

Framework Schedule 6a (Short Order Form Template and Call-Off Schedules) (Not for profit – Wider Public Sector)

Order Form

THE BUYER/CLIENT:	UK Space Agency
BUYER/CLIENT ADDRESS	UK Space Agency, Poloris House, North Star Avenue, Swindon, SN2 1FL
Supplier:	Michael Page (Rutesh Shah – Partner – PageExec)
MICHAEL PAGE ADDRESS:	Page House 200 Dashwood Lang Road Weybridge Surrey KT15 2NX
REGISTRATION NUMBER:	04130921
DUNS NUMBER:	22-111-7117

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 [REDACTED]

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

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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 Michael Page 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: **01/12/2023**

CALL-OFF EXPIRY DATE: **31/03/2024**

The role is currently for 3 months in length. (start date 02 Jan 2024) (63 working days)

CALL-OFF DELIVERABLES

The provision of Non Clinical Temporary staff or any other temporary staff or fixed term workers. *information in relation to the Deliverables*

CALL-OFF DELIVERABLES

The provision of Non-Clinical Temporary staff

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ASSIGNMENT:	Temporary Assignment
NUMBER OF ROLES REQUIRED:	1
JOB ROLE/TITLE:	Interim ESA Space Safety Programme Manager
AGENDA FOR CHANGE PAY BAND: (use rate card to determine this)	10b
FEE TYPE:	Fee Type 2: Non-Patient Facing (Disclosure required)
DBS REQUIRED (FEE TYPE 1 AND 2 ONLY)	Basic
TEMPORARY WORK-SEEKERS COMPLIANCE REQUIREMENTS) State any other required clearance and/or background checking	Temporary Work-Seekers in Central Government will be checked to Baseline Personnel Security Standard plus any additional checks detailed below. None
PHOTO ID BADGE	For the avoidance of doubt the Photo ID Badge in compliance with Framework Schedule 1 (Specification) Clause 7.26 shall be provided by the Contracting Authority.
ENGAGEMENT OF TEMPORARY WORK-SEEKER	For the avoidance of doubt Joint Schedule 1 (Definitions) Clause 1.4 "Temporary Work-Seeker" shall apply "b) Any worker supplied to a Contracting Authority under this Framework Contract on a temporary basis, by a Supplier acting as an Employment Business, being a person who carries on business of their own account, through a limited company or otherwise and who works under supervision and direction of the Contracting Authority". Notwithstanding anything under this Agreement to the contrary, the manner in which a Temporary Work-Seeker engaged by the Supplier under a contract for services via a personal service company ("PSC"), provides the services during the Assignment, shall not be under or subject to the supervision, direction or control of the Contracting Authority or Supplier. For the avoidance of doubt, the Contracting Authority shall remain responsible for the PSC whilst on Assignment.

Role will be Interim People Strategy lead.

VETTING

As a Central Government Client or Agency, the framework requires the supplier to provide Baseline Personnel security Standard checks

GDPR POSITION

Independent Controller

MAXIMUM LIABILITY

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

CALL-OFF CHARGES

Candidate Rate [REDACTED] (Inside IR35)

Agency fee

Charge out to client

Expenses factored in on top of the above : £1000 (Travel to Paris There will be 2x2-day meetings in Paris that need covering. So please factor in £1000 in expenses for those.)

PAYMENT METHOD & INVOICING ADDRESS

BACS

UK Space Agency, Polaris House, North Star Avenue, Swindon, SN2 1FL; or email [REDACTED]

PAYMENT TERMS

30 days from date of invoice

BUYER/CLIENT'S AUTHORISED REPRESENTATIVE

[REDACTED]

MICHAEL PAGE'S AUTHORISED REPRESENTATIVE & CONTRACT MANAGER

[REDACTED]

[Supplier contract Manager](#)

[REDACTED]

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For and on behalf of the Michael Page:		For and on behalf of the Buyer/Client:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	