

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	The Insolvency Service
Contracting Authority Contact	REDACTED
Contracting Authority Address	Cannon House 18 Priory Queensway Birmingham B4 6FD
Invoice Address (if different)	payments@insolvency.gov.uk PO Number to be provided. The PO Number must be quoted on each invoice with a clear breakdown of all charges incurred. If these details are not provided the Invoice will not be accepted.

Supplier Name	SmartSourcing Limited
Supplier Contact	REDACTED
Supplier Address	Tanglewood 90-92 Vicarage Hill South Benfleet SS7 1PE

Framework Ref	RM6160: Non-Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 3
Order reference number (e.g. purchase order number)	TIS0566
Date order placed	17/08/2022
Call off Start Date	01/09/2022
Call-Off Expiry Date	31/03/2023

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Extension Options	None
GDPR Position	Independent Controllers
Job role / Title	Project Manager
IR35	This role will be in Scope of IR35
Notice Period	Two Weeks (Ten Working Days)
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	Full Time 5 Days a week. 09:00-17:00
Unsocial hours required – give details	None
High cost area supplement details (NHS only)	1. None
Immunisation requirements? (Fee type 1 only)	N/A

Pay band (use rate card to determine this)	10B
Fee Type	2. 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	£ REDACTED Per Day £ REDACTED to the Temporary Worker; £ REDACTED to the Supplier The maximum value of this Call Off Contract will be £104,880.56
Method of payment	Invoice/BACS
Discounts applicable	N/A

Criminal records check required	No
BPSS required	Yes
State any other required clearance and/or background checking	None
State any skills, mandatory training and qualifications necessary for the role	<ul style="list-style-type: none"> - Proven Project Manager experience in delivering key project products. - Management of suppliers delivering major software upgrades and data migration to key business applications. - Excellent Stakeholder engagement skills and commercial/procurement experience

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								
The following resource is required to complete the delivery of the upgrades to ISCIS, SPP and Agresso, and to complete the procurement and implement a Digital Interviewing Service:								
Project Manager								
<table border="1"> <thead> <tr> <th>Role</th><th>Job Description</th><th>Deliverables</th></tr> </thead> <tbody> <tr> <td> Project Manager – RE-DACTED <u>Skills/Experience</u> <ul style="list-style-type: none"> - Proven Project Manager experience in delivering key project products. - Management of suppliers delivering major software upgrades and data migration to key business applications. - Excellent Stakeholder engagement skills and commercial/procurement experience </td><td> <ul style="list-style-type: none"> - Following PM methodology to ensure that project plans, risks, and all other project management products required by the Authority as part of standard procedure are produced and maintained. - Work with Commercial Team to plan and prepare required documentation for upgrades and managed service for Agresso. - Work with the supplier, project team and business to ensure that the supplier has access to all the equipment, data, resource, and information needed to complete the upgrades for ISCIS, SPP and Agresso - Project Management of formal Procurement activity for a Digital Interviewing service. </td><td> <ul style="list-style-type: none"> - Production and maintenance of all project management products and documentation as per standard PM methodology and adherence to standard PM principles. Participation in activities established by the Agency and its governance bodies. - Completion of commercial activity to contract stage and sign off by supplier/INSS - Each element delivered by the supplier must meet the acceptance criteria as stated in the test strategy </td></tr> </tbody> </table>	Role	Job Description	Deliverables	Project Manager – RE-DACTED <u>Skills/Experience</u> <ul style="list-style-type: none"> - Proven Project Manager experience in delivering key project products. - Management of suppliers delivering major software upgrades and data migration to key business applications. - Excellent Stakeholder engagement skills and commercial/procurement experience 	<ul style="list-style-type: none"> - Following PM methodology to ensure that project plans, risks, and all other project management products required by the Authority as part of standard procedure are produced and maintained. - Work with Commercial Team to plan and prepare required documentation for upgrades and managed service for Agresso. - Work with the supplier, project team and business to ensure that the supplier has access to all the equipment, data, resource, and information needed to complete the upgrades for ISCIS, SPP and Agresso - Project Management of formal Procurement activity for a Digital Interviewing service. 	<ul style="list-style-type: none"> - Production and maintenance of all project management products and documentation as per standard PM methodology and adherence to standard PM principles. Participation in activities established by the Agency and its governance bodies. - Completion of commercial activity to contract stage and sign off by supplier/INSS - Each element delivered by the supplier must meet the acceptance criteria as stated in the test strategy 		
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		<ul style="list-style-type: none"> - Onboarding and implementation of the Digital Interviewing service. - Weekly reporting on progress 	<ul style="list-style-type: none"> - Completion of procurement activity to contract award stage. - Supplier must meet requirements as per the statement of requirements document and be approved by Commercial, Finance, and SRO - Completion of the Implementation and onboarding of the chosen solution - Production of written updates and attendance at project team meetings
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Reporting:

Reporting will be direct to the Application Remediation Programme Manager

Key Milestones:

Milestone	Description	Timeframe
1	ISCIS and SPP Remediation completed in SIT	By 22/9/22
2	ISCIS and SPP Remediation completed in Pre-Production	By 21/11/22
3	ISCIS and SPP Remediation completed in Production	By 09/01/23
4	Agresso Remediation completed	By 31/3/23
5	Documentation and products to support Digital Interviewing Procurement phase including full business case	1/9/22 – 30/9/22
6	Onboard and implement Digital Interviewing Service	By 31/3/23

Location:

The location of the Services will be carried out remotely however there may be a requirement for face-to-face meetings at Birmingham office. (Cannon House, 18 The Priory Queensway, Birmingham, B4 6FD).

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Travel to the contracted office of Birmingham will be at the Temporary Worker's own expense. Travel to other offices may be required and Contracting Authority Travel & Subsistence policy will apply.

PERFORMANCE OF THE DELIVERABLES

Key Staff
REDACTED – Project Manager
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:	