**RM6160: Non Clinical Temporary and Fixed Term Staff**

**(Short 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** | Cannon House  18 Priory Queensway  Birmingham  B4 6FD |
| **Invoice Address**  **(if different)** | [payments@insolvency.gov.uk](mailto:payments@insolvency.gov.uk) |

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| **Supplier Name** | Red Snapper Group |
| **Supplier Contact** | REDACTED |
| **Supplier Address** | 10 Alie Street  London  E1 8DE |

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| **Framework Ref** | RM6160: Non Clinical Temporary and Fixed Term Staff |
| **Framework Lot** | Lot 3 |
| **Order reference number (e.g. purchase order number)** | TIS0540 |
| **Date order placed** | 22/06/22 |
| **Call off Start Date** | 11/07/22 |
| **Call-Off** **Expiry Date** | 31/01/25 |
| **Extension Options** | Six Month extension option to 31/07/25 subject to relevant approvals. |
| **Notice Period** | One Week |
| **IR35** | In Scope of IR35 |
| **GDPR Position** | Independent Controller |
| **Job role / Title** | Business Analyst for Finance System requirements and COTS PIN exercise |
| **Temporary or Fixed Term Assignment** | Temporary |
| **Hours / Days required** | Full Time – 5 days per week |
| **Unsocial hours required – give details** | None |
| [**High cost area suppl****ement**](https://www.nhsemployers.org/tchandbook/annex-4-to-10/annex-8-high-cost-area-payment-zones) **details**  **(NHS only)** | None |
| **Immunisation requirements? (Fee type 1 only)** | N/A |

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| **Pay band (use rate card to determine this)** | 10B | |
| **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 Per Day to REDACTED | £ REDACTED Per Day to REDACTED |
| £ REDACTED Per Day to Red Snapper | £ REDACTED Per Day to Red Snapper |
| £ REDACTED Per Day Apprenticeship Levy | £ REDACTED Per Day Apprenticeship Levy |
| £ REDACTED Per Day Total Bill Rate | £ REDACTED Per Day Total Bill Rate |
| **Method of payment** | Invoice/BACS | |
| **Discounts applicable** | N/A | |

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| **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** | 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](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** |
| **Business Analyst for Finance System requirements and COTS PIN exercise**  **Role held by: REDACTED**   |  |  |  | | --- | --- | --- | | Outcome/ Deliverable | Description | Acceptance Criteria | | Validate and refine data model | Work with Data Architect, Product Owners and SMEs to validate and define data model for delivery. Review and update attributes for each data entity. | Data model agreed by Product Owners. | | Production of user stories and Product backlog | Work with Product Owners and SMEs to agree and plan workshops to capture user stories and requirements  Document user stories in Jira to create product backlog. | Agreed user stories and product backlog for suppliers to commence work, with acceptance criteria for testing.  Features and user stories cross referenced to specification document requirements. | | Requirement prioritisation | Update user story prioritisation by Product Owners and SMEs to categorise priority of all requirements | User stories prioritisation updated | | Supporting project delivery | Support project team and suppliers in delivery, clarification of user stories.  Work with testing team to agree and clarify tests to validate requirements, support Product Owners in review of completed work for sign off. | Take part in sprint planning and estimating activity.  Support Test Manager in UAT, and Product Owners to review and sign off completed user stories. | | Review and identification of benefits | Cross reference user stories to benefits map. Identify any additional benefits from user stories as they are created | Agreement and sign off by Business leads. Refinement of quantitative and qualitative benefits |   To continue to complete essential project requirements and is build on the work already completed to document the Insolvency Service’s financial processing and case management requirements for its PIN exercise.  To refine these requirements further to carry out formal procurement of our case management solution.  REDACTED |

**PERFORMANCE OF THE DELIVERABLES**

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| **Key Staff** |
| FCMC PM COTS analysis and finance requirements: REDACTED  Project Management – REDACTED |
| **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: |  |