## Annex 1: Order Form

## THE SUPPLY OF NON CLINICAL TEMPORARY AND FIXED TERM STAFF FRAMEWORK CONTRACT: RM6160

CONTRACTING AUTHORITY	Defra	
CONTRACTING AUTHORITY	Nobel House	
ADDRESS	17 Smith Square	
ADDICESS	London	
	SW1P 3JR	
INVOICE ADDRESS (if different)	SSC, Department for Environment, Food & Rural	
INVOICE ADDRESS (II different)	Affairs PO Box 790, Newport, NP10 8FZ	
	Alialis FO Box 790, Newport, NF 10 6F2	
CONTACT REFERENCE		
CONTACT REFERENCE		
ORDER NUMBER		
ORDER NUMBER	PO to be submitted once contract has been	
	written up and agreed by both parties as per our	
	No Contract No PO terms	
ORDER DATE	TO, have the all instant	
SUPPLIER	TO: Investigo Limited	
	Investigo Limited	
SUPPLIER'S ADDRESS	10 Bishop's Square, Londom, E1 6EG	
ACCOUNT MANAGER		
PART 1: SERVICE REQUIREMENT		
	ervice requirements to be inserted in below]	
	S REQUIRED: Temporary Worker Requirements:	
RM6160 LOT:	2 – Corporate Functions	
RM6160 LOT: NUMBER OF ROLES REQUIRED:	2 – Corporate Functions	
RM6160 LOT: NUMBER OF ROLES REQUIRED: NUMBER OF CVS REQUIRED:	2 – Corporate Functions	
RM6160 LOT: NUMBER OF ROLES REQUIRED: NUMBER OF CVS REQUIRED: JOB ROLE/TITLE:	2 – Corporate Functions	
RM6160 LOT: NUMBER OF ROLES REQUIRED: NUMBER OF CVS REQUIRED:	2 – Corporate Functions  1  N/A	
RM6160 LOT: NUMBER OF ROLES REQUIRED: NUMBER OF CVS REQUIRED: JOB ROLE/TITLE: PAY BAND: HOURS/DAYS REQUIRED:	2 – Corporate Functions	
RM6160 LOT: NUMBER OF ROLES REQUIRED: NUMBER OF CVS REQUIRED: JOB ROLE/TITLE: PAY BAND:	2 – Corporate Functions  1  N/A  Full Time	
RM6160 LOT: NUMBER OF ROLES REQUIRED: NUMBER OF CVS REQUIRED: JOB ROLE/TITLE: PAY BAND: HOURS/DAYS REQUIRED: ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL)	2 – Corporate Functions  1  N/A	
RM6160 LOT:  NUMBER OF ROLES REQUIRED:  NUMBER OF CVS REQUIREP: JOB ROLE/TITLE: PAY BAND:  HOURS/DAYS REQUIRED: ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL) [OUTSIDE 8AM TO 6PM MON TO	2 – Corporate Functions  1  N/A  Full Time	
RM6160 LOT: NUMBER OF ROLES REQUIRED: NUMBER OF CVS REQUIRED: JOB ROLE/TITLE: PAY BAND: HOURS/DAYS REQUIRED: ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL)	2 – Corporate Functions  1  N/A  Full Time	
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RM6160 LOT:  NUMBER OF ROLES REQUIRED:  NUMBER OF CVS REQUIRED:  JOB ROLE/TITLE:  PAY BAND:  HOURS/DAYS REQUIRED:  ANY UNSOCIAL HOURS REQUIRED?  (GIVE DETAIL)  [OUTSIDE 8AM TO 6PM MON TO FRIDAY]  ARE THERE ANY HEALTH AND	2 - Corporate Functions  1  N/A  Full Time  As per Job Description supplied  N/A  1. Patient Facing 2. Non-Patient Facing (Disclosure)	
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RM6160 LOT: NUMBER OF ROLES REQUIRED: NUMBER OF CVS REQUIRED: JOB ROLE/TITLE: PAY BAND: HOURS/DAYS REQUIRED: ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL) [OUTSIDE 8AM TO 6PM MON TO FRIDAY]  ARE THERE ANY HEALTH AND SAFETY RISKS RELEVANT TO ROLE? FEE TYPE: IMMUNISATION REQUIREMENTS	2 - Corporate Functions  1  N/A  Full Time  As per Job Description supplied  N/A  1. Patient Facing 2. Non-Patient Facing (Disclosure)	
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BPSS REQUIRED  STATE ANY ADDITIONAL CLEARANCE & BACKGROUND CHECKING REQUIRED  REGULATED OR CONTROLLED ACTIVITY (ISA)?  REGURES AND JUBLIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:  PERSON AND DEPT TO WHOM WORK-SEKEKER SHOULD REPORT AT START:  EXPENSES TO BE PAID OR BENEFITS OFFERD TO CANDIDATE:  EXPENSES TO BE PAID OR BENEFITS OFFERD TO CANDIDATE:  ADDITIONAL REQUIREMENTS:  Defra will not be liable to pay Temporary to Permanent Fees if, and only if, the temporary worker secures permanent employment (including Fixed Term contracts) through Fair and Open Competition as defined by the Civil Service Commission  PART 1.2: ANCIPATED DURATION OF CONTRACT  COMMENCEMENT DATE:  ANTICIPATED END DATE:  TEMPORARY OR FIXED TERM ASSIGNMENT:  PART 1.3: MILESTONES AND KEY DELIVERABLES  As agreed with Assignment Manager  PART 1.4: CHARGES PAYABLE BY CONTRACTING AUTHORITY (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):  [GUIDANCE NOTE:  INVA  PART 1.5: ACCEPTANCE PRIOR TO PAYMENT  Acceptance by hiring manager of completed retrospective timesheet  PART 1.5: ACCEPTANCE PRIOR TO PAYMENT  Acceptance by hiring manager of completed retrospective timesheet  PART 2: CONTRACTING AUTHORITY CONTRACTUAL REQUIREMENTS  As per standard terms		Vec BD	CC to be in place before individual	
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	As per standard terms			
[GUIDANCE NOTE:	PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS			
	PART 3: FURTHER-COMPETIT	ION ORDER - ADDITI	ONAL REQUIREMENTS	

This Part 3 must only be used if a further competition is being used to select the Service Provider. Completion of this section for direct ordering is in breach of the Public Contracts

Regulation 2015]

PART 3.1: SUPPLEMENTAL		
REQUIREMENTS IN ADDITION TO		
CALL-OFF TERMS AND CONDITIONS:		
PART 3.2: VARIATIONS TO CALL-OFF		
TERMS AND CONDITIONS:		
PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES		
PART 4.1: KEY PERSONNEL OF THE		
SERVICE PROVIDER TO BE INVOLVED		
IN THE SERVICES AND		
DELIVERABLES:		
PART 4.2: SUB-CONTRACTORS TO BE		
INVOLVED IN THE SERVICES AND		
DELIVERABLES:		
PART 5: CONFIDENTIAL INFORMATION		
PART 5.1: THE FOLLOWING		
INFORMATION SHALL BE DEEMED		
COMMERCIALLY SENSITIVE		
INFORMATION OR CONFIDENTIAL		
INFORMATION:		
PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:  PART 5: CONFIDENTIAL INFORMATION PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALLY SENSITIVE INFORMATION OR CONFIDENTIAL		

**THE SUPPLIER AGREES** to enter a legally binding contract with the Contracting Authority to provide to the Contracting Authority 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 Contract between the Supplier and the Authority.

<sup>\*</sup>Please note this Contract is being accepted by both parties electronically via the Bravo Portal\*