0ET
THE SUPPLIER:	REED Specialist Recruitment Limited
SUPPLIER ADDRESS:	Academy Court, 94 Chancery Lane, London, WC2A 1DT
DUNS NUMBER:	211642883

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 29th March 2023.

It's issued under the Framework Contract with the reference number RM6160 for the provision of Non-Clinical Temporary and Fixed Term Staff.

CALL-OFF LOT(S):

LOT 1 – Admin and Clerical Supply

CALL-OFF INCORPORATED TERMS

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 including the Call-Off Special Terms and Call-Off Special Schedules.
2. *Joint Schedule 1(Definitions and Interpretation)* **RM6160**
3. *The following Schedules in equal order of precedence:*

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Joint Schedules for RM6160

- o Joint Schedule 2 (Variation Form)
- o Joint Schedule 3 (Insurance Requirements)
- o Joint Schedule 4 (Commercially Sensitive Information)
- o Joint Schedule 7 (Financial Difficulties)
- o Joint Schedule 10 (Rectification Plan)
- o Joint Schedule 11 (Processing Data)

Call-Off Schedules for RM6160

- o Call-Off Schedule 1 (Transparency Reports)
- o Call-Off Schedule 2 (Staff Transfer) – Part C Applies
- o Call-Off Schedule 3 (Continuous Improvement)
- o Call-Off Schedule 5 (Pricing Details)
- o Call-Off Schedule 6 (ICT Services)
- o Call-Off Schedule 7 (Key Supplier Staff)
- o Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
- o Call-Off Schedule 9 (Security) – Part B Applies
- o Call-Off Schedule 10 (Exit Management)
- o Call-Off Schedule 13 (Implementation Plan and Testing)
- o Call-Off Schedule 14 (Service Levels)
- o Call-Off Schedule 15 (Call-Off Contract Management)
- o Call-Off Schedule 18 (Background Checks)
- o Call-Off Schedule 20 (Call-Off Specification)

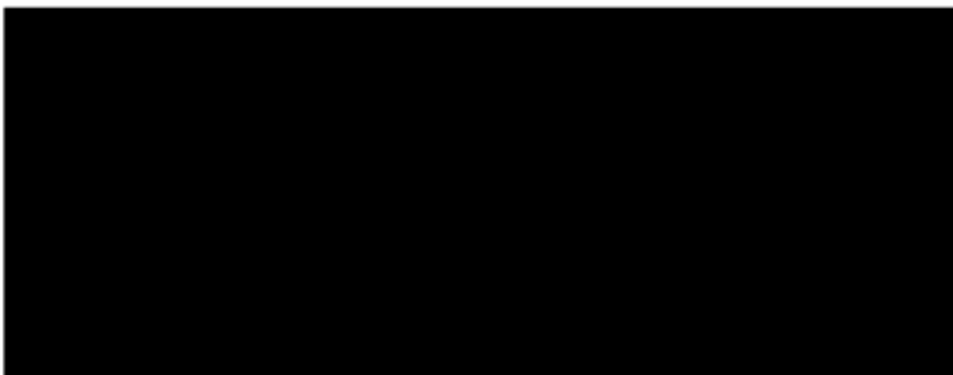
4. CCS Core Terms (version 3.0.6)

5. Joint Schedule 5 (Corporate Social Responsibility) **RM6160**

6. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Contracting Authority (as decided by the Contracting Authority) take precedence over the documents above.

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 SPECIAL TERMS



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CALL-OFF START DATE: **31st March 2023**

CALL-OFF EXPIRY DATE: **30th October 2023**

CALL-OFF INITIAL PERIOD: **7 Months 1 day**

This contract has the option for One (1) optional 6-month Time Extension only.

CALL-OFF DELIVERABLES

Option B: See details in Call-Off Schedule 20 (Call-Off Specification)

MAXIMUM LIABILITY

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

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **£369,150.00 excluding VAT for the GB Assurance Checks only.**

The maximum budget for the Northern Ireland Assurance Checks is yet to be determined and the actual cost for NI will be confirmed upon confirmation of the deliverables by the Contracting Authority at a later stage.

CALL-OFF CHARGES

Option B: See details in Call-Off Schedule 5 (Pricing Details)

The total value for the GB Assurance checks only shall not exceed £369,150.00 excluding VAT in alignment with TAB 1 GB Assurance checks of AW5.2 Price Schedule located in Call off Schedule 5 Pricing Details.

The total value for the Northern Ireland Assurance Checks is yet to be determined and the actual cost for Northern Ireland will be confirmed upon confirmation of the deliverables by the Contracting Authority at a later stage. The Pre AWR and Post AWR day rates located within TAB 2 – NI Assurance RM6160 Rate Card of AW5.2 Price Schedule located within Call off Schedule 5 Pricing Details will be applied to the contract, exclusive of VAT and will be fixed and firm for the full duration of the NI Assurance checks.

Framework Ref: RM6160
 Project Version: v1.0
 Model Version: v3.4

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REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Payment shall be made in arrears via BACS in alignment with the completion of the following milestones and receipt of valid invoice and Purchase Order:

Invoice number	Month
Invoice 1	Completion of Cycle 1 (30 June 2023)
Invoice 2	Completion of Cycle 2 (31 Aug 2023)
Invoice 3	Completion of Cycle 3 (31 October 2023)

On Implementation and Training – Payment shall be incorporated into Invoice 1 upon completion of Cycle 1. Payment shall be made in arrears in alignment with AW5.2 Price Schedule, subject to receipt of valid itemised invoice and Purchase Order.

On Contract Management and Reporting – Payments shall be incorporated into each respective invoice per cycle. Payments shall be made in arrears, per cycle in alignment with AW5.2 Price Schedule, subject to receipt of valid itemised invoice and Purchase Order.

CONTRACTING AUTHORITY'S INVOICE ADDRESS:

The Department of Business, Energy and Industrial Strategy c/o UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF or email finance@servcies.uksbs.co.uk

CONTRACTING AUTHORITY'S AUTHORISED REPRESENTATIVE

For GB Assurance Checks:



For NI Assurance Checks

TBC by the Contracting Authority

CONTRACTING AUTHORITY'S ENVIRONMENTAL POLICY

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1030915/beis-environmental-policy.pdf

CONTRACTING AUTHORITY'S SECURITY POLICY

See Annex A – BEIS Information Security Policy

See Annex B – BEIS Acceptable Use Policy

SUPPLIER'S AUTHORISED REPRESENTATIVE



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SUPPLIER'S CONTRACT MANAGER**PROGRESS MEETING & REPORT FREQUENCY**

Weekly 30–60-minute meeting to discuss performance / progress with written report submitted on the first Working Day of each calendar month

KEY STAFF**KEY SUBCONTRACTOR(S)**

N/A

COMMERCIALLY SENSITIVE INFORMATION

Supplier rates and methodologies

SERVICE CREDITS

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).

Failure to complete the activity to the agreed milestones (within the Implementation Plan Sch 13) in respect of Cycles 1-3 quantum & deadline dates will result in financial penalties. These penalties are reflective of any outstanding activity, i.e.: only 90% of activity completed will result in 10% of the invoice value being withheld.

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)

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For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	