

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

### Order Form

CALL-OFF REFERENCE: CPD4126161

THE BUYER: THE SECRETARY OF STATE FOR LEVELLING UP, HOUSING AND COMMUNITIES ACTING THROUGH THE DEPARTMENT FOR LEVELLING UP, HOUSING AND COMMUNITIES (DLUHC)

BUYER ADDRESS Fry Building  
2 Marsham Street  
London  
SW1P 4DF

THE SUPPLIER: Investigo Limited

SUPPLIER ADDRESS: 10 Bishops Square, London, England, E1 6EG

REGISTRATION NUMBER: 04803377

DUNS NUMBER: 735410255

SID4GOV ID: -

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 30 January 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)
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 SPECIAL TERMS

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

Special Term 1: The Supplier shall include a termination notice period of 1 week in its contract with the Temporary Staff.

CALL-OFF START DATE: **20 February 2024**

CALL-OFF EXPIRY DATE: **19 August 2024**

CALL-OFF INITIAL PERIOD: 6 months

## CALL-OFF DELIVERABLES

The provision of Non-Clinical Temporary staff [Redacted] or any other temporary staff or fixed term workers to deliver the requirements as set out below.

### Responsibilities include:

Lead on collaboration between portfolio wide supply chain and internal stakeholders, including the provision of an industry Portal that increases pipeline transparency between freeholders and the supply chain that will ultimately increase pace of remediation and reduce supply chain risks.

- Roll out / disseminate consistent practices including run workshops, events, networking and communications between all parties (e.g. newsletters, updates etc.)
- Communicate with stakeholders to ensure they feel informed and are clear on, actions, next steps, and deadlines, providing guidance and support to deliver positive outcomes.
- Actively promote and encourage adherence to commercial governance by securing buy in from stakeholders to agreed portfolio WoW.
- Work together with stakeholders from across Gov. Departments to ensure we meet our manifesto commitments and not duplicate work.
- Specialist capabilities: Communications, writing, knowledge management and information dissemination.
- Support and deputise for the Head of Supply Chain Management & Strategy at appropriate commercial governance forums/meetings.
- Significant activity will be involved with stakeholder/ working groups across policy, freeholders, suppliers, and delivery partners.
- Approvals will be specifically technical, policy, users, financial and commercial.
- Adherence to digital / system delivery processes and the operations lifecycle
- Project documentation will include brief and technical specifications.
- Contribute towards and where appropriate deliver training, webinars, and lead portal help desk activity
- Support the Head of Portfolio Delivery and Operations foster good relationships, collaborate and position industry to take on long term responsibility for the running and maintenance of the Portal
- Responsible for maintaining technical standards and monitoring use
- Authority to applying sanctions / facilitating dispute meetings (webmaster type role)

### Essential criteria:

- Significant demonstrable experience of taking stakeholders on a journey and delivering complex projects within a construction/infrastructure setting
- Experience of providing strong leadership / support and influencing in a complex, dynamic environment with an elevated level of ambiguity, managing

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

Crown Copyright 2022

a multitude of tasks (both your own and that of your team) whilst remaining highly focused on the key strategic issues

- Ability to initiate, foster and manage constructive working relationships, challenging in difficult areas without alienating and developing innovative and compliant solutions that deliver value for money and minimise commercial risk.
- Ability to motivate and manage / engage staff to take responsibility for outputs / outcomes
- Team management skills

### 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

The charges for this Call-Off Contract shall be [Redacted] for the duration of the initial contract.

Expenses are to be in line with the Department's expenses policy: [TS-Policy.pdf \(paas-s3-broker-prod-lon-49db7b11-cef2-4b74-9d81-832176d5cc15.s3.eu-west-2.amazonaws.com\)](#)

### PAYMENT METHOD

BACS payment on receipt of a valid invoice.

### BUYER'S INVOICE ADDRESS:

[clginvoices@levellingup.gov.uk](mailto:clginvoices@levellingup.gov.uk)

### BUYER'S AUTHORISED REPRESENTATIVE

[Redacted]

DLUHC Commercial

Fry Building

2 Marsham Street

London

SW1P 4DF

### SUPPLIER'S AUTHORISED REPRESENTATIVE

[Redacted]

10 Bishops Square, London, E1 6EG

### SUPPLIER'S CONTRACT MANAGER

[Redacted]

10 Bishops Square, London, E1 6EG

Framework Ref: RM6277

CPD4126161

Project Version: v1.0

Model Version: v3.8

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:	30/01/2024	Date:	8 <sup>th</sup> February 2024