

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

### Order Form

CALL-OFF REFERENCE:	<b>TIS0811</b>
THE BUYER:	The Insolvency Service
BUYER ADDRESS	Cannon House 18 Priory Queensway Birmingham B4 6FD
THE SUPPLIER:	Allen Lane
SUPPLIER ADDRESS:	33 King Street St. James's London SW1Y 6RJ
REGISTRATION NUMBER:	05115229

## APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 23<sup>rd</sup> May 2025

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

## 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: 1<sup>st</sup> May 2025

CALL-OFF EXPIRY DATE: 30<sup>th</sup> June 2025

**CALL-OFF EXTENSION**

None

NOTICE PERIOD: Two Weeks

IR35 STATUS: In Scope

**CALL-OFF DELIVERABLES :**

**Strategy Accountant Project contractor. (REDACTED)**

**REDACTED**, The Strategy Accountant, will be covering/backfill for the National Interest Case Finance Business Partner for 3 days per week, until a permanent replacement is in post, and will undertake core Finance work on Cash accounting for 2 days per week, and ad hoc assist with financials for FCMC.

The Strategy Accountant will provide financial expertise and business insight to specific workstreams in the Financial Sustainability Project (7.8) and as a National Interest Case (NIC) Accountant.

The NIC Accountant will provide financial expertise and business insight to specific ORS National Interest Cases. The role requires well-rounded financial skills, an ability to operate effectively in a fast-paced environment and to work effectively with business experts from ORS. Given the tight timeframes for delivery, existing knowledge of the Insolvency Service's operating environment, organisational structures and complex financial models is a necessity.

The role requires well-rounded financial skills, an ability to operate effectively in a fast-paced project environment and to work effectively with business experts from across the organisation to identify and implement solutions to improve the financial position.

**Role responsibilities:**

- Using knowledge of the Insolvency Service's role, structures, and operating environment to identify potential efficiencies and market opportunities
- Using knowledge of the Insolvency Service's financial models to anticipate impact of changes on financial position
- Produce cost and income models
- Assist with business cases, using investment appraisal techniques
- Produce process mapping/costing/analysis
- Work effectively in a fast paced or uncertain project environments
- Understand operational models and volume analysis

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

Crown Copyright 2022

The role will involve provision of financial expertise to several Project workstreams including Full Business Case, Benefits refresh and management through the project lifecycle, financial modelling, Inflationary Fee increases or Revision to Fees.

The role will require application of financial techniques set in the Insolvency Services business context to identify process efficiency through understanding and informing unit cost analysis and to construct and analyse options for outsourcing activity to external markets.

The role will be part of a project team and will work collaboratively with SME's from across the business.

### GDPR POSITION

Independent Controller

### MAXIMUM LIABILITY

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

### CALL-OFF CHARGES

Pre-AWR	Post-AWR
<b>REDACTED</b> Per Day to <b>REDACTED</b>	<b>REDACTED</b> Per Day to <b>REDACTED</b>
<b>REDACTED</b> Per Day to Allen Lane	<b>REDACTED</b> Per Day to Allen Lane
<b>REDACTED</b> Per Day Total Bill Rate	<b>REDACTED</b> Per Day Total Bill Rate

The maximum value of this call-off contract is £29,400.00 for the initial term.  
**REDACTED**

The role is based in the Buyer's London Office. Any costs to travel to this office will be at the Contractors own expense. Travel to other locations will be subject to approvals and the Buyers' T&S Policy.

### PAYMENT METHOD

BACS

The Buyer has a No PO (Purchase Order) No PAY (Payment) policy.

All Invoices must comply with the No PO No Pay Policy to be considered valid and be paid.

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

Crown Copyright 2022

A valid Supplier Invoice shall include the following:

1. Valid Buyer Purchase Order Number;
2. Buyer Contract Reference Number;
3. Invoice must accurately map to the line items within the Purchase Order, i.e. Line Descriptions, Number of Units and Unit Price.

The Buyer may make reasonable changes to its invoicing requirements during the Term by providing 30 calendar days written notice to the Supplier.

Please note that Payment Terms, notably lead times for payment of invoices, shall be directly tied to the No PO, No Pay Policy. Those without a valid PO number may be returned to the Supplier. In such cases, the lead time for payment of invoices shall not begin until a valid PO is received.

BUYER'S INVOICE ADDRESS:

Payments@insolvency.gov.uk

BUYER'S AUTHORISED REPRESENTATIVE

**REDACTED**

SUPPLIER'S AUTHORISED REPRESENTATIVE

**REDACTED**

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