**RM6160: Non Clinical Temporary and Fixed Term Staff**

**(Short Form)**

**For help with completing this Order Form please refer to the Short Order Form FAQ’s** [**here**](https://assets.crowncommercial.gov.uk/wp-content/uploads/RM6160-Short-Order-Form-FAQ-v2.pdf)

**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](https://www.crowncommercial.gov.uk/agreements/RM6160): Non Clinical Temporary and Fixed Term Staff.

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| **Contracting Authority Name** | Department for Business, Energy, and Industrial Strategy |
| **Contracting Authority Contact** |  |
| **Contracting Authority Address** | 1 Victoria Street, London, SW1H 0ET |
| **Invoice Address**  **(if different)** | c/o UKSBS, Queensway House, West Precinct, Billingham, TS23 2NF |

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| **Supplier Name** | Hays Specialist Recruitment Ltd |
| **Supplier Contact** |  |
| **Supplier Address** | 4th Floor, 20 Triton Street, London, NW1 2AF |

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| **Framework Ref** | RM6160: Non Clinical Temporary and Fixed Term Staff |
| **Framework Lot** | Lot 3 |
| **Order reference number (e.g. purchase order number)** | Contract REF: PRJ\_1762 |
| **Date order placed** | 21/03/2023 |
| **Call off Start Date** | 01/04/2023 |
| **Call-Off** **Expiry Date** | 30/09/2023 |
| **Extension Options** | Further 6 Months expiry 31/03/2024 |
| **GDPR Position** | Independent Controller |
| **Job role / Title** | Dynamics/Power Platform Consultant |
| **Temporary or Fixed Term Assignment** | Temporary Assignment |
| **Hours / Days required** | 8 hours per day/5 days per week |
| **Unsocial hours required – give details** | N/A |
| [**High cost area suppl****ement**](https://www.nhsemployers.org/tchandbook/annex-4-to-10/annex-8-high-cost-area-payment-zones) **details**  **(NHS only)** | None |
| **Immunisation requirements? (Fee type 1 only)** | N/A |

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| **Pay band (use rate card to determine this)** | 10A | |
| **Fee Type** | 2. Non-Patient Facing (Disclosure required) | |
| **Expenses to be paid or benefits offered** | n/a | |
| **Maximum value of call-off contract** | The total contract value shall not exceed £195,000 (exc.VAT). This is split into £97,500 (exc.VAT) for each 6 month period | |
| **Charge rates** | Pre-AWR | Post-AWR |
| £ 749.45 | £ 749.45 |
|  |  |
| **Method of payment** | 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.  Invoice to include purchase order number and contract reference shall be sent to finance@uksbs.co.uk. | |
| **Discounts applicable** | None | |

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| **Criminal records check required** | Yes Basic |
| **BPSS required** | Yes |
| **State any other required clearance and/or background checking** | SC Required Contracting Authority will be responsible. |
| **State any 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](https://www.crowncommercial.gov.uk/agreements/RM6160) web page and click the ‘Documents’ tab to view and download these.

**BUYER SPECIFIC AMENDMENTS TO THE CALL-OFF INCORPORATED TERMS**

1. i. Where a Fixed Term Assignment will be placed with the Contracting Authority un- der this Agreement, Framework Schedule 1 Clause 5.3.5 and Clause 5.3.6 shall not apply.

ii.The Parties agree that for the fulfilment of Framework Schedule 1 (Specification) Clause 11.2 it is sufficient where the Supplier will show the Charges and hours worked on each invoice issued.

1. iii. Joint Schedule 1 (Definitions) Clause 1.4 “Temporary Work-Seeker” shall apply “b) Any worker supplied to a Contracting Authority under this Framework Contract on a temporary basis, by a Supplier acting as an Employment Business, being a person who carries on business of their own account, through a limited company

or otherwise and who works under supervision and direction of the Contracting Authority

1. iv. For the avoidance of doubt the Parties agree that Core Terms Clause 4.11 does not prevent the Supplier from raising genuine queries in relation to invoices or from working with CCS or the Contracting Authority to resolve invoicing issues.

**CALL-OFF DELIVERABLES**

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| **The requirement** |
| The requirements to be delivered by the Supplier to the Contracting Authority in accordance with the [Framework Specification](https://assets.crowncommercial.gov.uk/wp-content/uploads/RM6160-Framework-Specification-v1.0.pdf) during the specified Call-Off Period  The Supplier will provide a Temporary Worker to perform an Assignment as above. |

**PERFORMANCE OF THE DELIVERABLES**

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| **Key Staff** |
| Piarais Lyons  **Key Subcontractors** |
| N/A |

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| **For and on behalf of the Supplier:** | | **For and on behalf of the Contracting Authority:** | |
| Signature: |  | Signature: |  |
| Name: |  | Name: |  |
| Role: |  | Role: |  |
| Date: |  | Date: |  |