

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	NHS Arden & Greater East Midlands Commissioning Support Unit
Contracting Authority Contact	
Contracting Authority Address	Cardinal Square, 10 Nottingham Road, Derby, DE1 3QT
Invoice Address (if different)	NHS Arden and GEM CSU ODE Payables M405 Shared Business Service PO Box 312 LEEDS LS11 1HP Invoices: sbs.apinvoicing@nhs.net

Supplier Name	Allen Lane Ltd
Supplier Contact	
Supplier Address	Cleveland House, 33 King Street, London, SW1Y 6RJ

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2
Order reference number (e.g. purchase order number)	
Date order placed	February 2023
Call off Start Date	March 2023
Call-Off Expiry Date	May 2023
Extension Options	No option to extend

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GDPR Position	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller
Job role / Title	N/A – Tender project awarded – see attached documents “1461 Attachment 3” and “Price schedule” for details
Temporary or Fixed Term Assignment	N/A – Tender project awarded – see attached documents “1461 Attachment 3” and “Price schedule” for details
Hours / Days required	N/A – Tender project awarded – see attached documents “1461 Attachment 3” and “Price schedule” for details
Unsocial hours required – give details	NA
High cost area supplement details (NHS only)	<ol style="list-style-type: none"> 1. None 2. Inner London 3. Outer London 4. Fringe
Price Schedule	 1461 Attachment 4 - Regional Care (Educ


Pay band (use rate card to determine this)	N/A – Tender project awarded – see attached documents “1461 Attachment 3” and “Price schedule” for details	
Fee Type	3. Non-Patient Facing (No Disclosure required)	
Expenses to be paid or benefits offered	N/A – Tender project awarded	
Expenses to be paid by Temporary Worker	N/A – Tender project awarded	
Charge rates	Pre-AWR	Post-AWR
	£ NA	£ NA
	£ NA	£ NA
Method of payment	Allen Lane will invoice the client at the end of each deliverable date-please see ‘call off deliverables’.	
Discounts applicable		

Criminal records check required	No
BPSS required	No
State any other required clearance and/or background checking	NA
State any skills, mandatory training and qualifications necessary for the role	NA

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.

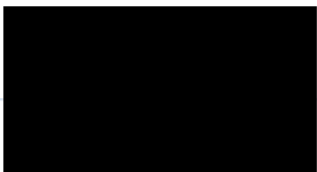

CALL-OFF DELIVERABLES

The requirement
Deliverables (See attached word document)
 1461 Attachment 3 - Regional Care (Educ

PERFORMANCE OF THE DELIVERABLES

Key Staff
Key Subcontractors

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For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:		Name:	
Role:	Head of Healthcare	Role:	Director, Flexible Resourcing
Date:	07/03/2023	Date:	9 March 2023