

RM6277: 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 RM6277, 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 RM6277**: Non Clinical Temporary and Fixed Term Staff.

Contracting Authority Name	Medicines and Healthcare products Regulatory Agency (MHRA)
Contracting Authority Contact	Redacted under FOIA Section 40 Personal Info
Contracting Authority Address	10 South Colonnade, London, E14 4PU.
Invoice Address (if different)	All invoices to be submitted electronically to accounts.payable@mhra.gov.uk with Redacted under FOIA Section 40 Personal Info Redacted under FOIA Section 40 Personal Info copied in.

Supplier Name	Venn Group Recruitment
Supplier Contact	Redacted under FOIA Section 40 Personal Info
Supplier Address	Cottons Centre, Hays Lane, London, SE1 2QP

Framework Ref	RM6277: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2 – Corporate Functions
Order reference number (e.g. purchase order number)	TBC
Date order placed	16/08/23
Call off Start Date	TBC
Call-Off Expiry Date	TBC
Extension Options	N/A
GDPR Position	Independent Controller
Job role / Title	Social Media Specialist
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	37 hours per week

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Unsocial hours required – give details	N/A
High cost area supplement details (NHS only)	N/A
Immunisation requirements? (Fee type 1 only)	N/A

Pay band (use rate card to determine this)	7
Fee Type	Non-Patient Facing (Disclosure required)
Expenses to be paid or benefits offered	N/A
Expenses to be paid by Temporary Worker	N/A
Charge rates	<div>Redacted under FOIA Sect 43(2) Commercial Interests</div> <div>Redacted under FOIA Sect 43(2) Commercial Interests</div>
Method of payment	Invoice
Discounts applicable	N/A

Criminal records check required	Yes
BPSS required	Yes
State any other required clearance and/or background checking	<p>Additional checks will be carried out by the HR Recruitment team, through the Agency's security vetting vendor. The additional checks include:</p> <div>Redacted under FOIA Sect 43(2) Commercial Interests</div>
State any skills, mandatory training and qualifications necessary for the role	N/A

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

See job description



Social Media
Specialist - HEO - JD_1

PERFORMANCE OF THE DELIVERABLES

Key Staff: Redacted under FOIA Section 40 Personal Info

Key Subcontractors

N/A

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	Redacted under FOIA Section 40 Personal Info	Signature:	Redacted under FOIA Section 40 Personal Info
Name:	Redacted under FOIA Section 40 Personal Info	Name:	Redacted under FOIA Section 40 Personal Info
Role:	Redacted under FOIA Section 40 Personal Info	Role:	Redacted under FOIA Section 40 Personal Info
Date:	17/08/23	Date:	17/08/23