**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**](https://assets.crowncommercial.gov.uk/wp-content/uploads/RM6160-Short-Order-Form-FAQ-v2.pdf)

**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](https://www.crowncommercial.gov.uk/agreements/RM6160): Non Clinical Temporary and Fixed Term Staff.

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| **Contracting Authority Name** | The Insolvency Service |
| **Contracting Authority Contact** | REDACTED |
| **Contracting Authority Address** | 16th Floor, 1 Westfield Avenue  Stratford  London  E20 1HZ |
| **Invoice e mail and PO number** | [Payments@insolvency.gov.uk](mailto:Payments@insolvency.gov.uk) |

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| **Supplier Name** | Spinwell Global Ltd |
| **Supplier Contact** | REDACTED |
| **Supplier Address** | 1 Rushmills  Northampton  NN4 7YB |

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| **Framework Ref** | RM6160: Non-Clinical Temporary and Fixed Term Staff |
| **Framework Lot** | Lot 2 |
| **Order reference number (e.g. purchase order number)** | TIS0473 |
| **Date order placed** | 23/09/21 |
| **Call off Start Date** | 27/09/21 |
| **Call-Off** **Expiry Date** | 25/03/21 |
| **Extension Options** | There is an extension option included in this Contract for a further six months from 28th March 2022 to 30th September 2022.depending on business need |
| **Notice Period for Candidate** | 2 weeks |
| **Notice Period for Authority** | None |
| **GDPR Position** | Independent Controller |
| **Job role / Title** | IT Commercial Business Partner |
| **IR35 Status** | In Scope |
| **Temporary or Fixed Term Assignment** | Temporary Assignment |
| **Hours / Days required** | 5 days a week Monday - Friday |
| **Unsocial hours required – give details** | If weekend hours are required / worked they will be charges at the uplifted rate card rates |
| [**High cost area suppl****ement**](https://www.nhsemployers.org/tchandbook/annex-4-to-10/annex-8-high-cost-area-payment-zones) **details**  **(NHS only)** | 1. None |
| **Immunisation requirements? (Fee type 1 only)** | None |

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| --- | --- | --- |
| **Pay band (use rate card to determine this)** | Band 9 | |
| **Fee Type** |  | |
| **Expenses to be paid or benefits offered** | TBA | |
| **Expenses to be paid by Temporary Worker** | TBA | |
| **Charge rates (Mon – Friday)** | Pre-AWR - REDACTED | Pre-AWR - REDACTED |
| To Contractor - REDACTED | To Contractor - REDACTED |
| WTR - REDACTED | WTR - REDACTED |
| ENIC - REDACTED | ENIC - REDACTED |
| Apprenticeship Levy (0.5%) - REDACTED | Apprenticeship Levy (0.5%) - REDACTED |
| Pension Contribution - REDACTED | Pension Contribution - REDACTED |
| Supplier Fee - REDACTED | Supplier Fee - REDACTED |
| **Total Charge:** REDACTED | **Total Charge:** REDACTED |
| **Saturday/Sunday** | N/A | N/A |
| **Method of payment** | BACS | |
| **Discounts applicable** |  | |

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| **Criminal records check required** | Yes |
| **BPSS required** | Yes |
| **State any other required clearance and/or background checking** |  |
| **State any skills, mandatory training and qualifications necessary for the role** |  |

**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](https://www.crowncommercial.gov.uk/agreements/RM6160) web page and click the ‘Documents’ tab to view and download these.

**CALL-OFF DELIVERABLES**

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| **The requirement** |
| IT Commercial Business Partner – REDACTED  Deliverables:   * Commercial activity Buyer for the category and across the full commercial lifecycle (sourcing, contract, performance and relationship management). * Act as the Commercial Business Partner for impacting contractual / service changes that affect the Insolvency Service in your area of responsibility and across the SIAM eco-system. * Risk and Opportunity Management – develop and maintain commercial risk / opportunities log across the assigned Contract Portfolio * Communicating new / changed requirements to the wider Category team and share best practice. * Support the Senior Commercial Business Partner in handling supplier challenges / disputes * Developing and sustaining relationships with internal and external stakeholders including DTS (internal IT function), BEIS, Cabinet Office, GDS, GCO and CCS. * Ensuring robust governance and assurance of all assigned activity to meet compliance requirements across the Agency, BEIS, Cabinet Office, GDS and HMT and demonstrating adherence to Government Commercial Operating Standards and GCF People Standards.   The Contractual term for this Call-Off Contract will be from 27th September 2021 to 25th March 2022. There is an extension option included in this Call-Off Contract for a further six months from 28th March 2022 to 30th September 2022.  Maximum Contract value is £69,469 (based on a bill rate of REDACTED per day for 127 days) this would rise by £70,563 if the six month extension option is used (based on a bill rate of REDACTED per day for 129 days). Maximum total: £140,032. |

**PERFORMANCE OF THE DELIVERABLES**

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| **Key Staff** |
| REDACTED – Account Manager - REDACTED - Contractor |
| **Key Subcontractors** |
| N/A |

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