

**Framework Schedule 6 (Order Form Template and Call-Off Schedules)**  
Crown Copyright 2018

## **Framework Schedule 6**

### **Order Form Template and Call-Off Schedules**

#### **Order Form**

CALL-OFF REFERENCE: **TRHR3321**

ORDER FORM REFERENCE: **TRHR3321 D (Sub Lot 3)**

THE BUYER: **Department for Transport (DfT)**

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

THE SUPPLIER: **Hoop Recruitment Ltd**

SUPPLIER ADDRESS: **14-18 City Road, Cardiff, CF24 3DL**

REGISTRATION NUMBER:

DUNS NUMBER: **22-198-6975**

SID4GOV ID:

#### **APPLICABLE FRAMEWORK CONTRACT**

This Order Form is for the provision of the Call-Off Deliverables and dated **01/04/2025** date of issue.

It's issued under the Framework Contract Reference number **RM6229** for the provision of DfT Recruitment Services.

CALL-OFF LOT(S):  
**Lot 2 (FRAMEWORK Lot used).**

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

Crown Copyright 2018

**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) **RM6229**
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
  - **Joint Schedules for RM6229**
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 5 (Corporate Social Responsibility)
    - Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 7 (Financial Difficulties)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
    - Joint Schedule 12 (Supply Chain Visibility)
  - **Call-Off Schedules for RM6229**
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 3 (Continuous Improvement)
    - Call-Off Schedule 5 (Pricing Details)
    - Call-Off Schedule 7 (Key Supplier Staff)
    - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
    - Call-Off Schedule 9 (Security)
    - Call-Off Schedule 10 (Exit Management)
    - Call-Off Schedule 14 (Service Levels)
    - Call-Off Schedule 15 (Call-Off Contract Management)
    - Call-Off Schedule 16 (Benchmarking)
    - Call-Off Schedule 18 (Background Checks)
    - Call-Off Schedule 20 (Call-Off Specification)
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6229**

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**

The following Special Terms are incorporated into this Call-Off Contract:

NA

[Special Term 3.

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

Crown Copyright 2018

[None]

CALL-OFF START DATE: **09/04/2025**

CALL-OFF EXPIRY DATE: **09/04/2026**

CALL-OFF INITIAL PERIOD: **1 year with the option to extend by 2 years in 12-month increments (1+1+1)**

**CALL-OFF DELIVERABLES**

See details in Call-Off Specification (Annex 1) and the bidders formal technical submission including social value (Annex 2). This order form pertains to DfTc Provision of Recruitment Services, **Sub Lot 3 – Candidate Sourcing.**

**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 £250,000.00 Estimated Charges in the first 12 months of the Contract.

**CALL-OFF CHARGES**

As per the supplier’s commercial submission. See below.

The total overarching contract value, encompassing all sub-lots, is capped at £200,000.00 per annum (excluding VAT). This is a demand-led contract, and as such, there are no guarantees regarding the volumes or distribution of expenditure.

Applied Fees based on salary range - including a fixed fee for sourcing related tasks.	
Salary Range	
Up to £20,000	
£20,000 - £40,000	
£40,000 - £60,000	
£60,000 - £80,000	
Applied Discounts based on volumes (for information only)	
Discount 1	Discount 2

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

Crown Copyright 2018

**CALL-OFF PROCESS**

As per the Attachment 3 Statement of Requirements, the call-off process applied to this contract is the "Taxi Rank" system. Suppliers are ranked in a predetermined order (are per their overall ranking for Sub Lot 3. When the contracting authority (DfTc) needs to commission services, the supplier at the top of the list will be approached first. If the top-ranked supplier cannot fulfil the requirements, the authority moves to the next supplier in the ranking, and so on. This process ensures fairness and transparency while simplifying the selection procedure.

**Hoop Recruitment Ltd** were ranked third.

**REIMBURSABLE EXPENSES**

NA

**PAYMENT METHOD & INVOICE ADDRESS**

The supplier will be issued with a Purchase Order (PO) number.

Invoices to - [SSa.invoice@Ubusinessservices.co.uk](mailto:SSa.invoice@Ubusinessservices.co.uk)

While email is preferable, if you need to send documents by post, you should send to:

Unity Business Services (UBS)  
5 Sandringham Park  
Swansea Vale  
Swansea  
SA7 0EA

Should you have any issues relating to invoices or payment and need to contact the Unity Business Services (UBS) support desk, you can email them at [support@Ubusinessservices.co.uk](mailto:support@Ubusinessservices.co.uk) or the telephone number is 0344 892 0343.

**BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED] (DfT Contract Lead)

Head of Resourcing Delivery

[REDACTED] [@df.gov.uk](mailto:[REDACTED]@df.gov.uk)

[REDACTED]  
Birmingham, The Colmore Building

[REDACTED]  
Resourcing Manager

[REDACTED] [@df.gov.uk](mailto:[REDACTED]@df.gov.uk)

[REDACTED]  
Swansea, Ellipse Building

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

Crown Copyright 2018

[REDACTED] DfT Commercial Lead)  
Commercial Manager, Group Commercial Directorate  
[REDACTED]@dft.gov.uk  
Great Minster House 33 Horseferry Road, London, SW1P 4DR

**BUYER'S ENVIRONMENTAL POLICY**



DfT Corporate  
Environmental Policy.pdf

**BUYER'S SECURITY POLICY**



Information & Cyber  
Security Policy.docx

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]  
Chief Operating Officer  
[REDACTED]@hooprecruitment.co.uk  
14-18 City Road, Cardiff, CF24 3DL

**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]  
Senior Executive Recruitment Partner  
[REDACTED]@hooprecruitment.co.uk  
14-18 City Road, Cardiff, CF24 3DL

**PROGRESS REPORT FREQUENCY**

Unless otherwise revised by the DfT Contract Manager, this will occur on the first working day of each calendar month.

**PROGRESS MEETING FREQUENCY**

Unless otherwise revised by the DfT Contract Manager, this will occur quarterly on the first Working Day of each quarter.

**KEY STAFF**

All contract requests to go through:  
[REDACTED]  
Senior Executive Recruitment Partner  
[REDACTED]@hooprecruitment.co.uk  
14-18 City Road, Cardiff, CF24 3DL

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

Crown Copyright 2018

**KEY SUBCONTRACTOR(S)**

n/a

**COMMERCIALY SENSITIVE INFORMATION**

Not applicable

**SERVICE CREDITS**

Not applicable]

**ADDITIONAL INSURANCES**

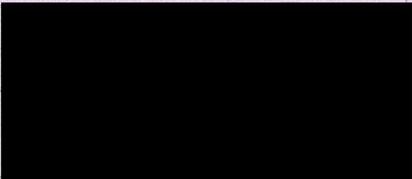
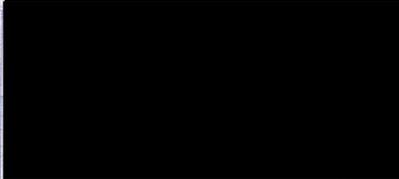
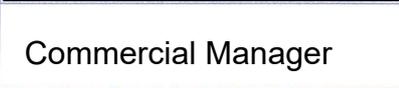
Not applicable

**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 the Off Tender, as per their tender submission.

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:		Signature:	
Name:		Name:	
Role:	COO	Role:	Commercial Manager
Date:	14.04.2025	Date:	01/05/2025