Short Order Form FAQ’s

**When should I use this order form? –** this form should be completed when you have agreed to source a worker/s from a supplier on Lot 1 by using the framework selection tool (Direct Award).The form only needs to be completed once per Supplier.

**Who should I send the form to?** – Once you have filled out the form it should be sent to the supplier for signature. Both you and the supplier should keep a signed copy of the form.

**Who is the Buyer?** - This is your school or MAT name. Whoever is paying the invoices should be entered here

**Who is the Supplier? -** The Recruitment Agency

**What is a Call Off Contract?** - is an individual contract between a supplier and buyer for the provision of services, goods or works (deliverables) under the terms and conditions of the overarching framework contract. A Call-off from a framework is that final part suppliers and buyers need to complete to begin working with each other.

**What does “compliantly” mean?** - Ensures neither party is in breach of EU or procurement regulations i.e. Public Contracts Regulations 2015, minimises the risk of legal challenges.

**What are “deliverables”?** - This is a statement of what the buyer requires as part of the contract.

**What should I enter in “Call Off (Order) Ref”?** - A specific reference given/assigned by you, the buyer that clearly identifies work undertaken as part of this call off.

**What should I enter in “Order Date”?** - The date that the terms of the call off are agreed.

**What are “Call Off Charges”?** - Any charges that are agreed specifically under this call off which may differ from those in the overarching framework. These may also be captured in the ‘Call-Off Deliverables’ section.

**What is the “Call Off Start Date”?** - When supply is agreed to commence. This can be different from the order date e.g. the start of the next term.

**What is the “Call Off Expiry Date”?** - This is a date defined by the buyer and can be any duration, 6 months etc. to suit the buyer’s needs. Note: the period should be long enough to ensure fair provision of services by the supplier/s and that it gives reasonable time for any buyer conclusions to be made.

**What does “Extension Options” mean?** - This is where a buyer can state how a call off may be continued after the expiry date e.g. auto renew for 3 months, not applicable – it won’t continue etc.

**What does the paragraph “****[No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, or added to, this Order Form, or presented at the time of delivery” mean? -](#Explan" \o "No Supplier Terms & Conditions can be added at any time, as these are often less favouable to the Buyer than those of CCS.)**

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**What are “Key Subcontratcors”?** - This means any agreed supplier who will provide services to the main supplier. The main supplier will be solely responsible for these key subcontractors. This would be unlikely under Lot 1.

If you have any further queries please contact the Supply Teachers team at CCS click [here](mailto:supplyteachers@crowncommercial.gov.uk) to contact us.