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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.

|                                       |                                              |
|---------------------------------------|----------------------------------------------|
| <b>Contracting Authority Name</b>     | Department of Health & Social Care           |
| <b>Contracting Authority Contact</b>  | Redacted in line with Section 40 of The FOIA |
| <b>Contracting Authority Address</b>  | 39 Victoria Street<br>Westminster<br>SW1 0EU |
| <b>Invoice Address (if different)</b> | Redacted in line with Section 40 of The FOIA |

|                         |                                                           |
|-------------------------|-----------------------------------------------------------|
| <b>Supplier Name</b>    | Robertson Bell                                            |
| <b>Supplier Contact</b> | Redacted in line with Section 40 of The FOIA              |
| <b>Supplier Address</b> | Euston House,<br>24 Eversholt Street<br>Euston<br>NW1 1AD |

|                                  |                                                                                                    |
|----------------------------------|----------------------------------------------------------------------------------------------------|
| <b>Framework Ref</b>             | RM6160: Non Clinical Temporary and Fixed Term Staff                                                |
| <b>Framework Lot</b>             | 2                                                                                                  |
| <b>Call-Off (Order) Ref</b>      |                                                                                                    |
| <b>Order Date</b>                | 23/08/2021                                                                                         |
| <b>Call off Start Date</b>       | 01/10/2021                                                                                         |
| <b>Call-Off Expiry Date</b>      | 31/03/2022                                                                                         |
| <b>Extension Options</b>         |                                                                                                    |
| <b>GDPR Position</b>             | Independent Controller (default unless specified); or Controller to Processor; or Joint Controller |
| <b>Number of roles required:</b> | 1                                                                                                  |
| <b>Number of CV's required:</b>  | 1                                                                                                  |
| <b>Job role / Title</b>          | Freight and Logistics Finance Manager                                                              |

|                                                     |                                                            |
|-----------------------------------------------------|------------------------------------------------------------|
|                                                     |                                                            |
| <b>Temporary or Fixed Term Assignment</b>           | Temporary                                                  |
| <b>Hours / Days required</b>                        |                                                            |
| <b>Unsocial hours required – give details</b>       |                                                            |
| <b>HCAS details</b>                                 | 1. None<br>2. Inner London<br>3. Outer London<br>4. Fringe |
| <b>Immunisation requirements? (Fee type 1 only)</b> | N/A                                                        |

|                                                |                                                                                                                                                                                                                                                                 |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Pay band</b>                                | RM6160 8C – Civil Service SEO                                                                                                                                                                                                                                   |
| <b>Fee Type</b>                                | 1. Patient Facing<br>2. Non-Patient Facing (Disclosure)<br>3. Non-Patient Facing (No Disclosure)                                                                                                                                                                |
| <b>Expenses to be paid or benefits offered</b> | To be claimed in line with the Expense Policy of the client, with preapproval from line manager                                                                                                                                                                 |
| <b>Expenses to be paid by Temporary Worker</b> | Travel to work                                                                                                                                                                                                                                                  |
| <b>Charge rates</b>                            | <div>Redacted in line with Section 43 of The FOIA</div>                                                                                                                                                                                                         |
| <b>Method of payment</b>                       |                                                                                                                                                                                                                                                                 |
| <b>Discounts applicable</b>                    | Post 12-week reduction will already have been applied prior to the commencement of this contract. Therefore, only one charge rate to DHSC has been entered and will be needed for the duration of this contract. All discounts aligned to the CCS RM6160 terms. |

|                                                                             |                                                        |
|-----------------------------------------------------------------------------|--------------------------------------------------------|
| <b>Criminal records check</b>                                               | Yes - as part of original contract                     |
| <b>BPSS required</b>                                                        | Yes - as part of the original contract                 |
| <b>State required clearance and background checking</b>                     | Original Contract had following checks performed: BPSS |
| <b>Skills, mandatory training and qualifications necessary for the role</b> |                                                        |

## 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                                                                                                                                                               |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <div>Redacted in line with Section 43 of The FOIA</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>           |  |
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|                                                                                                                                                                               |  |
| <i>This worker is to remain procured through the RM6160 framework for the entire duration of this contract and any future temporary contracts secured via Robertson Bell.</i> |  |

## PERFORMANCE OF THE DELIVERABLES

| Key Staff                                    |
|----------------------------------------------|
| Redacted in line with Section 40 of The FOIA |
| Key Subcontractors                           |
| N/A                                          |

| For and on behalf of the Supplier: |                                              | For and on behalf of the Contracting Authority: |                                              |
|------------------------------------|----------------------------------------------|-------------------------------------------------|----------------------------------------------|
| Signature:                         | Redacted in line with Section 40 of The FOIA | Signature:                                      | Redacted in line with Section 40 of The FOIA |
| Name:                              |                                              | Name:                                           |                                              |
| Role:                              |                                              | Role:                                           |                                              |
| Date:                              | 10/09/2021                                   | Date:                                           | 17/09/2021                                   |