RM971 Non medical non clinical

PART 1 – template ORDER FORM

***GUIDANCE NOTE:***

***The Order Form should include all the project specific details of the Call-off Contract. All details that are requirement specific or specific to the Contracting Body will be included in the Order Form. When signed this Order Form becomes a legally binding contract incorporating the terms and conditions of the Call-Off Contract.***

**ORDER FORM**

**THE SUPPLY OF NON MEDICAL NON CLINICAL (NMNC) TEMPORARY AND FIXED TERM STAFF FRAMEWORK AGREEMENT: RM971**

**FROM:** *[GUIDANCE NOTE: To be populated by the Contracting Body]*

|  |  |
| --- | --- |
|  **CUSTOMER** | Department for Education |
| **SERVICE ADDRESS** | Department for EducationSanctuary BuildingsLVL 2Great Smith StreetLondonSW1P 3BT |
| **INVOICE ADDRESS(if different)** | NEWPORT SSCL – Department for EducationPO Box 407NEWPORTNP10 8FZ |
| **CONTACT REFERENCE** | Authoriser Name: James Hughes  Tel: <> e-mail: james.hughes@education.gov.uk   |
| **ORDER NUMBER** | 1. PO: 41070004464
 |
| **ORDER DATE** | 30/04/2018 |

**TO:** *[GUIDANCE NOTE: To be populated by the Contracting Body]*

|  |  |
| --- | --- |
| **SERVICE PROVIDER** | Methods Business and Technology Ltd |
| **SERVICE PROVIDER’S ADDRESS** | St Martin’s House,16 St Martin’s le GrandLondon, EC1A 4EN  |
| **ACCOUNT MANAGER**  | Name: James ClearyAddress: As aboveTel:<> E-mail: <> |

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| --- |
| **PART 1: SERVICE REQUIREMENT** *[GUIDANCE NOTE:Contracting Bodies Service requirements to be inserted in below]* |
| **PART 1.1: SERVICE AND DELIVERABLES REQUIRED:** Temporary Worker Requirements:* Set priorities and provide clear direction and leadership to the Workstream Leads, Project Manager (Mace), Cost Consultant (Mace) and Design team (BDP and Hoare Lea).
* Maintain oversight and direct, co-ordinate and manage all activity on the Programme – including, inter alia, Enabling and Fit-out works, IT installations, FM installations within the Programme demise, Quadrennial works, SB lease negotiations, SB remediation works (if any), staff change management, staff communications, staff migration.
* Facilitate works by others – Basement plant works, CCS Generator Replacement project, Government Soft Landings, FM service mobilisation.
* Manage the delivery interfaces and dependencies between all the above mentioned workstreams and projects.
* Manage key stakeholder relationships and reporting – in particular with the Secretary of State, Permanent Secretary, Howard Orme and Mike Green.
* Manage senior relationships within Willmott Dixon and key sub-contractors.
* Take decisions as necessary to progress the Programme. Escalate major decisions or major financial commitments to the SRO.
* Review cost updates and progress reports prepared by Mace and Willmott Dixon and determine appropriate actions and/or escalation as necessary.
* Identify key Programme progress, risks and issues and determine appropriate resolution, mitigation and/or escalation.
* Define and implement the Programme’s governance framework.
* Ensure that appropriate Programme management processes are implemented and maintained by the DfE client team and professional advisors (Mace PM and Mace CC).
 |
| **RM971 LOT:** | 5 |
| **aDDITIONAL REQUIREMENTS:** | *N/A* |
| **PART 1.2: ANCIPATED DURATION OF CONTRACT: 01/04/2018 – 31/03/2019** |
| **PART 1.3: MILESTONES AND KEY DELIVERABLES** |
| *[GUIDANCE NOTE:* *Insert details of milestones/key deliverables if relevant]**Programme Management of the OAB Programme, including:** *Maintain control and oversight of the construction and fit out phases of the Programme*
* *Implement appropriate Programme controls*
* *Management of risks and issues*
* *Cost Management for the Programme*
* *Senior stakeholder engagement*
* *Programme Reporting*
* *Completion of suitable and quality Programme documentation*
* *Management of primary and secondary contractors*
* *Overall responsibility for the construction site*
* *Hand over building to DfE March 2019*
 |
| **PART 1.4: Charges Payable by Customer (including any applicable discount and method of payment e.g. Government Procurement Card or BACS):** |
| *<> per day ex VAT and expenses, in line with DfE travel and subsistence guidance.* |
| **Discounts Applicable:** | *NIL* |
| **PART 1.5: Acceptance prior to Payment** |
| *AUTHORISED TIMECARDS* |
| **PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS** |
| *This order is in effect an extension to the contract below and as such it is expected that the contractual requirements will be mirrored for the extension period.**<>* |
| **PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS***[GUIDANCE NOTE:**This Part 3 must only be used if a further competition is being used to select the Service Provider. Completion of this section for direct ordering is in breach of the Public Contracts Regulation 2006]* |
| **PART 3.1: Supplemental Requirements in addition to Call-Off Terms and Conditions:** | N/A |
| **PART 3.2: Variations to Call-Off Terms and Conditions:** | N/A |
| **PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES** |
| **PART 4.1: Key Personnel of the Service Provider to be involved in the Services and Deliverables:** | <> |
| **PART 4.2: Sub-Contractors to be involved in the Services and Deliverables:** | N/A |
| **PART 5: CONFIDENTIAL INFORMATION** |
| **PART 5.1:** **The following information shall be deemed Commercially Sensitive Information or Confidential Information:** | N/A |

**BY SIGNING AND RETURNING THIS ORDER FORM THE SERVICE PROVIDER AGREES** to enter a legally binding contract with the Customer to provide to the Customer the Services specified in the Service Order Requirements set out in this Order Form [(together with where completed and applicable, the further-competition order (additional requirements)] incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Agreement between the Service Provider and the Minister for the Cabinet Office.

**For and on behalf of the Service Provider:**

|  |  |
| --- | --- |
| **NAME:** | James Cleary |
| **TITLE:** | Practice Lead |
| **SIGNATURE:** | ON ORIGINAL |
| **DATE:** | 30/04/2018 |

**For and on behalf of the CUSTOMER:**

|  |  |
| --- | --- |
| **NAME:** | James Hughes |
| **TITLE:** | Head of Estates and Security |
| **SIGNITURE:** | J Hughes |
| **DATE:** | 30/04/18 |