



RM6160: Non Clinical Temporary and Fixed Term Staff (Short Form SOW)

HMT – TrIS2022

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.

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	Her Majesty's Treasury
Contracting Authority Contact	Redacted
Contracting Authority Address	Redacted
Invoice Address (if different)	N/A

Supplier Name	Green Park Interim and Executive limited
Supplier Contact	Redacted
Supplier Address	Redacted

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2
Order reference number (e.g. purchase order number)	To be supplied by the Contracting Authority when in contract.
Date order placed	03/12/2021
Call off Start Date	03/12/2021
Call-Off Expiry Date	
Extension Options	
GDPR Position	Independent Controller (default unless specified)
Job role / Title	<p>Partner Supplier to provide a comprehensive resourced service to support HMT's IWS team (part of the Corporate Centre Group) in the delivery of the TrIS 2022 Project.</p> <p>Initial scope to include the following specialisms</p> <p>Business Analyst Project Manager Service (SIAM) Transition Manager Commercial Manager Comms & Engagement Manager Technical Solutions Architect Project Management Office (MSP / resource planning experience)</p>

Order Form (Short Form)

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Temporary or Fixed Term Assignment	Temporary
Hours / Days required	N/A Delivery will be against mutually agreed work-package deliverables
Unsocial hours required – give details	N/A
High cost area supplement details (NHS only)	N/A
Immunisation requirements? (Fee type 1 only)	None

Pay band (use rate card to determine this)	n/a
Fee Type	Non-Patient Facing (No Disclosure required)
Expenses to be paid or benefits offered	None
Expenses to be paid by Temporary Worker	None
Charge rates	See Deliverables section for pricing structure. Following Discovery phase (2a) the subsequent phase (2b) will be broken down in to work packages agreed with HMT which will trigger invoicing
Method of payment	Monthly invoicing against pre agreed work packages
Discounts applicable	None

Criminal records check required	No
BPSS required	The Supplier's staff assigned to the contract shall have SC level clearance.
State any other required clearance and/or background checking	None
State any skills, mandatory training and qualifications necessary for the role	None

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
Redacted
During the Discovery Phase (2a.1 – 2a.4) Phase 2.b will be scoped in to work packages agreed with HMT that will form an addendum to this agreement.
*To note dates in the attached deliverables to be adjusted to in line with the commencement date of the contract

PERFORMANCE OF THE DELIVERABLES

Key Staff
Redacted
Key Subcontractors
Redacted

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	REDACTED	Role:	REDACTED
Date:	REDACTED	Date:	REDACTED