

RM971 NON MEDICAL NON CLINICAL

PART 1 – ORDER FORM

ORDER FORMTHE SUPPLY OF NON-MEDICAL NON-CLINICAL (NMNC) TEMPORARY AND FIXED TERM STAFF FRAMEWORK AGREEMENT: RM971

FROM:

CUSTOMER	Department for Business, Energy and Industrial Strategy (BEIS)
SERVICE ADDRESS	1 Victoria Street, London, SW1H 0ET
INVOICE ADDRESS(If different)	C/O UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF
CONTACT REFERENCE	Authoriser Name: REDACTED Tel: REDACTED e-mail: REDACTED
CONTRACT NUMBER	CS18045
ORDER DATE	19/11/2018

TO:

SERVICE PROVIDER	Venn Group Limited
SERVICE PROVIDER'S ADDRESS	Cottons Centre, Hays Lane, London, SE1 2QP
ACCOUNT MANAGER	Name: REDACTED Address: As above Tel: REDACTED E-mail: REDACTED REDACTED: E-mail: REDACTED
PART 1: SERVICE REQUIREMENT	
PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements:	
RM971 LOT:	Lot 4
ADDITIONAL REQUIREMENTS:	Minimum BPSS security clearance. It is the viewpoint of the contracting authority that the candidate below is in scope of the intermediaries' legislation (IR35). All workers are subject up to 10 working days' notice period.
PART 1.2: ANTICIPATED DURATION OF CONTRACT: This contract is with the understanding that the full rigors and terms and conditions of the contract apply from the commencement date of 05/11/2018 and will expire on 29/03/2019.	
PART 1.3: MILESTONES AND KEY DELIVERABLES	
Key responsibilities	
<ul style="list-style-type: none"> Playing a role in the senior management team in the BEIS media team to deliver a high-quality media service to all ministers and the department 	

<ul style="list-style-type: none"> • Providing leadership, guidance, management, development and support to your team • Challenging your team and policy officials to identify risks and ensure communications match the needs of the Government and core audiences. • Working closely with key stakeholder organisations, our arms-length-bodies and executive agencies • Provide condiment and authoritative spokesmanship on behalf of the department and build effective relationships with key journalists. • Supporting your team to drive innovative and creative communications • Taking part in the office back-up rota to provide support to our out-of-hours media service. 	
PART 1.4: CHARGES PAYABLE BY CUSTOMER (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):	
The total contract value shall not exceed £24,800.00 excluding VAT, payable by BACS.	
$\text{REDACTED working days} \times \text{REDACTED /day} = \text{REDACTED excluding VAT}$	
DISCOUNTS APPLICABLE:	
PART 1.5: ACCEPTANCE PRIOR TO 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 up receipt and acceptance of a valid invoice.	
Invoice to include purchase order number and contract reference shall be sent to finance@services.uksbs.co.uk	
PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS	
<u>Requirement:</u>	
We are looking for a chief press officer to join our management team on an interim basis to drive innovative communications strategies, deal with fast-breaking news stories, and win the trust of our ministers.	
You will have exceptional judgment, acute political awareness, great communication skills and the leadership to not only run your own team, but act as a role model to the wider team of around 20 press officers.	
Role Profile	
You will:	
<ul style="list-style-type: none"> • be a highly experienced communications professional with excellent written and oral communication skills. • be able to work under pressure for sustained periods – while also maintaining sound judgement. • give clear and trusted advice to Ministers and officials and have awareness of broader political context. • have good relationship management skills and be able to maintain key links with relevant policy and external partners. • understand the rapidly changing nature of communications – and how to put that to good use. 	
keep up to date with industry developments in communication through GCS and other professional networks.	
PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS	
PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:	Not applicable
PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:	Not applicable
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:	REDACTED
PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	Not applicable
PART 5: CONFIDENTIAL INFORMATION	
PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIAL SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:	As per Annex 1 below

Annex 1 – Call Off Schedule 16 – Processing Personal Data

1. The contract details of the Customer Data Protection Officer is:

Data Protection Officer
 Department for Business, Energy and Industrial Strategy
 1 Victoria Street
 London
 SW1H 0ET
 Email: dataprotection@bels.gov.uk
2. The contact details of the person responsible for the Data Protection at Venn Group is:

REDACTED REDACTED REDACTED
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

Contract Reference:	CS19016
Date:	October 22, 2019
Description of Authorized Processing	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation the Parties are independent controllers of Personal Data under this Framework Agreement.
Use of Personal Data	Managing the obligations under the Call Off Contract Agreement, including exit management, and other associated activities.
Duration of the processing	For the duration of the Framework Contract plus 7 years.

<p>Nature and purposes of the processing</p>	<p>The nature of the processing will include collection, recording, organisation, structuring, storage, adaptation, alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data. Erasure will be by manual means.</p> <p>Processing takes place for the purposes of:</p> <ul style="list-style-type: none"> • Pre-employment screening • Statutory obligations • Contractual and legal obligations • Skills assessments • Feedback gathering • Processing payments <p>The nature of processing will include the storage and use of names and business contact details of staff of both the Contracting Authority and the Supplier as necessary to deliver the Services and to undertake Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.</p>
<p>Type of Personal Data</p>	<p>Full name Workplace address Workplace Phone Number Workplace email address Names Job Title Compensation Tenure Information Qualifications or Certifications Nationality Education & training history Previous work history Personal Interests References and referee details Driving license details National insurance number Bank statements Utility bills Job title or role Job application details Start date End date & reason for termination Contract type Compensation data Photographic Facial Image Birth certificates IP Address Details of physical and psychological health or medical condition Next of kin & emergency contact details Record of absence, time tracking & annual leave</p> <p>Names, business telephone numbers and email addresses, office location and position of staff of both the Contracting Authority and the Supplier as necessary to deliver the Services and to undertake</p>

	Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.
Categories of Data Subject	Agency worker/s of the contracting authority as engaged by the supplier. Staff of the Contracting Authority and the Supplier, including where those employees are named within the Contract itself or involved within contract management.

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 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:	REDACTED
TITLE:	REDACTED
SIGNATURE:	REDACTED
DATE:	REDACTED

FOR AND ON BEHALF OF THE CUSTOMER:

NAME:	REDACTED
TITLE:	REDACTED
SIGNATURE:	REDACTED
DATE:	REDACTED