

**RM971 NON MEDICAL NON CLINICAL**

**PART 1 – TEMPLATE ORDER FORM**

**ORDER FORM**

**THE SUPPLY OF NON MEDICAL NON CLINICAL (NMNC) TEMPORARY AND FIXED TERM STAFF FRAMEWORK AGREEMENT: RM971**

FROM:

<b>CUSTOMER</b>	Department for Business, Energy & Industrial Strategy
<b>SERVICE ADDRESS</b>	1 Victoria Street London SW1H 0ET
<b>INVOICE ADDRESS (if different)</b>	c/o UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF or email <b>REDACTED</b>
<b>CONTACT REFERENCE</b>	Authoriser Name: <b>REDACTED</b> Tel: <b>REDACTED</b> e-mail: <b>REDACTED</b>
<b>ORDER NUMBER</b>	CS19172
<b>ORDER DATE</b>	08/05/2019

TO:

<b>SERVICE PROVIDER</b>	Allen Lane Limited												
<b>SERVICE PROVIDER'S ADDRESS</b>	33 King Street, St. James's, London, SW1Y 6RJ												
<b>ACCOUNT MANAGER</b>	Name: <b>REDACTED</b> Address: <b>REDACTED</b> Tel: <b>REDACTED</b> E-mail: <b>REDACTED</b>												
<b>PART 1: SERVICE REQUIREMENT</b>													
<b>PART 1.1: SERVICE AND DELIVERABLES REQUIRED:</b> Temporary Worker Requirements:													
<b>RM971 LOT:</b>	Lot 4												
<b>ADDITIONAL REQUIREMENTS:</b>	N/A												
<b>PART 1.2: ANCIPATED DURATION OF CONTRACT</b>													
This contract will commence on Wednesday 8 <sup>th</sup> May 2019 and expire on Thursday 31 <sup>st</sup> October 2019													
<b>PART 1.3: MILESTONES AND KEY DELIVERABLES</b>													
None													
<b>PART 1.4: CHARGES PAYABLE BY CUSTOMER:</b>													
The total contract value shall not exceed £76,834.12 excluding VAT, as per the breakdown below;													
<table border="1"><thead><tr><th>Name</th><th>Start Date</th><th>Rate (per day)</th><th>Total Charge <b>REDACTED</b></th></tr></thead><tbody><tr><td><b>REDACTED</b></td><td>8/5/19</td><td><b>REDACTED</b></td><td>£ 76,834.12 <b>REDACTED</b></td></tr><tr><td colspan="3">Total Charge (Ex. VAT)</td><td><b>£76,834.12</b></td></tr></tbody></table>		Name	Start Date	Rate (per day)	Total Charge <b>REDACTED</b>	<b>REDACTED</b>	8/5/19	<b>REDACTED</b>	£ 76,834.12 <b>REDACTED</b>	Total Charge (Ex. VAT)			<b>£76,834.12</b>
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Total Charge (Ex. VAT)			<b>£76,834.12</b>										
<i>It is the viewpoint of the contracting authority that the candidates below are out of scope of the intermediaries legislation (IR35). All workers are subject to 5 working days notice period.</i>													

<b>DISCOUNTS APPLICABLE:</b>	<i>None</i>
<b>PART 1.5: ACCEPTANCE PRIOR TO PAYMENT</b>	
The supplier shall issue electronic invoices weekly in arrears following customer approval of the workers timesheet. The customer shall pay the supplier within thirty (30) calendar days up receipt and acceptance of a valid invoice.	
Invoice to include purchase order number and contract reference shall be sent to <b>REDACTED</b>	
<b>PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS</b>	
The Project Management contractor will work on the EU Exit related project EU ETS project and will be assigned to specific work streams. The individual will work closely with the SRO and work stream team to define, plan, co-ordinate, report and manage the risk associated with each area. Key tasks include:	
<ul style="list-style-type: none"> <li>• Ensure that adequate project governance is established and maintained for the relevant aspects of the project that individual is responsible for in line with BEIS best practice.</li> <li>• Ensure Risks, Issues and Benefits are identified, managed and escalated as appropriate and in line with BEIS Risk and Benefit frameworks.</li> <li>• Ensure there are robust project plans that are communicated to the key stakeholders and managed to completion, flagging delays and updating plans as required.</li> <li>• Ensure that the project follows BEIS Project/Programme Delivery best practice and meets Departmental and EU Exit requirements for reporting and updates.</li> <li>• Work across organisational boundaries to coordinate work and ensure all stakeholders are sighted on the progress and requirements. The contractor will work to identify and manage stakeholders including SRO, project boards, BEIS, partner organisations and cross government bodies, ensuring there are stakeholder engagement plans in place that meet the different stakeholder needs.</li> </ul>	
<b>PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS</b>	
<b>PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:</b>	N/A
<b>PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:</b>	N/A
<b>PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES</b>	
<b>PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>	<b>REDACTED</b>
<b>PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>	N/A
<b>PART 5: CONFIDENTIAL INFORMATION</b>	
<b>PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:</b>	N/A

### Call Off Schedule 16 – Processing Personal Data

1. The contract details of the Customer Data Protection Officer is:

**REDACTED**

Department for Business, Energy and Industrial Strategy; 1 Victoria Street, London, SW1H 0ET

Email: **REDACTED**

2. The contract details of the Suppliers Data Protection Officer is:

**REDACTED**

**REDACTED,**

Email: **REDACTED**

Tel: **REDACTED**

3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

<b>Contract Reference</b>	<b>CS19172</b>
<b>Date</b>	<b>May 8 2019</b>
<b>Description of Authorised Processing</b>	<b>Details</b>
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation the Parties are independent controllers of Personal Data under this Framework Agreement.
Use of Personal Data	Managing the obligations under the Call Off Contract Agreement, including exit management, and other associated activities.

Duration of the processing	For the duration of the Framework Contract plus 7 years.
Nature and purposes of the processing	<p>The nature of the processing will include collection, organisation, structuring, storage, alteration, retrieval, consultation, use, restriction, erasure or destruction of data. Erasure will be by manual means.</p> <p>Processing takes place for the purposes of:</p> <ul style="list-style-type: none"> <li>• Pre-employment checking</li> </ul> <p>The nature of processing will include the storage and use of names and business contact details of staff of both the Contracting Authority and the Supplier as necessary to deliver the Services and to undertake Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.</p>
Type of Personal Data	<p>Full name</p> <p>Workplace address</p> <p>Workplace Phone Number</p> <p>Workplace email address</p> <p>Names</p> <p>Job Title</p> <p>Compensation</p> <p>Tenure Information</p> <p>Qualifications or Certifications</p> <p>Nationality</p> <p>Education &amp; training history</p> <p>Previous work history</p> <p>Personal Interests</p> <p>References and referee details</p> <p>Driving license details</p> <p>National insurance number</p>

	<p>Bank statements</p> <p>Utility bills</p> <p>Job title or role</p> <p>Job application details</p> <p>Start date</p> <p>End date &amp; reason for termination</p> <p>Contract type</p> <p>Compensation data</p> <p>Photographic Facial Image</p> <p>Biometric data</p> <p>Birth certificates</p> <p>IP Address</p> <p>Details of physical and psychological health or medical condition</p> <p>Next of kin &amp; emergency contact details</p> <p>Record of absence, time tracking &amp; annual leave</p>
Categories of Data Subject	<p>Agency worker/s of the contracting authority as engaged by the supplier.</p> <p>Staff of the Contracting Authority and the Supplier, including where those employees are named within the Contract itself or involved within contract management.</p>

**BY SIGNING AND RETURNING THIS ORDER FORM THE SERVICE PROVIDER AGREES** to enter a legally binding contract with the Customer to provide to the Customer the Services specified in the Service Order Requirements set out in this Order Form [(together with where completed and applicable, the further-competition order (additional requirements))] incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Agreement between the Service Provider and the Minister for the Cabinet Office.

**FOR AND ON BEHALF OF THE SERVICE PROVIDER:**

<b>NAME:</b>	<b>REDACTED</b>
<b>TITLE:</b>	<b>REDACTED</b>
<b>SIGNATATURE</b>	<b>REDACTED</b>
<b>DATE:</b>	<b>REDACTED</b>

**FOR AND ON BEHALF OF THE CUSTOMER:**

<b>NAME:</b>	<b>REDACTED</b>	
<b>TITLE:</b>	<b>REDACTED</b>	
<b>SIGNATURE:</b>	<b>REDACTED</b>	
<b>DATE:</b>	<b>REDACTED</b>	