

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

Order Form

CALL-OFF REFERENCE: **TIS0845**

THE BUYER: **The Insolvency Service**

BUYER ADDRESS **16th Floor, 1 Westfield Avenue, Stratford,
London, E20 1HZ**

THE SUPPLIER: **SmartSourcing Limited**

SUPPLIER ADDRESS: **Tanglewood, 90-92 Vicarage Hill, South
Benfleet, SS7 1PE**

REGISTRATION NUMBER: **04359421**

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 19th November 2025

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 START DATE: **1st January 2026**

CALL-OFF EXPIRY DATE: **31st March 2026**

CALL-OFF EXTENTION: **None**

CALL-OFF DELIVERABLES

REDACTED

This Order Form will cover the following named individual workers only. No other workers are in scope of this contract. Each Individual worker will also have an individual Call Off to detail the requirements of their specific role:

Framework Schedule 6 (Short Order Form Template and Call-Off Schedules)
 Crown Copyright 2022

Role	Named Worker
Enterprise Architect	REDACTED
Dynamics Technical Lead	REDACTED
Data Architect	REDACTED
Test Manager	REDACTED

Job Role/Title	Multiple Roles (see individual Call-Offs from this Overarching Order Form) to include an Enterprise Architect, a Dynamics Technical Lead, a Data Architect and a Test Manager.
Assignment Type	Temporary
Hours/Days required	See Individual Call Offs from this Overarching Order Form – Expected Full Time 5 Days a week. 09:00-17:00
Detail on unsocial hours required	If applicable these will be detailed in the Individual Call Offs from this Overarching Order Form
High cost area supplements that may apply	See Individual Call Offs from this Overarching Order Form
Immunisations required	None
Fee Type	See Individual Call Offs from this Overarching Order Form
Equivalent Agenda for Change (NHS) Pay band (as determined by the rate card)	See Individual Call Offs from this Overarching Order Form
Expenses to be paid or benefits offered	Not Applicable
Expenses to be paid by Temporary Worker	Not Applicable
Disclosure and Barring Service check requirements	Not Applicable
BPSS required	Yes
State any other required clearance and/or background checking	See Individual Call Offs from this Overarching Order Form
IR35 Status	See Individual Call Offs from this Overarching Order Form

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

Crown Copyright 2022

Notice Period	See Individual Call Offs from this Overarching Order Form
State any skills, mandatory training and qualifications necessary for the role (those defined by the Framework Specification apply by default)	See Individual Call Offs from this Overarching Order Form
Supplier to provide ID badges?	No
[Temporary Worker Compliance Requirements (NON-NHS CUSTOMERS ONLY)]	Baseline Personnel Security Standard plus any detailed within Individual Call Offs from this Overarching Order Form

GDPR POSITION

The GDPR provisions for this Call-Off Contract are stated in Joint Schedule 11 – Processing Data, and its annexes.

The contact details of the Relevant Authority's Data Protection Officer are:

REDACTED

The contact details of the Supplier's Information Security Manager are:

REDACTED

MAXIMUM LIABILITY

Each Party's total aggregate liability in each Contract Year under each Call-Off Contract (whether in tort, contract or otherwise) is no more than the greater of £1 million or 150% of the Estimated Yearly Charges.

CALL-OFF CHARGES

The Maximum Total Contract value of this contract will be £300,000.00

Call-Offs Charges will be as per the table below:

Role	Named Worker	Day Rate to Named Worker	Supplier Fee	Total Bill Rate (ex VAT)
Enterprise Architect	REDACTED	REDACTED	REDACTED	REDACTED
Dynamics Technical Lead	REDACTED	REDACTED	REDACTED	REDACTED
Data Architect	REDACTED	REDACTED	REDACTED	REDACTED
Test Manager	REDACTED	REDACTED	REDACTED	REDACTED

PAYMENT METHOD

BACS

BUYER'S INVOICE ADDRESS:

Payments@insolvency.gov.uk

The Buyer has a No PO (Purchase Order) No PAY (Payment) policy.

All Invoices must comply with the No PO No Pay Policy to be considered valid and be paid.

A valid Supplier Invoice shall include the following:

1. Valid Buyer Purchase Order Number;
2. Buyer Contract Reference Number (TIS0845);
3. Invoice must accurately map to the line items within the Purchase Order, i.e. Line Descriptions, Number of Units and Unit Price.

The Buyer may make reasonable changes to its invoicing requirements during the Term by providing 30 calendar days written notice to the Supplier.

Please note that Payment Terms, notably lead times for payment of invoices, shall be directly tied to the No PO, No Pay Policy. Those without a valid PO number may be returned to the Supplier. In such cases, the lead time for payment of invoices shall not begin until a valid PO is received.

BUYER'S AUTHORISED REPRESENTATIVE

REDACTED

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED

SUPPLIER'S CONTRACT MANAGER

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:	REDACTED	Date:	REDACTED