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

Delivered by:

NHS Commercial Solutions
NHS East of England Collaborative Procurement Hub
NHS London Procurement Partnership
NHS North of England Commercial Procurement Collaborative
Crown Commercial Service

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	Department of Health and Social Care
Contracting Authority Contact	[REDACTED]
Contracting Authority Address	Quarry House Quarry Hill Leeds West Yorkshire LS2 7UE
Invoice Address (if different)	[REDACTED]

Supplier Name	Robertson Bell Ltd
Supplier Contact	[REDACTED]
Supplier Address	Euston House, 24 Eversholt Street, London, NW1 1AD

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	
Call-Off (Order) Ref	
Order Date	[REDACTED]
Call off Start Date	01/01/2023
Call-Off Expiry Date	30/06/2023
Extension Options	
GDPR Position	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller
Number of roles required:	N/A
Number of CV's required:	N/A
Job role / Title	Buying Coordinator

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Temporary or Fixed Term Assignment	Temporary
Hours / Days required	
Unsocial hours required – give details	To meet deadlines this may be required
HCAS details	1. None
Immunisation requirements? (Fee type 1 only)	N/A

Pay band	
Fee Type	2. Non-Patient Facing (Disclosure)
Expenses to be paid or benefits offered	
Expenses to be paid by Temporary Worker	
Charge rates	Post-AWR
Method of payment	
Discounts applicable	
Conduct Regulations	

Criminal records check	Yes – as part of the original contract
BPSS required	Yes – as part of the original contract
State required clearance and background checking	BPSS
Induction:	None required
ID Badge required:	None required
Work Health Assessment:	
Skills, mandatory training and qualifications necessary for the role	

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.

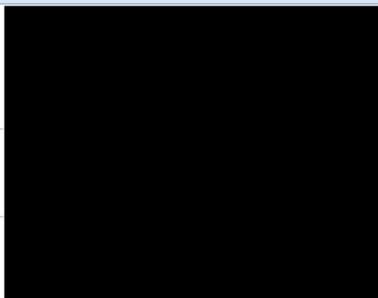
CALL-OFF DELIVERABLES

The requirement
[Guidance : Insert details of your requirement here].


PERFORMANCE OF THE DELIVERABLES

Key Staff

Key Subcontractors
[Insert name of key sub-contractors if required]

For and on behalf of the Supplier:	For and on behalf of the Contracting Authority:
Signature: 	Signature: 
Name:	Name:
Role:	Role:
Date: 15/12/2022	Date: