

CCCC21A97 - Provision of Support to Test & Trace Finance Team

RM6160: Non Clinical Temporary and Fixed Term Staff (Short Form)

Order Form

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.

Contracting Authority Name	Department of Health and Social Care (DHSC)
Contracting Authority Contact	[REDACTED]
Contracting Authority Address	Department of Health & Social Care 39 Victoria Street London SW1H 0EU
Invoice Address (if different)	tandt.sbs@nhs.net for electronic submission or Postal invoices to: Department of Health & Social Care Payment and Invoicing 39 Victoria Street Westminster London SW1H 0EU

Supplier Name	Hunter Healthcare Resourcing Limited
Supplier Contact	[REDACTED]
Supplier Address	Camperdene House High Street Chipping Campden GL55 6AT

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2: Corporate Functions
Order reference number (e.g. purchase order number)	To be confirmed following contract commencement
Date order placed	As per date of final contract signature
Call off Start Date	21/05/2021
Call-Off Expiry Date	30/09/2021* *The Notice Period of five (5) days applies as per the RM6160 terms and conditions.
Extension Options	None
GDPR Position	Independent Controller
Job role / Title	As stated in Annex 1
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	As stated in Annex 1
Unsocial hours required – give details	Not applicable
High cost area supplement details (NHS only)	None

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Immunisation requirements? (Fee type 1 only)	Not applicable
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Pay band (use rate card to determine this)	As stated in Annex 1
Fee Type	Non-Patient Facing (No Disclosure required)
Expenses to be paid or benefits offered	None
Expenses to be paid by Temporary Worker	Covered by agreed Charge rates.
Charge rates	As stated in Annex 1
Method of payment	via BACs or alternative payment method as agreed between the Contracting Authority and the Agency.
Discounts applicable	None

Criminal records check required	No
BPSS required	No
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](#) web page and click the 'Documents' tab to view and download these.

CALL-OFF DELIVERABLES

The requirement
<p>Provision of 14 (fourteen) Finance staff whose scope of work will extend to the activities detailed below.</p> <p>G6</p> <ul style="list-style-type: none"> • The post holder will be responsible for the provision of a valued, efficient and effective finance business partnering function across their areas. • Coordinate and lead on project management within the Financial Strategy and Planning team. • Ensure effective budgetary control and efficient operation of rules and guidance relating to the use of public finances and require effective collaboration with other Business Partners, Strategic Finance and Financial Control and Accounting. • Provide support, advice and robust but-constructive challenge to policy stakeholders and arm's length bodies. • Routinely provide advice around the more complex or strategic issues and to develop effective and trusted relationships with senior stakeholders. • Manage and delegate the appropriate workstreams to the G7/SEOs. <p>G7</p> <ul style="list-style-type: none"> • Build strong relationships and collaborate with multiple stakeholders across PHE and DHSC. • Pro-actively manage workflow, organising meetings as required, to manage issues and ensure timely inputs to the Finance Case. • Produce project and action plans and monitor risks and issues related to TT Finance case inputs. • Ensure that all Finance Case assumptions are validated and clearly documented. <p>SEO</p> <ul style="list-style-type: none"> • Developing E2E finance processes. • Support with spend analysis. • Support with managing budget models. • Support the PO and invoicing process. <p>HEO</p> <ul style="list-style-type: none"> • Managing shared working spaces. • Assist organising meetings and taking minutes where necessary. • Assist producing practical project management products and presentation materials as required. • Assisting with analysis and drafting. <p>EO</p> <ul style="list-style-type: none"> • Produce monthly management information packs to the CFO and NHSTT budget holders. • Produce monthly contract spend. • Provide financial analysis support across finance business partnering team.

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- Provide programme cost tracking and contract spend tracking.
- Provide other ad hoc cover to NHSTT Finance team as a whole.

PERFORMANCE OF THE DELIVERABLES**Key Staff****[REDACTED]****Key Subcontractors**

None

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

Prices

Role	Start Date	End Date	Rate	Fee Band	Fee Price	Total Rate + Fee	Units - Week Days	Units - Week-end Days (Potential)	Total Units	Total Max Price
[REDACTED] (G7)	21/05/2021	30/07/2021	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	49	7	56	[REDACTED]
[REDACTED] (G7)	21/05/2021	30/09/2021	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	92	15	107	[REDACTED]
[REDACTED] (G7)	21/05/2021	30/07/2021	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	49	7	56	[REDACTED]
[REDACTED] (SEO)	21/05/2021	30/07/2021	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	49	7	56	[REDACTED]
[REDACTED] (G7)	21/05/2021	30/07/2021	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	49	7	56	[REDACTED]
[REDACTED] (G7)	21/05/2021	30/07/2021	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	49	7	56	[REDACTED]
[REDACTED] (SEO)	21/05/2021	30/07/2021	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	49	7	56	[REDACTED]
[REDACTED] (G7)	21/05/2021	30/07/2021	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	49	7	56	[REDACTED]
[REDACTED] (G7)	21/05/2021	30/07/2021	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	49	7	56	[REDACTED]
[REDACTED] (SEO)	21/05/2021	30/07/2021	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	49	7	56	[REDACTED]
[REDACTED] (G6)	21/05/2021	30/07/2021	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	49	7	56	[REDACTED]
[REDACTED] (SEO)	21/05/2021	30/07/2021	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	49	7	56	[REDACTED]
[REDACTED] (G6)	21/05/2021	30/07/2021	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	49	7	56	[REDACTED]
[REDACTED] (G7)	21/05/2021	30/07/2021	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	49	7	56	[REDACTED]

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TOTALS	729.00	106.00	835.00	£615,310.32
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