

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

### Order Form

CALL-OFF REFERENCE:	SMC-2324-57
THE BUYER:	<b>Social Mobility Commission</b>
BUYER ADDRESS	1 Horse Guards Road, London, SW1A 2HQ
THE SUPPLIER:	Allen Lane Limited
SUPPLIER ADDRESS:	Cleveland House, 33 King Street, St James, London, SW1Y 6RU
REGISTRATION NUMBER:	05115229
DUNS NUMBER:	738603443
SID4GOV ID:	N/A

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 03/12/2023.

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
    - o Joint Schedule 2 (Variation Form)
    - o Joint Schedule 3 (Insurance Requirements)
    - o Joint Schedule 4 (Commercially Sensitive Information)
    - o Joint Schedule 7 (Financial Difficulties including Annex 5 Optional Terms for Bronze Contracts)
    - o Joint Schedule 10 (Rectification Plan)
    - o Joint Schedule 11 (Processing Data)
  - Call-Off Schedules for RM6277
    - o Call-Off Schedule 1 (Transparency Reports)
    - o Call-Off Schedule 2 (Staff Transfer)
    - o 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: **3 January 2024**

CALL-OFF EXPIRY DATE: **31 March 2024**

### CALL-OFF DELIVERABLES

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

Job Role/Title	Senior Communications & Campaigns Manager
Assignment Type	Temporary
Hours/Days required	5 workings days
Detail on unsocial hours required	N/A

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

Crown Copyright 2022

High cost area supplements that may apply	None
Immunisations required	None
Pay band (as determined by the rate card)	£ [REDACTED]
Expenses to be paid or benefits offered	If applicable - Travel, hotel or other expense as previously agreed with the Buyer
Expenses to be paid by Temporary Worker	If applicable - Travel, hotel or other expense as previously agreed with the Buyer
Criminal Records Checks requirements	No
BPSS required	Yes
State any other required clearance and/or background checking	N/A
State any skills, mandatory training and qualifications necessary for the role (those defined by the Framework Specification apply by default)	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 Relevant Authority's Data Protection Officer are:

[REDACTED] – [REDACTED]

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

[REDACTED] – [REDACTED]

**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
[REDACTED]	[REDACTED] per day to [REDACTED]
[REDACTED]	[REDACTED] per day to Allen Lane
[REDACTED]	[REDACTED] per day total bill rate

The maximum value of this call-off contract will be £32,860 + VAT. This is based on a daily bill rate of £ [REDACTED] over the contract period with a total of [REDACTED] working days.

Subject to relevant approvals if the six-month extension period were to be enacted this would increase the contract's maximum value by £67,840 + VAT To £100,700 based on [REDACTED] working days at the same daily bill rate.

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**

1. The Supplier will issue valid electronic invoices monthly in arrears. Each invoice shall be accompanied by a breakdown of the deliverables and services, quantity thereof, applicable unit charges and total charge for the invoice period, in sufficient detail to enable the Buyer to validate the invoice. Please ensure the invoice has the PO number and the project reference number and is sent to [contact@socialmobilitycommission.gov.uk](mailto:contact@socialmobilitycommission.gov.uk), quoting the purchase order number, contract reference number and cc'ing the Project Manager, [REDACTED].
2. The Commission undertakes to pay, or procure that the Department shall pay, correctly submitted invoices within 5 days of receipt. The Commission is obliged to pay, or procure that the Department pays, invoices within 30 days of receipt from the day of physical or electronic arrival at the nominated address of the Commission or the Department. Any correctly submitted invoices that are not paid within 30 days will be subject to the provisions of the Late Payment of Commercial Debt (Interest) Act 1998. A correct invoice is one that: is delivered in timing in accordance with the Contract; is for the correct sum; in respect of goods/services supplied or delivered to the required quality (or are expected to be at the required quality); includes the date, supplier name, contact details and bank details; quotes the relevant purchase order/contract reference and has been delivered to the nominated address. If any problems arise, contact the Contract Manager. The Commission aims to reply to complaints within 10 working days. The Commission shall not be responsible for any delay in payment caused by incomplete or illegible invoices.
3. The Supplier shall have regard to the need for economy in all expenditure. Where any expenditure in an invoice, in the Commission's reasonable opinion, is excessive having due regard to the purpose for which it was incurred, the Commission shall only be liable for the reimbursement so much (if any) of the expenditure disallowed as, in the Commission's reasonable opinion after consultation with the Supplier, would reasonably have been required for that purpose.
4. The Supplier shall maintain full and accurate accounts for the Services against the expenditure. Such accounts shall be retained for at least 6 years after the end of the financial year in which the last payment was made under this Contract. Input and output VAT shall be included as separate items in such accounts.
5. The Supplier shall permit duly authorised staff or agents of the Commission, the Department or the National Audit Office to examine the accounts at any reasonable time and shall furnish oral or written explanations of the account if required. The Commission reserves the right to have such staff or agents carry out examinations into the economy, efficiency and effectiveness with which the Supplier has used the Commission or the Department's resources in the performance of this Contract.
6. Invoices shall be prepared by the Supplier monthly in arrears and shall be detailed against the expenditure. The Supplier or its nominated representative or accountant shall certify on the invoice that the amounts claimed were expended wholly and necessarily by the Supplier on the Services in accordance with the Order Form and that

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

Crown Copyright 2022

the invoice does not include any costs being claimed from any other body or individual or from the Commission or the Department within the terms of another contract.

7. The Commission shall, or shall procure that the Department shall, accept and process for payment an electronic invoice submitted for payment by the Supplier where the invoice is undisputed and where it complies with the standard on electronic invoicing. For the purposes of this paragraph, an electronic invoice complies with the standard on electronic invoicing where it complies with the European standard and any of the syntaxes published in Commission Implementing Decision (EU) 2017/1870.
8. If this Contract is terminated by the Commission due to the Suppliers insolvency or default at any time before completion of the Service, the Commission shall only be liable under paragraph 1 for the reimbursement of eligible payments made by, or due to, the Supplier before the date of termination.
9. On completion of the Services or on termination of this Order Form, the Supplier shall promptly draw-up a final invoice, which shall cover all outstanding expenditure incurred for the Services. The final invoice shall be submitted not later than 30 days after the date of completion of the Services.
10. The Commission shall not be obliged to pay, or procure the payment of, the final invoice until the Supplier has carried out all the elements of the Service specified as in Schedule 1.
11. It shall be the responsibility of the Supplier to ensure that the final invoice covers all outstanding expenditure for which reimbursement may be claimed. Provided that all previous invoices have been duly paid, on due payment of the final invoice by the Commission or the Department all amounts due to be reimbursed under this Contract shall be deemed to have been paid and the Commission shall have no further liability for reimbursement of any kind.

### BUYER'S INVOICE ADDRESS:

Social Mobility Commission

[Contact@socialmobilitycommission.gov.uk](mailto:Contact@socialmobilitycommission.gov.uk)

1 Horse Guards Road, London, SW1A 2HQ

### BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]  
[REDACTED]  
[REDACTED]

1 Horse Guards Road, London, SW1A 2HQ

### SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]  
[REDACTED]  
[REDACTED]

Cleveland House, 33 King Street, St James', London, SW1Y 6RJ

### SUPPLIER'S CONTRACT MANAGER

[REDACTED]  
[REDACTED]  
[REDACTED]

Cleveland House, 33 King Street, St James', London, SW1Y 6RJ

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	