

Contract Ref: CS21402

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 for Business, Energy & Industrial Strategy (BEIS)
Contracting Authority Contact	Name: [REDACTED] Email: [REDACTED] Tel: [REDACTED]
Contracting Authority Address	1 Victoria Street, London, SW1H 0ET
Invoice Address (if different)	c/o UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF

Supplier Name	Allen Lane Ltd
Supplier Contact	Name: [REDACTED] Email: [REDACTED] Tel: [REDACTED]
Supplier Address	33 King Street, St. James's, London, SW1Y 6RJ

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2
Call-Off (Order) Ref	CS21402
Date order placed	[REDACTED]
Call off Start Date	[REDACTED]
Call-Off Expiry Date	[REDACTED]
Extension Options	N/A
GDPR Position	Independent Controller
Number of roles required:	1
Number of CV's required:	1
Job role / Title	Business Case Specialist
Temporary or Fixed Term Assignment	Temporary Assignment
Hours / Days required	8 hours per day / 5 days per week / Maximum [REDACTED] working days
Unsocial hours required – give details	N/A
High cost area supplement details	None
Immunisation requirements?	N/A

Pay band	8D	
Fee Type	Non-Patient Facing (Disclosure required)	
Expenses to be paid or benefits offered	N/A	
Expenses to be paid by Temporary Worker	N/A	
Charge rates	Pre-AWR	Post-AWR
	[REDACTED] (Day)	[REDACTED] (Day)

	<p>The total contract value shall not exceed £[REDACTED] excluding VAT as per the breakdown below;</p> <p>[REDACTED] : [REDACTED] Working Days @ £[REDACTED] ex VAT = £[REDACTED] ex VAT.</p> <p>It is the viewpoint of the contracting authority that the candidate above is in scope of the intermediaries legislation (IR35). All workers are subject to 5 working days' notice period.</p>
Method of payment	<p>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 upon receipt and acceptance of a valid invoice.</p> <p>Invoice to include purchase order number and contract reference shall be sent to [REDACTED]</p>
Discounts applicable	N/A

Criminal records check required	Yes
BPSS required	Yes
State any other required clearance and/or background checking	N/A
State any skills, mandatory training and qualifications necessary for the role	<ul style="list-style-type: none"> • Experience in delivery, contract management and strong partner engagement. • PPM and / or commercial professional qualifications • Experience of delivering digital services • MSP or AGILE

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
<p>The Supplier will provide a Temporary Worker to perform an Assignment as detailed below:</p> <ul style="list-style-type: none"> • Service for a team to implement a project management office for the HtG:Digital project • Development and implementation of standardised reporting templates for the project team and all relevant stakeholders • Development of specialised reports for tracking KPIs which captures all relevant project data • Development and implementation of communication strategy to relevant stakeholders • Set up appropriate governance function including establishing and maintaining agreed PMO standards • Training of PMO and tools usage to relevant stakeholders

PERFORMANCE OF THE DELIVERABLES

Key Staff
[REDACTED]
Key Subcontractors
N/A

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	[REDACTED]	Role:	[REDACTED]
Date:	[REDACTED]	Date:	[REDACTED]