

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

Order Form Template (Short Form)

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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.

Contracting Authority Name	BEIS
Contracting Authority Contact	
Contracting Authority Address	1 Victoria Street SW1H 0ET
Invoice Address (if different)	c/o UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF or email

Supplier Name	Investigo
Supplier Contact	
Supplier Address	10 Bishops Square, London E1 6EG

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	
Order reference number (e.g. purchase order number)	To be advised
Date order placed	12.01.2023
Call off Start Date	18.01.2023
Call-Off Expiry Date	21.07.2023
Extension Options	May be extended to a maximum of 12 months
GDPR Position	Independent Controller (default unless specified)
Job role / Title	Commercial Lead
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	37 hours a week, Monday-Friday

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Unsocial hours required – give details	N/A
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Fee Type	2. Non-Patient Facing (Disclosure required)	
Expenses to be paid or benefits offered	Travel to BEIS sites (if required) in line with Civil Service rates	
Expenses to be paid by Temporary Worker	N/A	
Charge rates	Pre-AWR	Post-AWR
	N/A	Pay to candidate: £ [REDACTED]
	N/A	Charge to BEIS (excl. VAT): £ [REDACTED]
	N/A	Charge to BEIS (Incl. VAT): £ [REDACTED]
Method of payment	The Supplier shall issue electronic invoices weekly in arrears following customer approval of the worker's timesheet. The customer shall pay the supplier within thirty (30) calendar days upon receipt and acceptance of a valid invoice. Invoice to include purchase Order number and contract reference shall be sent to finance@services.usbs.co.uk	

Criminal records check required	Yes
BPSS required	Yes
State any other required clearance and/or background checking	Evidence of BPSS to be supplied
State any skills, mandatory training and qualifications necessary for the role	Experience of running further competitions through CCS frameworks essential. Strong stakeholder management skills. Self-starter, proactive, delivery focused.

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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

The requirement
The person will be carrying out urgent procurements for services to enable the many Energy Affordability Schemes to go ahead, which is a Prime Minister and BEIS priority. The person will need to have experience in running further competitions from CCS framework agreements, from helping define requirements through procurement to evaluation and award. The person will not be required to manage the resulting contracts.

PERFORMANCE OF THE DELIVERABLES

Key Staff
Key Subcontractors
N/A

EIS

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

Date:	7/10/22	Date:	13/01/2023
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