**RM6160: Non Clinical Temporary and Fixed Term Staff**

**(Short Form)**

**Order Form Template**

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the [Framework Contract RM6160](https://www.crowncommercial.gov.uk/agreements/RM6160): Non Clinical Temporary and Fixed Term Staff.

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| **Contracting Authority Name** | The Insolvency Service |
| **Contracting Authority Contact** | REDACTED |
| **Contracting Authority Address** | Cannon House  18 Priory Queensway  Birmingham  B4 6FD |
| **Invoice Address**  **(if different)** | [payments@insolvency.gov.uk](mailto:payments@insolvency.gov.uk) |

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| **Supplier Name** | Red Snapper Group |
| **Supplier Contact** | REDACTED |
| **Supplier Address** | 10 Alie Street  London  E1 8DE |

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| **Framework Ref** | RM6160: Non Clinical Temporary and Fixed Term Staff |
| **Framework Lot** | Lot 3 |
| **Order reference number (e.g. purchase order number)** | TIS0487 |
| **Date order placed** |  |
| **Call off Start Date** | 01/11/21 |
| **Call-Off** **Expiry Date** | 31/01/22 |
| **Extension Options** | 01/02/22 – 08/07/22 |
| **Notice Period** | One Week |
| **IR35** | Out of Scope of IR35 |
| **GDPR Position** | Independent Controller |
| **Job role / Title** | Business Analyst for Finance System requirements and COTS PIN exercise |
| **Temporary or Fixed Term Assignment** | Temporary |
| **Hours / Days required** | Full Time – 5 days per week |
| **Unsocial hours required – give details** | None |
| [**High cost area suppl****ement**](https://www.nhsemployers.org/tchandbook/annex-4-to-10/annex-8-high-cost-area-payment-zones) **details**  **(NHS only)** | None |
| **Immunisation requirements? (Fee type 1 only)** | N/A |

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| **Pay band (use rate card to determine this)** | 10A | |
| **Fee Type** | 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** | Pre-AWR | Post-AWR |
| REDACTED Per Day to REDACTED | REDACTED Per Day to REDACTED |
| REDACTED Per Day to Red Snapper | REDACTED Per Day to Red Snapper |
| REDACTED Per Day Total Bill Rate | REDACTED Per Day Total Bill Rate |
| **Method of payment** | Invoice/BACS | |
| **Discounts applicable** | N/A | |

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| **Criminal records check required** | No |
| **BPSS required** | Yes |
| **State any other required clearance and/or background checking** | None |
| **State any skills, mandatory training and qualifications necessary for the role** | None |

**CALL-OFF INCORPORATED TERMS**

The Call-Off Contract, Core Terms and Joint Schedules’ for this Framework Contract are available on the CCS website. Visit the [Non Clinical Temporary and Fixed Term Staff](https://www.crowncommercial.gov.uk/agreements/RM6160) web page and click the ‘Documents’ tab to view and download these.

**CALL-OFF DELIVERABLES**

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| **The requirement** |
| **Business Analyst for Finance System requirements and COTS PIN exercise**  **Role held by:** REDACTED  Experienced BA, ideally with experience of producing requirements for financial transaction processing systems   |  |  |  |  | | --- | --- | --- | --- | | Number | Outcome/ Deliverable | Description | Acceptance Criteria | | 1 | Produce requirements for financial processing system (integrated with case management system) | Take business process maps from relevant workshops (already carried out) and produce a set of requirements to engage with finance system suppliers in order to assess time and cost to deliver financial processing for case management.  May require further engagement/workshops with business to produce complete set of requirements. | Production of finance system requirements, signed off by SMEs from business area and Enterprise Architect | | 2 | Produce requirements for Prior Information Notice (PIN) exercise for insolvency transaction processing Commercial off the shelf Solutions | Build on existing high-level requirements produced to develop more detailed and complete requirements for PIN exercise.  To include non-functional requirements and supplier demonstration scenarios. | Production of requirements for PIN, signed off by SMEs and Enterprise Architect | | 3 | Analysis of outcome of finance system engagement and PIN exercise | To assist PMs in analysing outcomes of 1 and 2. | Analysis report for each exercise. | | 4 | Delivery Plan | To help the project document business case and options to deliver future capability for case management and financial processing | Input into options to feed into business case |   To continue to complete essential project requirements and is build on the work already completed to document the Insolvency Service’s financial processing and case management requirements for its PIN exercise.  To refine these requirements further to carry out formal procurement of our case management solution.  **The Contract Period for this Call-Off Agreement is 1st November 2021 to 31st January 2022, with the option of an extension to 8th July 2022. This period includes a maximum of 63 Working Days for the initial term and 109 days within the option to extend. The Maximum Contract Value for this Call-Off Agreement is £34,650 (based on a total bill rate of** REDACTED **per day for a maximum of 63 working days) rising to £94,600 if the option to extend is enacted.** |

**PERFORMANCE OF THE DELIVERABLES**

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| **Key Staff** |
| FCMC PM COTS analysis and finance requirements: REDACTED  Project Management – REDACTED |
| **Key Subcontractors** |
| N/A |

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| **For and on behalf of the Supplier:** | | **For and on behalf of the Contracting Authority:** | |
| Signature: |  | Signature: |  |
| Name: |  | Name: |  |
| Role: |  | Role: |  |
| Date: |  | Date: |  |