

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

Order Form

CALL-OFF REFERENCE:	ORR/CT/23-23
THE BUYER:	Office of Rail and Road
BUYER ADDRESS	25 Cabot Square, London E14 4QZ
THE SUPPLIER:	Hays Specialist Recruitment Limited
SUPPLIER ADDRESS:	4th Floor 20 Triton Street, London, United Kingdom, NW1 3BF
REGISTRATION NUMBER:	00975677
DUNS NUMBER:	227170826

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.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 17 August 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.

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

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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)
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: 17 July 2023

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 Business Intelligence Developer
Assignment Type	Temporary
Hours/Days required	37 hours
Detail on unsocial hours required	None
High cost area supplements that may apply	None
Immunisations required	None
Pay band (as determined by the rate card)	
Expenses to be paid or benefits offered	Travel and subsistence when requested to travel any work location other than home office (Bristol)
Expenses to be paid by Temporary Worker	Travel and subsistence to and from home office (Bristol)
Criminal Records Checks requirements	Yes

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BPSS required	Yes
State any other required clearance and/or background checking	
State any skills, mandatory training and qualifications necessary for the role (those defined by the Framework Specification apply by default)	

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]
[REDACTED]

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

[REDACTED]
[REDACTED]

2nd Floor | 3 Temple Quay | Temple Back East | Bristol | BS1 6DZ

MAXIMUM LIABILITY

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

CALL-OFF CHARGES

£31,417.20

PAYMENT METHOD

Via a purchase order then BACS payment

BUYER'S INVOICE ADDRESS:

[REDACTED]

25 Cabot Square, London E14 4QZ

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]

Framework Ref: RM6277

Project Version: v1.0

Model Version: v3.8

[REDACTED]
[REDACTED] Temple Back East | Bristol | BS1 6DZ

SUPPLIER'S CONTRACT MANAGER

[REDACTED]
[REDACTED]
[REDACTED]
2nd Floor | 3 Temple Quay | Temple Back East | Bristol | BS1 6DZ

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	Senior BM	Role:	Procurement Officer
Date:	17/08/23	Date:	17/08/2023