

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](#)

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 and Industrial Strategy ("BEIS")
Contracting Authority Contact	<i>Redacted under FOIA Section 40</i>
Contracting Authority Address	1 Victoria Street London SW1H 0ET
Invoice Address (if different)	<i>Redacted under FOIA Section 43</i>

Supplier Name	Reed Specialist Recruitment Limited
Supplier Contact	<i>Redacted under FOIA Section 40</i>

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Supplier Address	Reed Specialist Recruitment The Peak 5 Wilton Road London SW1V 1AN
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Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 1
Order reference number (e.g. purchase order number)	<i>To be provided following contract signature</i>
Date order placed	Friday 29 th October 2021
Call off Start Date	Tuesday 2 nd November 2021
Call-Off Expiry Date	31 st July 2022
Extension Options	None
GDPR Position	Independent Controller
Job role / Title	<i>Redacted under FOIA Section 40</i>
Temporary or Fixed Term Assignment	Temporary Assignment
Hours / Days required	9 months
Unsocial hours required – give details	No
High cost area supplement details (NHS only)	N/A
Immunisation requirements? (Fee type 1 only)	No

Pay band (use rate card to determine this)	Role	Daily Rate
	Programme Consultant	<i>Redacted FOIA, Section 43</i>
	Programme Lead	<i>Redacted FOIA, Section 43</i>
	Project Analyst	<i>Redacted FOIA, Section 43</i>
	Team Leader	<i>Redacted FOIA, Section 43</i>
	Case Worker	<i>Redacted FOIA, Section 43</i>
Fee Type	3. Non-Patient Facing (No Disclosure required)	
Expenses to be paid or benefits offered	None	
Expenses to be paid by Temporary Worker	None	

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Charge rates	Pre-AWR		Post-AWR
	<i>Redacted FOIA, Section 43</i>		
Method of payment and Implementation Plan	<i>Redacted under FOIA, Section 43</i>		

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Discounts applicable	N/A


Criminal records check required	Yes – completed through BPSS
BPSS required	Yes – Supplier will ensure basic level security checks (Baseline Personnel Security Standard - BPSS) have been completed.
State any other required clearance and/or background checking	None

<p>State any skills, mandatory training and qualifications necessary for the role</p>	<p>As a minimum, individuals' skills required are:</p> <ul style="list-style-type: none"> - Competent use of MS Word, - Basic manipulation of MS Excel spreadsheets, - Formatting in both MS Word and MS Excel, - Attention to detail, - Accuracy with data and to work 'at pace'. <p>In addition to the minimum skills above, the Account Manager shall be experienced in line management, relationship management, quality assurance checking, problem solving and project delivery.</p>
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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>The requirement is contained within document: Specification for COVID 19 Business Grants Reconciliation and Assurance Activity</p> <div style="text-align: center;">  <p>Specification for COVID 19 Business Gi</p> </div> <p>The Supplier shall deliver the requirement as set out in document: <i>Redacted under FOIA Section 43</i></p> <p>Aims & Objectives The Supplier will complete the Reconciliation and Assurance activities of all remaining grant schemes to an acceptable standard by the end of July 2022.</p> <p>The contract will be from November 2021 – July 2022.</p> <ul style="list-style-type: none"> ○ All Reconciliation activity to be completed by January 2022 except for the Additional Restrictions Grant (ARG) scheme and the ARG Top-up scheme which is live to 31 March 2022. ○ All Assurance activity to be completed by March 2022 except for the ARG scheme and ARG Top-up scheme which is live 31 March 2022. ○ The Reconciliation and Assurance activities for ARG and ARG Top-up schemes are to be completed by July 2022. <p>Methodology</p> <p>The grant schemes are broken down into the following three cohorts:</p>

Cohort	Number of Schemes	Schemes
1	3	Work completed by in-house by BEIS
2	8	6 Local Restrictions Support Grants (LRSG) Christmas Support Payment (CSP) Closed Businesses Lockdown Payment
3	3	Restart Additional Restrictions Grant (ARG) Additional Restrictions Grant Top-up (ARG Top-up)

The Reconciliation and Assurance activities can be broken down into two distinct parts.

1. Reconciliation

The Supplier will check Local Authority (LA) returns against three criteria:

- Screenshot of LA payment / accounting system, if this is not available the Section 151 Officer will provide a signed statement to the effect that the figures are correct.
- Excel spreadsheet listing all postcodes for the businesses that have received a grant.
- A word document confirming that the information provided is correct and detailing the reason for any discrepancy.

All of the above information will be sent to the Supplier by BEIS. Training will be provided on the documentation and process.

2. Assurance – Post Payment Assurance System process (PPAS)

PPAS entails two aspects:

- The first is a signed declaration from the Section 151 Officer relating to State Aid and Counter Fraud compliance. This is a separate document to the one mentioned above for Reconciliation.
- The second is checking the LA return against a series of key criteria such as evidence that the business was trading at a specified date, business is solvent etc. based on the eligibility of each scheme. 3 to 5 checks per LA are required per scheme.

Training

Training will be provided remotely on the use of these forms & the agreed methodology (see above) by BEIS. The Supplier will receive a series of Excel templates to complete for each activity which will form the basis of weekly and monthly reporting requirements. The Supplier will receive a series of Excel templates to complete for each activity which will form the basis of weekly and monthly reporting requirements.

Working with BEIS Stakeholders

All data will be sent by BEIS to the Supplier. The Supplier will not be required to contact or engage with Local Authorities, BEIS will act as the conduit for this element of the service. The Supplier’s account manager, or equivalent, will work closely with BEIS Stakeholders to estimate the volume of returns anticipated each week to ensure the team is sufficiently resourced.

Outputs Required

The Supplier will receive a series of excel templates to complete for each activity which will form the basis of weekly and monthly reporting requirements.

The Account Manager will report the following metrics on a daily, weekly and monthly basis. Meetings with BEIS will take place on a weekly and monthly basis.

Reconciliation	Assurance
<p>Daily:</p> <ul style="list-style-type: none"> Number of checks completed and meeting of KPI: KPI = 6 x LAs signed off as completed per individual per day (3 checks per LA average c.1 hour to complete). List of LA's who have not returned adequate paperwork. Email template completed and returned to BEIS for escalation with LA. <p>Weekly:</p> <ul style="list-style-type: none"> No. of LA's cleared by the team per scheme No. of LA's escalated to the Account Manager No. of LA's cleared by the Account Manager No. of LA's escalated to BEIS for resolution <p>Monthly:</p> <ul style="list-style-type: none"> Consolidated report from weekly returns 	<p>Daily:</p> <ul style="list-style-type: none"> Number of checks completed and meeting of KPI: KPI = 6 x sample checks signed off per day per individual Initially reporting per day moving to weekly. <p>Weekly:</p> <ul style="list-style-type: none"> No. of LA's cleared by the team per scheme No. of LA's escalated to the Account Manager No. of LA's cleared by the Account Manager per scheme No. of LA's escalated to BEIS for resolution <p>Monthly:</p> <ul style="list-style-type: none"> Consolidated report from weekly returns

The requirements must also be delivered by the Supplier to BEIS in accordance with the Framework Specification during the specified Call-Off Period

Invoicing

All invoices must be sent, quoting a valid purchase order number (PO Number), to:

Redacted under FOIA, Section 43

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Data

The Contracting Authority retain ownership of all data provided to the Supplier and all information resulting in the commissioning of this work. On completion of the contract the data must be returned to the Contracting Authority and removed from the organisations IT systems within 21 days.

Secure data sharing platform that meets the appropriate requirements for the Contracting Authority and GDPR is required.

The Supplier shall maintain Cyber Essentials Plus and ISO 27001 accreditation throughout the period of the contract.

PERFORMANCE OF THE DELIVERABLES

Key Staff
<i>Redacted under FOIA, Section 40</i>
Key Subcontractors
N/A

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For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	<i>Redacted under FOIA, Section 40</i>	Signature:	<i>Redacted under FOIA, Section 40</i>
Name:		Name:	
Role:		Role:	
Date:		Date:	