

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

CCZX21A15- MASS TESTING INTERIM FINANCE SUPPORT

RM6160 Order Form (Short Form)

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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 | Department of Health and Social Care |
| Contracting Authority Contact | REDACTED |
| Contracting Authority Address | 39 Victoria Street London SW1H 0EU |
| Invoice Address (if different) | Email: REDACTED for electronic submission Or Postal invoices to: Department for Health & Social Care 39 Victoria Street London SW1H 0EU Quoting valid PO number |

| | |
|-------------------------|---|
| Supplier Name | Randstad Solutions Limited |
| Supplier Contact | REDACTED |
| Supplier Address | Randstad Solutions Limited 1st Floor Regent Court, Laporte Way Luton LU4 8SB England |

| | |
|--|---|
| Framework Ref | RM6160: Non Clinical Temporary and Fixed Term Staff |
| Framework Lot | Lot 2: Corporate Functions |
| Order reference number (e.g. purchase order number) | To be confirmed following contract commencement |
| Date order placed | As per date of final contract signature |
| Call off Start Date | 01 March 2021 |
| Call-Off Expiry Date | 27 August 2021* <i>*The Contracting Authority will reserve the right to terminate any of the named personnel resource within this timeframe by giving one week's notice.</i> |
| Extension Options | None |
| GDPR Position | Independent Controller |
| Job role / Title | SEO Project Accountant – x1 required |

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| | |
|---|----------------|
| Temporary or Fixed Term Assignment | Temporary |
| Hours / Days required | REDACTED |
| Unsocial hours required – give details | Not Applicable |
| High cost area supplement details (NHS only) | None |
| Immunisation requirements? (Fee type 1 only) | Not Applicable |

| | | |
|--|--|----------|
| Pay band | REDACTED | |
| Fee Type | Non-Patient Facing (No Disclosure required) | |
| Expenses to be paid or benefits offered | REDACTED | |
| Expenses to be paid by Temporary Worker | REDACTED | |
| Charge rates | Pre-AWR | Post-AWR |
| REDACTED Project Accountant | REDACTED | REDACTED |
| Method of payment | BACs or alternative payment method as agreed between the Contracting Authority and the Agency. Standard 30 days payment terms | |
| Discounts applicable | None | |

| | |
|---|------|
| Criminal records check required | Yes |
| BPSS required | Yes |
| 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 |
|--|
| <p>SEO Project Accountant – x1 personnel required as named under Key Staff:</p> <p>Each resource will:</p> <ul style="list-style-type: none"> • Look after and maintain the project reports • Maintain all relevant expenditure records for each project • Analyse all project expenses and providing commentary • Look after project records and contracts to ensure terms are adhered to • Review current processes for management accounts preparation and streamlining across business • Ensure robust financial reporting across business • Business Partnering with non-finance managers in order to develop processes and the understanding of financial requirements • Create bespoke financial reports <p>Reporting and Monitoring requirements</p> <ul style="list-style-type: none"> • The resource will be assigned a line manager who will delegate tasks and responsibilities accordingly to their role and capability. They will also be responsible for signing off their timesheet weekly in order to ensure that objectives are being met and to ensure the Authority receives value for money. • Line managers will meet with resources at least once a week to review workload and ensure quality standards are maintained. <p>Rates: REDACTED</p> |

PERFORMANCE OF THE DELIVERABLES

| Key Staff |
|----------------------------|
| REDACTED |
| Supplier contact: REDACTED |
| Key Subcontractors |
| None |

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| 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: | 02/03/2021 | Date: | 02/03/2021 |