

Short Order Form Template and Call-Off Schedules

Order Form

CALL-OFF REFERENCE: **715700458**

THE BUYER: **Air Commercial – Define & Procure**

BUYER ADDRESS **Flowerdown Hall, RAF Cosford,
Wolverhampton WV7 3EX**

THE SUPPLIER: **Honeybee Recruitment.com Ltd trading as
Military Medical Personnel**

SUPPLIER ADDRESS: **Concorde House, 46 High Street, Hampton Hill,
Middlesex, England, TW12 1PD**

REGISTRATION NUMBER: **13030285**

DUNS NUMBER: **226463247**

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 **3rd December 2025**.

It's issued under the Framework Contract with the reference number RM6281 for the provision of Clinical and Healthcare Staffing.

CALL-OFF LOT(S):

Lot 2 - Medical and Dentistry

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CALL-OFF INCORPORATED TERMS

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) RM6281
3. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6281
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Call-Off Schedules for RM6281
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 17 (MOD Terms)
4. Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility)

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: **4th December 2025**

CALL-OFF EXPIRY DATE: **3rd December 2027**

CALL-OFF DELIVERABLES

The provision of Clinical and Healthcare Staffing.

The call-off deliverables are detailed in Annex 1 – Statement of Requirements.

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

The Charges for this Call-Off contract will be as follows:

All redactions have been undertaken in accordance with the FOI ACT 2000 Part 2.

Total Contract Value: £331,642.08 ex. VAT

PAYMENT METHOD

The payment method for this Call-Off Contract is via the Contracting, Purchasing and Finance (CP&F) tool.

BUYER'S INVOICE ADDRESS:

Jessica Fuller
Contract Manager
Jessica.Fuller962@mod.gov.uk
RAF Centre of Aerospace Medicine, RAF Henlow, Bedfordshire SG16 6DN

BUYER'S AUTHORISED REPRESENTATIVE

Morgan Buckley
Senior Commercial Manager
Morgan.buckley116@mod.gov.uk
Flowerdown Hall, RAF Cosford, Wolverhampton WV7 3EX

SUPPLIER'S AUTHORISED REPRESENTATIVE

Lynn Middleton
Director
lynn@militarymedicalpersonnel.com
MMP, Concorde House, 46 High Street, Hampton Hill TW12 1PD

SUPPLIER'S CONTRACT MANAGER

Lynn Middleton
Director
lynn@militarymedicalpersonnel.com
MMP, Concorde House, 46 High Street, Hampton Hill TW12 1PD

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	All redactions have been undertaken in accordance with the FOI ACT 2000 Part 2	Signature:	All redactions have been undertaken in accordance with the FOI ACT 2000 Part 2
Name:	All redactions have been undertaken in accordance with the FOI ACT 2000 Part 2	Name:	All redactions have been undertaken in accordance with the FOI ACT 2000 Part 2
Role:	Director	Role:	Commercial Lead – Asst HD Plan Define and Procure
Date:	03/12/2025	Date:	3 rd December 2025

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Statement of Requirement

The Provision of a Locum for the SO1 Health Protection Post

Ref Requirement

A **General Requirements**

A.1 **Scope of Requirement**

A.1.a The RAF requires a fully accredited Consultant in Public Health for up to two years to deliver Force Health Protection advice and assurance to the Chain of Command ensuring that RAF personnel are protected from hazards to their health as well as leading any investigation into an outbreak or incident which might affect Operational outputs. Additionally – the post will provide strategic leadership for the RAF High Consequence Infectious Disease capability which moves patients with diseases like Ebola.

A.2 **Definitions**

A.2.a In addition to the definitions detailed in the Terms and Conditions of the Contract the following definitions shall also apply. Where the definitions below contrast to those detailed in the Terms and Conditions of the Contract then the definitions within the Terms and Conditions of the Contract shall take precedence.

Definition

Interpretation

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Contractor's Personal Use	Any use of MOD furnished property, facilities or equipment intended for the primary benefit of the Contractor or the Contractor's Personnel which is contrary to the MOD's interests is considered personal use.
Contractor's Personnel	Any employees, including sub-contractors or other agents working on behalf of the Contractor, shall be deemed the Contractor's Personnel.
Designated Officer	The Designated Officer is the MOD representative responsible for the Requirement and is as defined at Box 2 of DEFFORM 111 of this Contract.

A.3 Abbreviations and Acronyms

A.3.a In addition to the abbreviations and acronyms detailed in the Terms and Conditions of the Contract the following abbreviations and acronyms will be used.

<u>Abbreviation or Acronym</u>	<u>Interpretation</u>
AOC	Air Officer Commanding
DO	Designated Officer
MOD	Ministry of Defence
OC	Officer Commanding
RAF	Royal Air Force
SC	Security Check
SoR	Statement of Requirement

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A.4 References

A.4.a In addition to the references detailed in the Terms and Conditions of the Contract the following references shall also apply as well as any subsequent revisions and amendments to the references. This list does not absolve the Contractor from conforming to any other relevant publications.

<u>Reference</u>	<u>Version</u>	<u>Source</u>
Data Protection Act 2018	2018 c. 12	http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted
Defence Health, Safety and Environmental Protection		https://www.gov.uk/guidance/defence-health-safety-and-environmental-protection
Government Security Classifications	05 Aug 2024	https://www.gov.uk/government/publications/government-security-classifications

A.5 Processes and Related Taskings

A.5.a There are no interdependencies that affect the requirement.

A.6 Site

A.6.a The Site for the delivery of all services is RAF High Wycombe. RAF High Wycombe is sited at Walters Ash, High Wycombe, HP14 4UE.

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A.7 Security

- A.7.a The Contractor is to ensure that the Contractor's Personnel have *Security Check (SC)* clearance. Where the Contractor's Personnel does not have SC clearance that individual will not be allowed access to MOD facilities or data.
- A.7.b All information related to or generated by this Contract is to be treated in the appropriate manner in accordance with Government Security Classifications. The classification of the material to be handled shall not exceed *SECRET* in nature.
- A.7.c All personal data processed under this Contract is to be treated in accordance with the Data Protection Act 2018.

A.8 Site Access

- A.8.a The Contractor will need a temporary pass to access the RAF High Wycombe site.

A.9 Safety and Environmental Provisions

- A.9.a When on the Site the Contractor is to comply with all MOD Safety, Health and Environmental Protection regulations and policy.

A.10 Hours of Operation and Times of Delivery

- A.10.a The Contractor's personnel will work three days per week for seven hours per day with the exception of recognised UK Bank Holidays and Public Holidays as well as taking two weeks stand-down (unpaid) over Christmas/New Year (dates TBC)



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A.11 Quality Assurance

A.11.a N/A

A.12 Contract Monitoring

A.12.a For the purposes of contract monitoring, representatives of the Contractor will routinely report to the Designated Officer on the performance of the Contract.

A.12.b The Contractor is responsible for the performance of the Contract by any sub-contractors or other agents working on behalf of the Contractor. The Contractor is to deal with any issues relating to any sub-contractors or other agents working on behalf of the Contractor, this however does not exclude sub-contractors or other agents working on behalf of the Contractor from attending any Contract Monitoring meeting or contributing to any report where it is appropriate for such sub-contractors or other agents to do so.

A.12.c If any sub-contractors or other agents working on behalf of the Contractor are found unsuitable, for whatever reason, the Contractor is to engage with the relevant sub-contractors or other agents to broker a resolution.

A.13 Government Furnished Assets

A.13.a The Contractor will be furnished with the pieces of Government Furnished Assets (GFA) as detailed at Annex A to this SoR.



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A.13.b The Contractor is to report to the Designated Officer any failures of GFA at the first instance for repair or replacement, as appropriate.

A.14 Personnel Qualification Requirements and Training

A.14.a The Contractor's Personnel require the qualifications detailed at Annex B.

<u>Ref</u>	<u>Requirement</u>	<u>Additional Information</u>	<u>Quantity</u>	<u>Standard of Performance</u>
<u>B</u>	<u>Deliverable Requirements</u>			
B.1	<i>Fully trained and accredited Consultant in Public Health</i>	<i>This is evidenced by inclusion on One the Specialist Register for Public Health and evidence of Fellowship of the Faculty of Public Health</i>		<i>Individual should be able to demonstrate that they are on the Specialist Register (either GMC, GCD or UKPHR) and that they</i>

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are a Fellow of the Faculty of Public Health.

B.2	<i>In-date RAF mandatory training</i>	<i>The individual needs to be in-date One RAF mandatory training. These will be identified in advance and it is expected that the individual will prioritise completion of training at the start of the contract.</i>	<i>One</i>	<i>Evidence that mandatory training has been completed</i>
B.3	<i>Individual needs to have experience of Defence Public Health</i>	<i>The individual should have worked within Defence Public Health previously preferably the RAF</i>	<i>One</i>	<i>Evidence from CV</i>

Government Furnished Assets (GFA)

	Government Furnished Equipment (GFE)	Government Furnished Information (GFI)	Government Furnished Resources (GFR)	Government Furnished Facilities (GFF)

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Description	The MOD will provide the contract with MOD laptops and access to MODNet using O365	N/A	The Designated Officer will make available: <ul style="list-style-type: none"> a. Suitable experienced personnel for the day-to-day management and direction of deliverables. b. Personnel to provide governance and oversight of the contract deliverables. 	N/A
Quantity	One	N/A	As required	N/A
Terms of Loan	The contractor is required to abide by the SyOps for MOD User Access Devices.	N/A	N/A	N/A
Task	N/A	N/A	Management, direction and advice.	N/A
Date of Supply and Return	As agreed but no later than the end of the contract	N/A	As agreed	N/A
Location of Supply	By hand	N/A	Virtual	N/A

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Reporting	As requested by Defence	N/A	As required but not less than weekly	N/A
Maintenance Responsibilities	As requested by Defence or Health Directorate	N/A	The Designated Officer will provide training.	N/A
Replacement Responsibilities	The MOD will be responsible for replacement	N/A	The MOD will be responsible for replacement	N/A
Responsibility for Delivery / Collection	Health Directorate/Contractor	N/A	N/A	N/A
Packaging Issues	Device to be cleared prior to return	N/A	N/A	N/A
Disposal Arrangements	Not applicable. Devices to be returned to the MOD	N/A	N/A	N/A
Warranties	N/A	N/A	N/A	N/A
Force Majeure / Relief / Compensation	The contractor will be due relief if access to MODNet is not provided.	N/A	The contractor will be due relief if access to GFR is not available.	N/A

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Qualification or Training	Relevant Item(s) of the SoR	Responsibility for Delivery of the Qualification or Training	Responsibility for Payment of the Qualification or Training
Fellowship of the Faculty of Public Health		N/A	N/A
Registration with the GMC, GDC or UKPHR		N/A	N/A
Mandatory training as required by the RAF Health Directorate		RAF	RAF ¹

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