

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](#)

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	Authoriser Name: [REDACTED] Tel: Email: [REDACTED]
Contracting Authority Address	39 Victoria Street, London, SW1H 0EU

Invoice Address (if different)	
Supplier Name	Allen Lane
Supplier Contact	
Supplier Address	33 King Street London SW1Y 6RJ
Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2
Call-Off (Order) Ref	C334476
Order Date	28/1/25
Call off Start Date	18/3/25
Call-Off Expiry Date	30/9/25
Extension Options	To be agreed
GDPR Position	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller
Number of roles required:	1
Number of CV's required:	1
Job role / Title	UK Make Lead
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	

Unsocial hours required – give details	As agreed	
High cost area supplement details	1. None	
Immunisation requirements? (Fee type 1 only)	N/A	
Pay band	10A	
Fee Type	1. Patient Facing 2. Non-Patient Facing (Disclosure) 3. Non-Patient Facing (No Disclosure)	
Expenses to be paid or benefits offered	None, unless in line with DHSC policy and pre-authorised by line manager first. Individual will be contracted to their nearest DHSC office Expenses will only apply when not travelling to their contracted office	
Expenses to be paid by Temporary Worker	TBC	
Charge rates	Pre-AWR	Post-AWR
	n/a	
	n/a	

Method of payment	The candidate will submit a weekly timesheet for approval. The Service Provider will charge [REDACTED] per day quoting the purchase order number on the invoice. Acceptance will be indicated through the approval of a timesheet.
Discounts applicable	CCS RM6160 terms apply
Criminal records check	Completed
BPSS required	Yes
State required clearance and background checking	BPSS in place
Skills, mandatory training and qualifications necessary for the role	DHSC policies and practices apply included the CS Code of Conduct and Official Secrets Act

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
<ul style="list-style-type: none"> As per previous contract

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]

Order Form Template (Short Form) Crown
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Role:		Role:	
Date:	28/1/25	Date:	29/01/25