

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**.

<b>Contracting Authority Name</b>	The Department for Business, Energy and Industrial Strategy (BEIS)
<b>Contracting Authority Contact</b>	Name: [REDACTED] Email: [REDACTED]
<b>Contracting Authority Address</b>	1 Victoria Street, London, SW1H 0ET
<b>Invoice Address (if different)</b>	c/o UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF

<b>Supplier Name</b>	Allen Lane Ltd
<b>Supplier Contact</b>	Name: [REDACTED] Email: [REDACTED] Tel: [REDACTED]
<b>Supplier Address</b>	33 King Street, St. James's, London, SW1Y 6RJ

<b>Framework Ref</b>	RM6160: Non Clinical Temporary and Fixed Term Staff
<b>Framework Lot</b>	2
<b>Call-Off (Order) Ref</b>	CS21121
<b>Date order placed</b>	[REDACTED]
<b>Call off Start Date</b>	08/03/2021
<b>Call-Off Expiry Date</b>	31/05/2021
<b>Extension Options</b>	N/A
<b>GDPR Position</b>	Independent Controller
<b>Job role / Title</b>	Change Project Partner
<b>Temporary or Fixed Term Assignment</b>	Temporary Assignment
<b>Hours / Days required</b>	8 hours per day / 5 days per week / Maximum [REDACTED] working days
<b>Unsocial hours required – give details</b>	N/A
<b>High cost area supplement details</b>	None
<b>Immunisation requirements?</b>	N/A

Pay band	10A	
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	Pre-AWR	Post-AWR
	£[REDACTED] (Day)	£[REDACTED] (Day)
	The total contract value shall not exceed £[REDACTED] excluding VAT as per the breakdown below;	

	<p><b>[REDACTED]: [REDACTED] Working Days @ £[REDACTED] ex VAT = [REDACTED] ex VAT</b></p> <p>It is the viewpoint of the contracting authority that the candidate above is in scope of the intermediaries legislation (IR35). All workers are subject to 5 working days' notice period.</p>
<b>Method of payment</b>	<p>The supplier shall issue electronic invoices weekly in arrears following customer approval of the workers timesheet. The customer shall pay the supplier within thirty (30) calendar days upon receipt and acceptance of a valid invoice.</p> <p>Invoice to include purchase order number and contract reference shall be sent to <b>[REDACTED]</b></p>
<b>Discounts applicable</b>	N/A

<b>Criminal records check required</b>	Yes
<b>BPSS required</b>	Yes
<b>State any other required clearance and/or background checking</b>	N/A
<b>State any skills, mandatory training and qualifications necessary for the role</b>	<b>[REDACTED]</b>

## 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

<b>The requirement</b>
<p>The Supplier will provide a Temporary Worker to perform an Assignment as detailed below:</p> <ul style="list-style-type: none"> <li>• Provide Programme delivery focus in support of the Programme Director including: <ul style="list-style-type: none"> <li>○ Managing product and delivery trackers</li> <li>○ Liaising with subject leads to monitor and support delivery</li> <li>○ Providing weekly milestone and delivery update for the Programme Director to frame next meetings</li> </ul> </li> <li>• Producing timely, high quality briefings and submissions for a range of audiences such as our Secretary of State, Permanent Secretary and all BEIS colleagues</li> <li>• Working with Programme colleagues, particularly Communications to ensure consistent and engaging messaging is provided in line with programme objectives</li> <li>• Oversight of the Programme's Equality Impact Assessment to ensure the analysis considers new research and wherever possible, addresses any negative impacts</li> <li>• Coordination of the multiple strands of activity across BEIS's Corporate Services</li> </ul>

- Ensuring staff, DTUS and Staff Networks are engaged, and act on any feedback and issues raised
- Develop new workstreams including overseeing how Partner Organisations are involved, tracked and monitored
- Develop strong relationships across the programme and its key stakeholders, enabling the programme to be delivered through many channels
- Identify patterns, system constraints and barriers to deliver and identify solutions with Programme Team and stakeholders

## PERFORMANCE OF THE DELIVERABLES

Key Staff
[REDACTED]
Key Subcontractors
N/A

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