

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

CON_2949 Strategic Finance
Business Partner

Order Form Template (Short Form)

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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 | Department for Business, Energy & Industrial Strategy |
| Contracting Authority Contact | [REDACTED] |
| Contracting Authority Address | 1 Victoria Street London SW1H 0ET |
| Invoice Address (if different) | [REDACTED] |

| | |
|-------------------------|--------------------------------------|
| Supplier Name | Allen Lane Limited |
| Supplier Contact | [REDACTED] |
| Supplier Address | 33 King Street London SW1Y 6RJ |

| | |
|----------------------------------|---|
| Framework Ref | RM6160: Non-Clinical Temporary and Fixed Term Staff |
| Framework Lot | Lot 2: Corporate Functions |
| Call-Off (Order) Ref | CON2949 |
| Order Date | 31/8/22 |
| Call off Start Date | 19/9/22 |
| Call-Off Expiry Date | 31/3/23 |
| Extension Options | None |
| GDPR Position | Independent Controller |
| Number of roles required: | 1 |
| Number of CV's required: | 1 |
| Job role / Title | Strategic Finance Business Partner |

| | |
|---|---------------------------|
| Temporary or Fixed Term Assignment | Temporary |
| Hours / Days required | Full-Time Monday - Friday |
| Unsocial hours required – give details | N/A |

| | | |
|---|---|----------|
| Pay band | 10 | |
| Fee Type | N/A | |
| Expenses to be paid or benefits offered | N/A | |
| Expenses to be paid by Temporary Worker | N/A | |
| Charge rates | Pre-AWR | Post-AWR |
| | n/a | |
| | n/a | |
| | The total contract value shall not exceed including VAT | |
| | | |
| Method of payment | <p>The Supplier shall issue electronic invoices weekly in arrears following customer approval of the worker’s timesheet. The customer shall pay the supplier within thirty (30) calendar days upon receipt and acceptance of a valid invoice.</p> <p>Invoice to include purchase Order number and contract reference shall be sent to</p> | |
| Discounts applicable | CCS RM6160 terms apply | |

| | |
|---|---|
| Criminal records check | Completed |
| BPSS required | Yes |
| State required clearance and background checking | Candidate has BPSS clearance – to be supplied |
| Skills, mandatory training and qualifications necessary for the role | Qualified accountant, advanced Excel skills and experience of central government processes and budgeting. |

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

| |
|--|
| Provide support to the policy funding team across upcoming fiscal events and departmental business planning ahead of the new financial year. Provide analysis across a range of policy decisions and choices, feeding into advice to the Chief Financial Officer and Permanent Secretary where required. |
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PERFORMANCE OF THE DELIVERABLES

| Key Staff |
|--------------------|
| <div></div> |
| Key Subcontractors |
| N/A |

| For and on behalf of the Supplier: | For and on behalf of the Contracting Authority: |
|------------------------------------|---|
| Signature: | <div></div> |
| Name: | |
| Role: | |
| Date: | |