

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





# 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.

Contracting Authority Name Contracting Authority	Secretary of State for Health & Social Care acting as part of the Crown (Department of Health and Social Care)	
Contact	in the acceptable	
Contracting Authority Address	39 Victoria Street, SW1H 0EU Contract Base Location: Viewpoint, Basing View, Basingstoke, RG21 4RG	
Invoice Address (if different)	Redacted inline with FOIA	

Supplier Name	Michael Page	
Supplier Contact	Redacted inline with FOIA	
Supplier Address	Victoria House, 1, Southampton Row, London WC1B 4JB	

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff	
Framework Lot	2- Corporate Functions	
Call-Off (Order) Ref		
Order Date	Redacted	
Call off Start Date	01/10/2022	
Call-Off Expiry Date	31/03/2023	
Extension Options	Redacted inline with	
GDPR Position	Joint Controller	
Number of roles required:	1	

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Number of CV's required:	N/A		
Job role / Title	Freight Desk Operatives x4		
Temporary or Fixed Term Assignment	Temporary		
Hours / Days required	7 day coverage may be required, average of 126 per 6 months assumed, max 152 per 6 months  Redacted inline with FOIA	Redacted inline with FOIA	
Unsocial hours required – give details	hours of coverage will be start 0700-2200 Monday -Friday and 0900- 1700 weekends. Likely 6 day rolling rota		
High cost area supplement details	<ol> <li>None</li> <li>Inner London</li> <li>Outer London</li> <li>Fringe</li> </ol>		
Immunisation requirements? (Fee type 1 only)			

Pay band			
Fee Type	1. Patient Facing		
		2. Non-Patient Facing (Disclosure)	
	Non-Patient Facing (No Disclosure)		
Expenses to be paid or benefits offered	Expenses to other sites as required by Client		
Expenses to be paid by Temporary Worker	Redacted inline with FOIA		
Charge rates	Pre-AWR	Post-AWR	
_	Day Rate	Redacted inline with	
	Bill Rate	Redacted inline with	
	Total Bill Rate	Redacted	
Method of payment	Redacted inline with		
Discounts applicable	N/A		
	. 4		

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# These rates will reduce from 6<sup>th</sup> November in line with the NI reduction.

Criminal records check	Not Applicable – completed for original hire	
BPSS required	Not Applicable - completed for original hire	
State required clearance and background checking	DBS / BPSS completed for original hire	
Skills, mandatory training and qualifications necessary for the role		

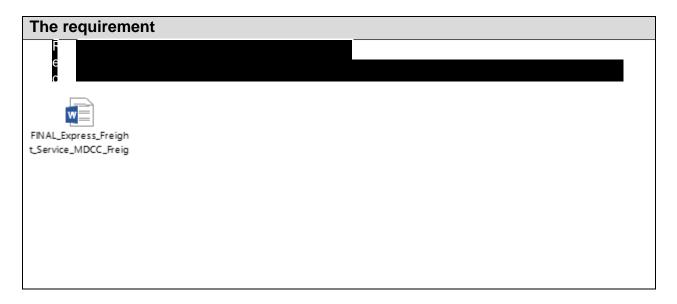
## **Order Form Template (Short Form)**

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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**



### PERFORMANCE OF THE DELIVERABLES

Key Staff
Redacted inline
Key Subcontractors
•
TBC

For and on be	ehalf of the Supplier:		half of the Contracting Authority:
Signature:	Redacted inline with FOIA	Signature:	edacted filline with FOIA
Name:		Name:	
Role:		Role:	
Date:	08.09.22	Date:	27/09/22