

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

CCZX21A18 (REDACTION) - Surge support - CTP Operations





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

Supplier Name	Hays Specialist Recruitment Limited			
Supplier Contact	REDACTION			
	REDACTION			
Supplier Address	4th Floor 20 Triton Street, London,			
	United Kingdom,			
	NW1 3BF (company number 00975677)			

Framework	RM6160: Non Clinical Temporary and Fixed Term Staff
Ref	
Framework	Lot 2: Corporate Functions
Lot	
Order	To be confirmed following contract commencement
reference	
number	
Date order	As per date of final contract signature
placed	
Call off Start	15 March 2021
Date	
Call-Off	30 June 2021*
Expiry Date	*The Contracting Authority will reserve the right to terminate earlier by giving
	one (1) weeks" notice
Extension	None
Options	
GDPR	Independent Controller
Position	
Job role/Title	G6 Digital Programme Lead
Temporary or	Temporary
Fixed Term	
Assignment	

Hours / Days required	Role	Rate	Units required	Discount applied
	Charged days			
	REDACTION Name: REDACTION	£ REDACTION	REDACTION	REDACTION
	G6 Digital Programme Lead REDACTION Start date: 15 th March	£ REDACTION		
	2021 End date: 30 th June 2021			
	Total excl. VAT		£55,898.03	
	REDACTION REDACTION		l	

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	REDACTION
Unsocial	Not Applicable
hours	
required -	
give details	
High cost	None
area	
supplement	
details	
(NHS only)	
Immunisation	Not Applicable
requirements?	
(Fee type 1	
only)	

Pay band	REDACTION		
Fee Type	Non-Patient Facing (No Disclosure required)		
Expenses to be paid or benefits offered	REDACTION		
Expenses to be paid by	REDACTION		
Temporary Worker			
Charge rates	Pre-AWR Post-AWR		
	£ REDACTION (Day)	£ REDACTION (Day)	
Method of payment	BACs or alternative payment method as agreed between the Contracting Authority and the Agency. DHSC standard terms and consolidated invoicing (monthly)		
Discounts applicable	REDACTION		

Criminal records check required	No
BPSS required	Yes
State any other required clearance and/or background checking	Covid Critical Waiver checks will be completed, then BPSS to follow.
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

Provision of a G6 Digital Programme Lead

The G6 Digital Programme Lead will act as conduit from Community Testing Programme (CTP) into respective NHS Digital and Test and Trace (T&T) Digital teams, supporting CTP requirements for site finder solution, user registration, batch traceability and general digital capability, supporting Collect models.

The Digital Programme Lead will link into service design where there exists a need for digital capability to be built, needing a delivery manager to help collect requirements, and feed back into the team to create what is required.

Weekly timesheets will be approved by the relevant CTP Operations management, (REDACTION) who will manage and oversee activity and performance.

At the end of the contract (or earlier, if the contract is terminated early), the Supplier will communicate to the contractor to agree a date with DHSC (the Contracting Authority) to return any DHSC IT equipment and other property (in the state in which it was supplied) within a maximum of 5 working days from their final day. If the contractor does not engage with DHSC, the Supplier will send daily reminders to the contractor and support DHSC to ensure the return of all DHSC IT equipment and property. DHSC reserve the right to withhold final payments to the Supplier until all DHSC IT equipment and property has been returned.

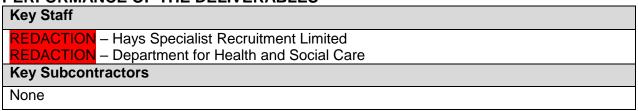
Role	Rate	Units required	Discount applied	
Charged days				
REDACTION Name: REDACTION	£ REDACTION	REDACTION	REDACTION	

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G6 Digital Programme Lead	£ REDACTION		
REDACTION			
Start date: 15 th March 2021			
End date: 30 th June 2021			
Total excl. VAT		£55,898.03	
REDACTION			
REDACTION			
REDACTION			

PERFORMANCE OF THE DELIVERABLES



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For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	REDACTION	Signature:	REDACTION
Name:	REDACTION	Name:	REDACTION
Role:	REDACTION	Role:	REDACTION
Date:	31/03/2021	Date:	07/04/21