

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

CCZX21A18 (REDACTION) - Surge support - CTP Operations

RM6160 Order Form Template (Short Form)

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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 Name	Department of Health and Social Care
Contracting Authority Contact	REDACTION REDACTION
Contracting Authority Address	39 Victoria Street London SW1H 0EU
Invoice Address (if different)	Email: REDACTION for electronic submission 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 Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2: Corporate Functions
Order reference number	To be confirmed following contract commencement
Date order placed	As per date of final contract signature
Call off Start Date	15 March 2021
Call-Off Expiry Date	30 June 2021* <i>* The Contracting Authority will reserve the right to terminate earlier by giving one (1) weeks" notice</i>
Extension Options	None
GDPR Position	Independent Controller
Job role/Title	G6 Digital Programme Lead
Temporary or Fixed Term Assignment	Temporary

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

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

Pay band	REDACTION				
Fee Type	Non-Patient Facing (No Disclosure required)				
Expenses to be paid or benefits offered	REDACTION				
Expenses to be paid by Temporary Worker	REDACTION				
Charge rates	<table> <tr> <td>Pre-AWR</td><td>Post-AWR</td></tr> <tr> <td>£ REDACTION (Day)</td><td>£ REDACTION (Day)</td></tr> </table>	Pre-AWR	Post-AWR	£ REDACTION (Day)	£ REDACTION (Day)
Pre-AWR	Post-AWR				
£ REDACTION (Day)	£ REDACTION (Day)				
Method of payment	<p>BACs or alternative payment method as agreed between the Contracting Authority and the Agency.</p> <p>DHSC standard terms and consolidated invoicing (monthly)</p>				
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			
<p>Provision of a G6 Digital Programme Lead</p> <p>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.</p> <p>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.</p> <p>Weekly timesheets will be approved by the relevant CTP Operations management, (REDACTION) who will manage and oversee activity and performance.</p> <p>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.</p>			
Role	Rate	Units required	Discount applied
Charged days			
REDACTION	£ REDACTION	REDACTION	REDACTION
Name: REDACTION			

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

PERFORMANCE OF THE DELIVERABLES

Key Staff
REDACTION – Hays Specialist Recruitment Limited REDACTION – Department for Health and Social Care
Key Subcontractors
None

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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