

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**: Non Clinical Temporary and Fixed Term Staff.

Contracting Authority Name	Ministry of Defence, Head Office Commercial.
Contracting Authority Contact	REDACTED UNDER FOIA SECTION 40, Personal Information
Contracting Authority Address	Ministry of Defence, Whitehall, Westminster, London SW1A 2HB
Invoice Address (if different)	All invoices must be sent, quoting a valid purchase order number (PO Number), to: REDACTED UNDER FOIA SECTION 40, Personal Information MOD, Abbey Wood, Spruce 3b, #1301, Bristol, BS34 8JH Email: REDACTED UNDER FOIA SECTION 40, Personal Information

Supplier Name	Investigo Limited
Supplier Contact	REDACTED UNDER FOIA SECTION 40, Personal Information
Supplier Address	10 Bishop's Square, London E1 6EG

Framework Ref	RM6160: Non-Clinical Temporary and Fixed Term Staff
Framework Lot	2
Call-Off (Order) Ref	70266145
Order Date	15/12/2021
Call off Start Date	24/01/2022
Call-Off Expiry Date	31/03/2022
Extension Options	Option available to extend beyond the original scope of the requirement, should the contracting authority deem it necessary
GDPR Position	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller
Number of roles required:	1
Number of CV's required:	1
Job role / Title	Interim Category Management Support
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	n/a
Unsocial hours required – give details	n/a
High cost area supplement details (NHS only)	1. None
Immunisation requirements? (Fee type 1 only)	n/a

Pay band	10b
Fee Type	3. Non-Patient Facing (No Disclosure)
Expenses to be paid or benefits offered	n/a
Expenses to be paid by Temporary Worker	n/a

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Charge rates	Pre-AWR	Post-AWR
	REDACTED UNDER FOIA SECTION 43, Commercial Interests	REDACTED UNDER FOIA SECTION 43, Commercial Interests
Method of payment	BACS payment from time capture system generated invoices	
Discounts applicable	REDACTED UNDER FOIA SECTION 43, Commercial Interests	

Criminal records check	n/a
BPSS required	n/a
State required clearance and background checking	SC held by Home Office to be transferred and held by the Contracting Authority.
Skills, mandatory training and qualifications necessary for the role	n/a

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 role is deemed inside IR35. Timesheet approval will be done via the Supplier's time capture system ETZ with REDACTED UNDER FOIA SECTION 40, Personal Information as authorisers.

PERFORMANCE OF THE DELIVERABLES

Key Staff
REDACTED UNDER FOIA SECTION 40, Personal Information

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	REDACTED UNDER FOIA SECTION 40, Personal Information	Signature:	REDACTED UNDER FOIA SECTION 40, Personal Information
Name:	REDACTED UNDER FOIA SECTION 40, Personal Information	Name:	REDACTED UNDER FOIA SECTION 40, Personal Information
Role:	Senior Consultant	Role:	Professional Services Category Lead
Date:	19/01/2021	Date:	20/01/2022