

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

Order Form

CALL-OFF REFERENCE: C291464

THE BUYER: **The Secretary of state for Health and Social Care acting as part of the Crown**

BUYER ADDRESS 39 Victoria Street, London, SW1H 0EU

THE SUPPLIER: **Brook Street Birmingham**

SUPPLIER ADDRESS: Wellington House, 31-34 Waterloo St, B2 5TJ

REGISTRATION NUMBER:

DUNS NUMBER:

SID4GOV ID: **N/A**

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 10/06/2024.

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

CALL-OFF LOT(S):
[Lot 1 - Admin & Clerical]

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: 01/07/2024

CALL-OFF EXPIRY DATE: 01/01/2025

CALL-OFF DELIVERABLES

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

Job Role/Title	Database Engagement Officer
Assignment Type	Temporary
Hours/Days required	6 months (130 days)
Detail on unsocial hours required	None, standard office hours

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High cost area supplements that may apply	N/A
Immunisations required	N/A
Fee Type	N/A
Equivalent Agenda for Change (NHS) Pay band (as determined by the rate card)	Civil service EO
Expenses to be paid or benefits offered	No expenses will be incurred
Expenses to be paid by Temporary Worker	None
Disclosure and Barring Service check requirements	No
BPSS required	Yes
State any other required clearance and/or background checking	None
State any skills, mandatory training and qualifications necessary for the role (those defined by the Framework Specification apply by default)	<ul style="list-style-type: none"> - Admin skills - Basic data manipulation skills (MS Excel) - Stakeholder engagement (Email comms and phoning various stakeholders 100+) - Experience of working with data collections desirable - Experience of working with sensitive data desirable - Working to strict deadlines (Data collected every month to strict timetables) <p>Training and supervision will be provided</p>
Supplier to provide ID badges?	No
[Temporary Worker Compliance Requirements (NON-NHS CUSTOMERS ONLY)]	<ul style="list-style-type: none"> • No

GDPR POSITION

Independent Controller

The Parties acknowledge that for the purposes of the Data Protection Legislation, under these Call Off Terms the Parties are independent Data Controllers of Personal Data. For the avoidance of doubt, Joint Schedule 11 Clauses 3 – 17 shall not apply.

MAXIMUM LIABILITY

Framework Ref: RM6277

Project Version: v1.0

Model Version: v3.8

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The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms, as varied by the Framework Award Form.

CALL-OFF CHARGES

	AWR Compliant
Pay to Worker(s)	
Total Charge	

For the avoidance of doubt, the Supplier shall be entitled to increase the rates charged to the Contracting Authority at any time including, but not limited to, statutory changes brought about as a result of the Agency Workers Regulations 2010, Pension, Apprentice Levy and changes to the Working Time Directive and National Insurance contributions.

The Parties agree that for the fulfilment of Framework Schedule 1 (Specification) Clause 12.2 it is sufficient where the Supplier will show the Charges and hours worked on each invoice issued.

Discounts under Framework Schedule 1 Clause 13.24 and 13.25 will only be discounted to standard Framework Agreement Charges

PAYMENT METHOD

Approval of a timesheet by the Contracting Authority will constitute acceptance. For the avoidance of doubt the Parties agree that Core Terms Clause 4.11 does not prevent the Supplier from raising genuine queries in relation to invoices or from working with CCS or the Contracting Authority to resolve invoicing issues.

For Temporary Work-Seekers Invoices will be issued weekly. The Contracting Authority confirms that the pay to the Temporary Worker will reflect the comparator rate under AWR and full holiday entitlement from day 1 of the assignment of 34 days including bank holidays.

BUYER'S INVOICE ADDRESS:

[Redacted]

BUYER'S AUTHORISED REPRESENTATIVE

[Redacted]

SUPPLIER'S AUTHORISED REPRESENTATIVE

[Redacted Signature]

SUPPLIER'S CONTRACT MANAGER

[Redacted Signature]

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	[Redacted Signature]	Signature:	[Redacted Signature]
Name:	[Redacted Name]	Name:	[Redacted Name]
Role:	[Redacted Role]	Role:	[Redacted Role]
Date:	12/06/2024	Date:	11/06/2024