

## Annex 1: Order Form

**THE SUPPLY OF NON CLINICAL TEMPORARY AND FIXED TERM STAFF FRAMEWORK CONTRACT: RM6160**

<b>CONTRACTING AUTHORITY ADDRESS</b>	Ministry of Defence, Whitehall, London, SW1A 2HB
<b>INVOICE ADDRESS (if different)</b>	
<b>CONTRACT REFERENCE</b>	707102450
<b>ORDER NUMBER</b>	TBC
<b>ORDER DATE</b>	24/01/2023

**TO: MLC Partners Ltd**

<b>SUPPLIER</b>	MLC Partners
<b>SUPPLIER'S ADDRESS</b>	We Work, 123 Buckingham Palace Road London SW1W 9SH
<b>ACCOUNT MANAGER</b>	XX Redacted

**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:**

<b>RM6160 LOT:</b>	2
<b>NUMBER OF ROLES REQUIRED:</b>	1
<b>NUMBER OF CVS REQUIRED:</b>	n/a
<b>JOB ROLE/TITLE:</b>	COO-DSR-DSAT TRAINING LEAD
<b>PAY BAND:</b>	n/a
<b>HOURS/DAYS REQUIRED:</b>	Mon-Fri
<b>ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL) [OUTSIDE 8AM TO 6PM MON TO FRIDAY]</b>	n/a
<b>ARE THERE ANY HEALTH AND SAFETY RISKS RELEVANT TO ROLE?</b>	N/A
<b>FEE TYPE:</b>	1. <del>Patient Facing</del> 2. <b>Non-Patient Facing (Disclosure)</b> 3. <del>Non-Patient Facing (No Disclosure)</del>
<b>IMMUNISATION REQUIREMENTS (FEE TYPE 1 ONLY)</b>	Not Applicable
<b>CRIMINAL RECORDS CHECK</b>	N/A
<b>BPSS REQUIRED</b>	N/A
<b>STATE ANY ADDITIONAL CLEARANCE &amp; BACKGROUND CHECKING REQUIRED</b>	N/A
<b>REGULATED OR CONTROLLED ACTIVITY (ISA)?</b>	As per Statement of Work (Appendix 1)
<b>SKILLS, MANDATORY AND OTHER TRAINING AND QUALIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:</b>	N/A

<b>PERSON AND DEPT TO WHOM WORK-SEEKER SHOULD REPORT AT START:</b>	Lydia Saunders Directorate of Security & Resilience lydia.saunders203@mod.gov.uk	
<b>EXPENSES TO BE PAID OR BENEFITS OFFERED TO CANDIDATE:</b>	N/A	
<b>EXPENSES TO BE PAID BY CANDIDATE:</b>	N/A	
<b>ADDITIONAL REQUIREMENTS:</b>	N/A	
<b>PART 1.2: ANTICIPATED DURATION OF CONTRACT</b>		
<b>COMMENCEMENT DATE:</b>	26/01/2023 (subject to security requirements)	
<b>ANTICIPATED END DATE:</b>	26/07/2023	
<b>TEMPORARY OR FIXED TERM ASSIGNMENT:</b>	Temporary Term Assignment	
<b>PART 1.3: MILESTONES AND KEY DELIVERABLES</b>		
• See Appendix 1		
<b>PART 1.4: CHARGES PAYABLE BY CONTRACTING AUTHORITY (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):</b>		
<i>It has been deemed that this role is outside the scope of IR35 legislation, certification to be provided by the contracting authority.</i>		
	<b>Pre-AWR</b>	<b>Post-AWR</b>
Pay to Worker(s)	£ 550	£ 550
Total Charge (excl. VAT)	£ 653.50	£ 653.50
<b>Total Charge (incl. VAT)</b>	<b>£ 784.20</b>	<b>£ 784.20</b>
<b>PAYMENT PROFILE WILL BE 'ON COMPLETION OF WORKS' AS PER PARAGRAPH 9.3 OF SCHEDULE 2 OF THESE CALL-OFF TERMS AND CONDITIONS.</b>		
<b>DISCOUNTS APPLICABLE:</b>		
<b>PART 1.5: ACCEPTANCE PRIOR TO PAYMENT</b>		
Bi-weekly confirmation of delivery via Trello service delivery reports.		
<b>PART 2: CONTRACTING AUTHORITY CONTRACTUAL REQUIREMENTS</b>		
4 weeks' notice to terminate by either party. All other terms as per standard terms.		
<b>PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS</b>		
[GUIDANCE NOTE: <i>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 2015]</i>		
<b>PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:</b>	N/A	
<b>PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:</b>		
<b>PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES</b>		
<b>PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>		

OFFICIAL-SENSITIVE

OFFICIAL-SENSITIVE

<b>PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>	N/A
<b>PART 5: CONFIDENTIAL INFORMATION</b>	
<b>PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:</b>	

**BY SIGNING AND RETURNING THIS ORDER FORM THE SUPPLIER AGREES** to enter a legally binding contract with the Contracting Authority to provide to the Contracting Authority 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 Contract between the Supplier and the Authority.

**FOR AND ON BEHALF OF THE SUPPLIER:**

<b>NAME:</b>	XX redacted
<b>TITLE:</b>	Associate Director of Operations
<b>SIGNATURE:</b>	XX Redacted
<b>DATE:</b>	25.01.2023

**FOR AND ON BEHALF OF THE CONTRACTING AUTHORITY:**

<b>NAME:</b>	XX Redacted
<b>TITLE:</b>	Head Office Business Partner
<b>SIGNATURE:</b>	XX Redacted
<b>DATE:</b>	08.03.2023

OFFICIAL-SENSITIVE  
OFFICIAL-SENSITIVE

## **Appendix 1 –**

### **Milestones and Key Deliverables:**

Phase 1 – Understand. Integrate the contractor into the existing team, assimilate the situation, form a plan of work.

Phase 2 – Consultation. The contractor establishes working relationships with all stakeholders, both internal and external to MOD. Understand the aims and objectives for this project.

Phase 3 – Analysis. The contractor conducts the in-depth analysis of the training need and builds the framework. Conduct the Training Needs Analysis. Write the TNA Report.

Phase 4 – Design. The contractor calls on subject matter expertise to add training content to the framework.

Phase 5 – Delivery. The contractor works with the nominated Training Provider to prepare and roll out the training.

Ongoing – Assurance. The contractor establishes a mechanism for ongoing assurance and continuous improvement for the long term.