


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

## **Order Form**

CALL-OFF REFERENCE:	<b>C288720</b>
THE BUYER:	<b>Department of Health and Social Care (PS1391)</b>
BUYER ADDRESS	<b>Department of Health and Social Care, Area 2SE, Quarry House, Leeds, LS2 7UE</b>
THE SUPPLIER:	<b>Hays Specialist Recruitment Limited</b>
SUPPLIER ADDRESS:	<b>4th floor, 20 Triton Street, London NW1 3BF</b>
REGISTRATION NUMBER:	<b>975677</b>
DUNS NUMBER:	
SID4GOV ID:	<b>N/A</b>

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 15/10/24.

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 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> October 2024

**CALL-OFF EXPIRY DATE:** 31<sup>st</sup> December 2024

**CALL-OFF DELIVERABLES**

The provision of Non Clinical Temporary staff

<b>ASSIGNMENT:</b>	Temporary Assignment
<b>NUMBER OF ROLES REQUIRED:</b>	1
<b>JOB ROLE/TITLE:</b>	Purchase Ledger [REDACTED]
<b>HOURS/DAYS REQUIRED</b>	37 hours / 5 days a week
<b>DETAILS ON UNSOCIAL HOURS REQUIRED</b>	N/A
<b>HIGH COST AREA SUPPLEMENT? (NHS ONLY)</b>	None

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<b>IMMUNISATION REQUIREMENTS</b>	No
<b>AGENDA FOR CHANGE PAY BAND: (use rate card to determine this)</b>	5
<b>EXPENSES TO BE PAID OR BENEFITS OFFERED</b>	N/A
<b>EXPENSES TO BE PAID BY TEMPORARY WORK-SEEKER</b>	N/A
<b>SUPPLIER TO PROVIDE ID BADGES?</b>	No
<b>FEE TYPE:</b>	Fee Type 2: Non-Patient Facing (Disclosure required)
<b>DBS REQUIRED (FEE TYPE 1 AND 2 ONLY)</b>	Basic
<b>QUALIFICATION REQUIREMENTS</b>	No
<b>TEMPORARY WORK-SEEKERS COMPLIANCE REQUIREMENTS (NON-NHS CUSTOMERS ONLY) State any other required clearance and/or background checking</b>	Temporary Work-Seekers in Central Government will be checked to Baseline Personnel Security Standard plus any additional checks detailed below. All other Temporary Work-Seekers will be subject to Supplier's standard pre-employment checks unless otherwise stated below;  N/A

**GDPR POSITION**

The GDPR provisions for this Call-Off Contract are stated in Joint Schedule 11 – Processing Data, and its annexes.

The contact details of the Buyer's Data Protection Officer are:



The contact details for data protection queries to the Supplier is:

**MAXIMUM LIABILITY**

Each Party's total aggregate liability in each Contract Year under each Call-Off Contract (whether in tort, contract or otherwise) is no more than the greater of £1 million or 150% of the Estimated Yearly Charges.

**CALL-OFF CHARGES**

	<b>AWR Compliant</b>
<b>Pay to Worker(s)</b>	
<b>Total Charge</b>	

The Charges for the Deliverables including charges that will apply pre and post 12 weeks in accordance with the Agency Worker Regulations 2010, and any discounts that are applicable. Discounts under Framework Schedule 1 Clause 13.24 and 13.25 will only be discounted to standard Framework Agreement Charges.

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**PAYMENT METHOD**

For Temporary Work-Seekers Invoices will be issued weekly. The Buyer 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]

**SUPPLIER’S CONTRACT MANAGER**

[Redacted]

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	<div></div>	Signature:	<div></div>
Name:	<div></div>	Name:	<div></div>
Role:	<div></div>	<div></div> :	<div></div>
Date:	15 October 2024	Date:	16/10/24