

Order Form Template (Short Form)

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Framework Schedule 6 (Order Form Template and Call-Off Schedules)

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NHS East of England Collaborative Procurement Hub
NHS London Procurement Partnership
NHS North of England Commercial Procurement Collaborative

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	Health Research Authority
Contracting Authority Contact	REDACTION, under FOIA Section 40 Personal Information
Contracting Authority Address	Health Research Authority 2 Redman Place Stratford London E20 1JQ
Invoice Address (if different)	Health Research Authority T71 Payable F275 Phoenix House Topcliffe Lane Wakefield West Yorkshire WF3 1WE

Supplier Name	Evisa Solutions Ltd TA Malikshaw
Supplier Contact	REDACTION, under FOIA Section 40 Personal Information
Supplier Address	111 Charmouth Rd St Albans AL1 4SG

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2
Order reference number (e.g. purchase order number)	N/A
Date order placed	03/12/2021
Call off Start Date	13/12/2021

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Call-Off Expiry Date	31/03/2022
Extension Options	N/A
GDPR Position	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller
Job role / Title	Communications Manager
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	37.5
Unsocial hours required – give details	N/A
High cost area supplement details (NHS only)	<ol style="list-style-type: none"> 1. None 2. Inner London 3. Outer London 4. Fringe
Immunisation requirements? (Fee type 1 only)	N/A

Pay band (use rate card to determine this)	Band 8B	
Fee Type	1. Patient Facing 2. Non-Patient Facing (Disclosure required) 3. Non-Patient Facing (No Disclosure required)	
Expenses to be paid or benefits offered	N/A	
Expenses to be paid by Temporary Worker	N/A	
Charge rates	Pre-AWR	Post-AWR
	REDACTION, under FOIA Section 43	Commercial Interests
Method of payment	BACS	
Discounts applicable	N/A	

Criminal records check required	Yes
BPSS required	Yes
State any other required clearance and/or background checking	None
State any skills, mandatory training and qualifications necessary for the role	Per JD supplied

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
To deliver the services as outlined in the Job Description of the Communications Manager.
JOB SUMMARY:
<p>The Communications Manager works as part of the Communications team to implement the HRA's Communications Strategy and make sure standards are met for customer service, quality of information, brand management and reputation.</p> <p>They will lead on proactive and reactive strategic comms and media work across all levels of the HRA to influence and persuade on appropriate approaches using a spectrum of techniques. They will create, manage and evaluate media and integrated communications plans, delivering accurate and timely information within the organisation and to stakeholders and partners.</p> <p>The post holder will provide strategic advice and support on internal and external communications. They will be responsible for managing effective systems and processes. Having strong writing and editorial skills, they will play a key role in overseeing the production of internal and external communications material.</p> <p>The role also involves responding to and reporting on enquiries from the public and professional stakeholders and matrix managing the work of at least one Communications Officer to provide consistent and reliable communications cover for the HRA.</p>

PERFORMANCE OF THE DELIVERABLES

Key Staff
REDACTION, under FOIA Section 40 Personal Information
Key Subcontractors
REDACTION, under FOIA Section 40 Personal Information

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For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	REDACTION, under FOIA Section 40	Signature:	REDACTION, under FOIA Section 40
Name:	Personal Information	Name:	Personal Information
Role:		Role:	
Date:		Date:	