

## **Framework Schedule 6 (Order Form & Call-Off Schedules)**

### **Order Form**

CALL-OFF REFERENCE: CPD4128070

THE BUYER: Ministry of Housing, Communities & Local Government

BUYER ADDRESS Fry Building, 2 Marsham Street, London, SW1P 4DF

THE SUPPLIER: County HR Solutions Limited

SUPPLIER ADDRESS: <REDACTED>

REGISTRATION NUMBER: <REDACTED>

DUNS NUMBER: <REDACTED>

#### **APPLICABLE FRAMEWORK CONTRACT**

This Order Form is for the provision of the Call-Off Deliverables and dated 13 February 2025.

It's issued under the Framework Contract with the reference number RM6229 Permanent Recruitment 2 for the provision of DDAT Recruitment and Department Capability services.

CALL-OFF LOT(S):  
Lot 2: Non Clinical General Recruitment.

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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 including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) **RM6229**
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6229**
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 7 (Financial Difficulties)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
    - Joint Schedule 12 (Supply Chain Visibility)
  - Call-Off Schedules for **RM6229**
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 2 (Staff Transfer)
    - Call-Off Schedule 3 (Continuous Improvement)
    - Call-Off Schedule 5 (Pricing Details)
    - Call-Off Schedule 7 (Key Supplier Staff)
    - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
    - Call-Off Schedule 9 (Security)
    - Call-Off Schedule 10 (Exit Management)
    - Call-Off Schedule 14 (Service Levels)
    - Call-Off Schedule 15 (Call-Off Contract Management)
    - Call-Off Schedule 18 (Background Checks)
    - Call-Off Schedule 20 (Call-Off Specification)
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6229**
7. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

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.

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**CALL-OFF SPECIAL TERMS**

None.

**CALL-OFF START DATE: 18 February 2025****CALL-OFF EXPIRY DATE: 17 February 2027****CALL-OFF INITIAL PERIOD: 2 Years****OPTIONAL EXTENSION: Two further periods of 1 year****CALL-OFF DELIVERABLES**

See details in Call-Off Schedule 20 (Call-Off Specification)

**MAXIMUM LIABILITY**

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

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £3,108,750 (excluding VAT).

**CALL-OFF CHARGES**

See details in Call-Off Schedule 5 (Pricing Details).

The maximum Contract value will be **£18,500,000 excluding VAT**. The actual value of the Contract will be dependent upon available funding and demand.

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Specific Change in Law

**REIMBURSABLE EXPENSES**

None.

**PAYMENT METHOD**

BACS/ Electronic Invoice.

Invoices must quote the Buyer's contract number and purchase order number (to be confirmed) along with appropriate description of work completed and/or timesheets which have been approved by the Buyer. Failure to do so may result in a delay in payment for which the Buyer cannot be held responsible.

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**BUYER'S INVOICE ADDRESS:**

<REDACTED>  
<REDACTED>  
<REDACTED>  
<REDACTED>  
<REDACTED>  
<REDACTED>  
<REDACTED>

**BUYER'S AUTHORISED REPRESENTATIVE**

<REDACTED>  
<REDACTED>  
<REDACTED>  
<REDACTED>

**BUYER'S ENVIRONMENTAL POLICY**

Available online at:

<https://www.gov.uk/government/collections/greening-government-commitments>

**BUYER'S SECURITY POLICY**

Available online at:

<https://www.government/publications/security-policy-framework/hmg-security-policy-framework>

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

<REDACTED>  
<REDACTED>  
<REDACTED>  
<REDACTED>

**SUPPLIER'S CONTRACT MANAGER**

<REDACTED>  
<REDACTED>  
<REDACTED>  
<REDACTED>

**PROGRESS REPORT FREQUENCY**

On the first Working Day of each calendar month.

**PROGRESS MEETING FREQUENCY**

Weekly on the first Working Day of each week.

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**KEY STAFF**

See Annex 1 of Call-Off Schedule 7 (Key Supplier Staff).

**KEY SUBCONTRACTOR(S)**

None.

**COMMERCIALLY SENSITIVE INFORMATION**

See details in Call-Off Schedule 4 (Commercially Sensitive Information).

**SERVICE CREDITS**

Not applicable.

**ADDITIONAL INSURANCES**

Not applicable.

**GUARANTEE**

Not applicable.

**SOCIAL VALUE COMMITMENT**

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender).

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	