

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

Order Form

CALL-OFF REFERENCE:	C308087
THE BUYER:	Department of Health & Social Care
BUYER ADDRESS	39 Victoria Street, London, SW1H 0EU
THE SUPPLIER:	Robertson Bell LTD
SUPPLIER ADDRESS:	UoN Innovation Centre, Green Street, Northampton, NN1 1SY.
REGISTRATION NUMBER:	6278798
DUNS NUMBER:	
SID4GOV ID:	210025356

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 31/03/2025.

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)
 - [Call-Off Schedule 17 (MOD Terms)
 - [Call-Off Schedule 19 (Scottish Law)
 - [Call-off Schedule 21 (Northern Ireland Law)
 - [Call-Off Schedule 23 (HMRC Terms)
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: 01/04/2025

CALL-OFF EXPIRY DATE: 31/07/2025

The Buyer reserves the right to extend this Call-Off Contract.

CALL-OFF DELIVERABLES

The provision of Non-Clinical Temporary staff or any other temporary staff or fixed term workers.

Job Title:	Interim Finance Data and Systems Lead
Candidate Name:	
Contract Type:	Temporary
Hours/Days Required:	5 Days, Monday - Friday
Mandatory Training:	None required by Robertson Bell
Qualifications:	CIMA Qualified
Criminal records check:	Yes, Basic DBS obtained by the candidate
BPSS required:	Yes
State the required clearance and	BPSS
Conduct Regulations:	The Contractor has provided an Opt-Out pursuant to Regulation 32 (9) of the Conduct of Employment Agencies and Employment Businesses Regulation 2003 prior to the start-date.

This may include:

- Any variation from the standard framework terms
- Specialist knowledge requirements
- Specific invoicing requirements
- Specific service level agreements (SLA)
- Specialist management information required.
- Any specific health and Safety risks relevant to the role

GDPR POSITION

Independent Controller

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

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

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.

Pay Band	10A	
Fee Type	2. Non-Patient Facing (Disclosure Required)	
Expenses to be paid or benefits offered	N/A	
Expenses to be paid by Temporary worker	N/A	
Charge Rates		Post-12 Week Reduction

Method of Payment	BACS, within 30 days of receiving a valid invoice
Discounts Applicable	All discounts are aligned to the RM6277 terms and conditions. All other T&C's apply.

Total number of working days	76 days
Daily charge rate, incl agency fee	
Total cost	

Discounts under Framework Schedule 1 Clause 13.24 and 13.25 will only be discounted to standard Framework Agreement Charges

BUYER'S INVOICE ADDRESS:

BUYER'S AUTHORISED REPRESENTATIVE

Department of Health and Social Care, Quarry House, Leeds, LS27UE

SUPPLIER'S AUTHORISED REPRESENTATIVE

Robertson Bell Ltd, UoN Innovation Centre, Green Street, Northampton, NN1 1SY

SUPPLIER'S CONTRACT MANAGER

Robertson Bell Ltd, UoN Innovation Centre, Green Street, Northampton, NN1 1SY

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	Type text here 31/03/2025