

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

Order Form

CALL-OFF REFERENCE: C3327

THE BUYER: Intellectual Property Office (IPO)

BUYER ADDRESS: Concept House, Cardiff Road, Newport, NP10 8QQ

THE SUPPLIER: Salt Recruitment Group Ltd

SUPPLIER ADDRESS: 9 Wootton Street, London, SE1 8TG

REGISTRATION NUMBER: **06912468**

DUNS NUMBER: 21-165-5137

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 8th December 2023.

It's issued under the Framework Contract with the reference number RM6277 for the provision of Non-Clinical Staff.

CALL-OFF LOT(S):

Lot 3 - IT Professionals

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

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- 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: 18th December 2023**CALL-OFF EXPIRY DATE:** 20th December 2024**CALL-OFF DELIVERABLES**

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

Job Role/Title	Programme Manager
Candidate selected	
Assignment Type	Temporary
Hours/Days required	37 hours
Detail on unsocial hours required	N/A
High cost area supplements that may apply	None
Immunisations required	None
Pay	
Expenses to be paid or benefits offered	None
Expenses to be paid by Temporary Worker	None
Notice Period	2 weeks
Criminal Records Checks requirements	N/A

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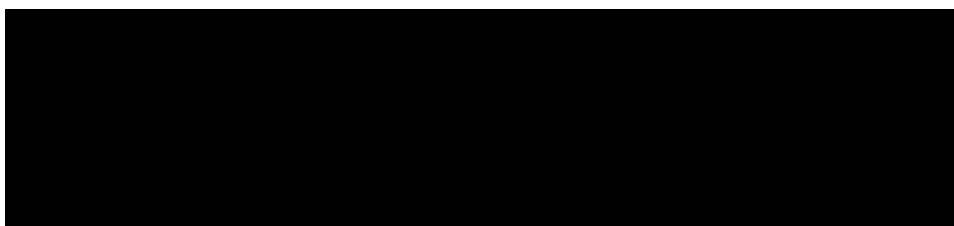
BPSS required	People working with government assets must complete basic personnel security standard checks. Successful candidates must pass a <i>disclosure and barring security check</i> .
	Further information on the vetting process can be found at United Kingdom Security Vetting - GOV.UK (www.gov.uk)
State any other required clearance and/or background checking	If successful the candidate must also hold, or be willing to obtain, a <i>higher Security Clearance</i> . For meaningful checks to be carried out individuals will need to have lived in the UK for a sufficient period, depending on the level of clearance, to enable appropriate checks to be carried out and produce a result which provides the required level of assurance. For this role, the successful individual will need to have <i>consistently lived in the UK for a minimum 5 years</i> to meet the relevant security clearance.
State any skills, mandatory training and qualifications necessary for the role (those defined by the Framework Specification apply by default)	See job description

GDPR POSITION

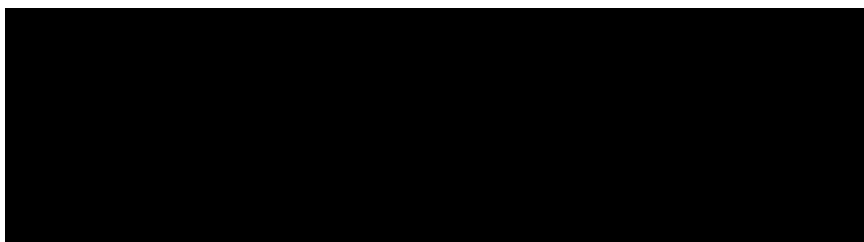
The GDPR provisions for this Call-Off Contract are stated in Joint Schedule 11 – Processing Data, and its annexes.

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

iposecure@ipo.gov.uk

**MAXIMUM LIABILITY**

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



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PAYMENT METHOD

Payment will be made via BACS

BUYER'S INVOICE ADDRESS:

Accounts Payable

Payables@ipo.gov.uk

Concept House, Cardiff Road, Newport, NP10 8QQ