**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**](https://assets.crowncommercial.gov.uk/wp-content/uploads/RM6160-Short-Order-Form-FAQ-v2.pdf)

**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](https://www.crowncommercial.gov.uk/agreements/RM6160): Non Clinical Temporary and Fixed Term Staff.

|  |  |
| --- | --- |
| **Contracting Authority Name** | Department of Health and Social Care |
| **Contracting Authority Contact** | REDACTED |
| **Contracting Authority Address** | REDACTED |
| **Invoice Address** **(if different)** | As above |

|  |  |
| --- | --- |
| **Supplier Name** | Castlefield Recruitment |
| **Supplier Contact** | REDACTED |
| **Supplier Address** | REDACTED |

|  |  |
| --- | --- |
| **Framework Ref** | RM6160: Non-Clinical Temporary and Fixed Term Staff |
| **Framework Lot** | Lot 2 Corporate Functions Supply |
| **Order reference number (e.g. purchase order number)** | CCPF21A07 |
| **Date order placed** | 27/04/2021 |
| **Call off Start Date** | The Contract is deemed to have begun on 22/04/2021 |
| **Call-Off** **Expiry Date** | 31/07/2021 |
| **Extension Options** | N/A |
| **GDPR Position** | Independent Controllers |
| **Job role / Title** | Finance Business Partner |
| **Temporary or Fixed Term Assignment** | Temporary |
| **Hours / Days required** | 70 Working Days |
| **Unsocial hours required – give details** | N/A |
| [**High cost area suppl****ement**](https://www.nhsemployers.org/tchandbook/annex-4-to-10/annex-8-high-cost-area-payment-zones) **details****(NHS only)** | None |
| **Immunisation requirements? (Fee type 1 only)** | N/A |

|  |  |
| --- | --- |
| **Pay band (use rate card to determine this)** | Senior Executive Officer (SEO) Pay Band |
| **Fee Type** | Non-Patient Facing (No Disclosure required) |
| **Expenses to be paid or benefits offered** | N/A |
| **Expenses to be paid by Temporary Worker** | N/A |
| **Charge rates** |

|  |  |
| --- | --- |
| REDACTED | 70 Working Days |
| Total excl. VAT | £31,124.10 |

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| **Method of payment** |  |
| **Discounts applicable** | N/A |

|  |  |
| --- | --- |
| **Criminal records check required** | No  |
| **BPSS required** | No |
| **State any other required clearance and/or background checking** | N/A |
| **State any 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](https://www.crowncommercial.gov.uk/agreements/RM6160) web page and click the ‘Documents’ tab to view and download these.

**CALL-OFF DELIVERABLES**

|  |
| --- |
| **The requirement** |
| The requirement is for a Finance Business Partner to support dedicated operational portfolios from a financial perspective, to ensure that T&T’s delivery and outcomes are linked to a robust financial and benefits plan.The Finance Business Partner is required for a period of 70 working days.  |

**PERFORMANCE OF THE DELIVERABLES**

|  |
| --- |
| **Key Staff** |
| N/A |
| **Key Subcontractors** |
| N/A |

|  |  |
| --- | --- |
| **For and on behalf of the Supplier:** | **For and on behalf of the Contracting Authority:** |
| Signature: | REDACTED | Signature: | REDACTED |
| Name: | REDACTED | Name: | REDACTED |
| Role: | REDACTED | Role: | REDACTED |
| Date: |  | Date: |  |