

**Order Form Template (Short Form)**  
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**Framework Schedule 6 (Order Form Template and Call-Off Schedules)**  
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# **RM6160: Non Clinical Temporary and Fixed Term Staff (Short Form)**

## **PRO5603/C101525 - UKHSA, Executive Assistant Support to Deputy Director**

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**For help with completing this Order Form please refer to the Short Order Form FAQ's [here](#)**

**Guidance:**

This Order Form, when completed and signed by both you (the Contracting Authority) and the Supplier, forms a Call-Off Contract from CCS framework RM6160, Non Clinical Temporary and Fixed Term Staff. Signing the Order Form ensures that both parties are able to compliantly use the terms and conditions agreed from the procurement exercise.

You can complete and execute a Call-Off contract by using an equivalent document or electronic purchase order system. If an electronic purchasing system is used, the text below must be copied into the electronic order form.

**Order Form Template**

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the **Framework Contract RM6160**: Non Clinical Temporary and Fixed Term Staff.

<b>Contracting Authority Name</b>	Secretary of State for Health and Social Care acting as part of the Crown through the UK Health Security Agency
<b>Contracting Authority Contact</b>	██████████
<b>Contracting Authority Address</b>	Nobel House, 17 Smith Square, London SW1P 3HX
<b>Invoice Address (if different)</b>	<div>██████████</div> <div>Accounts Payable; UK Health Security Agency, Manor Farm Road, Porton Down, Salisbury, SP4 0JG UKHSA VAT No: GB888851648</div> <div>Consolidated monthly invoicing - all invoices must quote a valid PO number and be accompanied by the relevant timesheets and / or confirmation of deliverables to DHSC</div> <div>Contact number for all invoice related queries: ██████████ Please select Option 5, and then Option 1</div>

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<b>Supplier Name</b>	Venn Group
<b>Supplier Contact Number &amp; Email address</b>	[REDACTED] [REDACTED]
<b>Supplier Address</b>	Cottons Centre, Hays Lane, 133-155 Waterloo Road, London, SE1 8UG

<b>Framework Ref</b>	RM6160: Non Clinical Temporary and Fixed Term Staff
<b>Framework Lot</b>	Lot 1
<b>Order reference number (e.g. purchase order number)</b>	PRO5603
<b>Date order placed</b>	As per date of final contract signature
<b>Call off Start Date</b>	1 <sup>st</sup> July 2022
<b>Call-Off Expiry Date</b>	30 <sup>th</sup> September 2022 The Contracting Authority will reserve the right to terminate any of the named personnel resource within this timeframe by giving one week's notice
<b>Extension Options</b>	None
<b>GDPR Position</b>	Independent Controller
<b>Job role / Title</b>	Executive Assistant Support to Deputy Director
<b>Temporary or Fixed Term Assignment</b>	Temporary
<b>Hours / Days required</b>	[REDACTED] – Total Cost £13,005 (Exc Vat)
<b>Unsocial hours required – give details</b>	Not Applicable
<b>High cost area supplement details (NHS only)</b>	None
<b>Immunisation requirements? (Fee type 1 only)</b>	Not Applicable

Pay band (use rate card to determine this)	N/A	
Fee Type	Non-Patient Facing (No Disclosure required)	
Expenses to be paid or benefits offered	None	
Expenses to be paid by Temporary Worker	None	
Charge rates	Pre-AWR	Post-AWR
Resource 1 [REDACTED] [REDACTED]	[REDACTED]	£ [REDACTED]
Method of payment	BACs or alternative payment method as agreed between the Contracting Authority and the Agency.  Standard 30 days payment terms	
Discounts applicable	None	

<b>Criminal records check required</b>	Yes
<b>BPSS required</b>	Yes – costs to be absorbed by the supplier

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	<p>Please confirm that all resources have BPSS within 4 weeks of their start date</p> <p>Confirmation of BPSS should be emailed to:</p> <p>████████████████████</p> <p>We reserve the right to release contractors where we do not receive confirmation of BPSS within 4 weeks of their start date</p>
<b>State any other required clearance and/or background checking</b>	None
<b>State any skills, mandatory training and qualifications necessary for the role</b>	<p>From time to time, the Buyer may require that the Supplier Staff undergo mandatory compliance and regulatory training. The Buyer will provide a platform for the training and inform the Supplier of the dates by which the training is required to be completed. The Supplier will be responsible for ensuring all relevant Supplier Staff complete the training by the specified date.</p>

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## 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** web page and click the 'Documents' tab to view and download these.


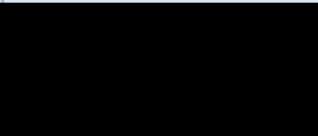

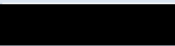
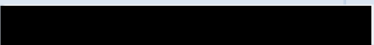
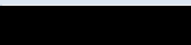
## CALL-OFF DELIVERABLES

<b>The requirement</b>
<p>The resource shall undertake the role of Executive Assistant Support to Deputy Director, National Response Operations</p> <p><b>Reporting and Monitoring requirements – all personnel resources</b></p> <ul style="list-style-type: none"> <li>The resource will be assigned a line manager who will delegate tasks and responsibilities accordingly to their role and capability. They will also be responsible for signing off their timesheet weekly in order to ensure that objectives are being met and to ensure the Authority receives value for money.</li> <li>Line managers will meet with resources at least once a week to review workload and ensure quality standards are maintained.</li> </ul> <p>At the end of the contract (or earlier, if the contract is terminated early), the agency will communicate to the contractor to agree a date with DHSC to return any DHSC IT equipment and other property (in the state in which it was supplied) within a maximum of 5 working days from their final day. If the contractor does not engage with DHSC, the agency will send daily reminders to the contractor and support DHSC to ensure the return of all DHSC IT equipment and property. DHSC reserve the right to withhold final payments to the agency until all DHSC IT equipment and property has been returned.</p>

## PERFORMANCE OF THE DELIVERABLES

<b>Key Staff</b>
<p>██████████ For the Provision of Executive Assistant Support to Deputy Director</p> <p>██████████ ██████████</p> <p>██</p>
<b>Key Subcontractors</b>
None

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For and on behalf of the Supplier:	For and on behalf of the Contracting Authority:
	 TECH 613B033496...
Full Name: 	Full Name: 
Job Title/Role: 	Job Title/Role: 
Date Signed: 02/09/2022	Date Signed: 2/9/22