

**THE SUPPLY OF NON MEDICAL NON CLINICAL (NMNC) TEMPORARY AND FIXED TERM
STAFF FRAMEWORK AGREEMENT: RM971**

TEMPLATE ORDER FORM

FROM: Defra

REFERENCE	(27115)
SERVICE ADDRESS	Nobel House 17 Smith Square London SW1P 3JR
INVOICE ADDRESS(if different)	
CONTACT REFERENCE	
ORDER NUMBER	PO to be submitted once contract has been written up and agreed by both parties as per our No Contract No PO terms
ORDER DATE	

TO: Supplier

SERVICE PROVIDER	Investigo
SERVICE PROVIDER'S ADDRESS	One Broadgate, London, EC2M 2QS
ACCOUNT MANAGER	

PART 1: SERVICE REQUIREMENT	
PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements:	
RM971 LOT:	5
NUMBER OF ROLES REQUIRED:	1
JOB ROLE/TITLE:	Portfolio Manager
AGENDA FOR CHANGE PAY BAND:	Band: 10
AGENDA FOR CHANGE PAY POINT: (LOWEST WITHIN AFC PAY BAND UNLESS STATED)	N/A
HOURS/DAYS REQUIRED:	37 / 5
ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL) [OUTSIDE 8AM TO 6PM MON TO FRIDAY]	NA
FEE TYPE:	2. Non-Patient Facing (Disclosure)
IMMUNISATION REQUIREMENTS (FEE TYPE 1 ONLY)	N/A

DBS REQUIRED (FEE TYPE 1 AND 2 ONLY)	1. Basic	
HIGH COST AREA SUPPLEMENT?	1. None	
REGULATED OR CONTROLLED ACTIVITY (ISA)?	N/A	
SKILLS, TRAINING AND QUALIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:	As per Job Description supplied	
PERSON AND DEPT TO WHOM WORK-SEEKER SHOULD REPORT AT START:		
POST CODE OF LOCATION WITH REQUIREMENT:		
ADDITIONAL REQUIREMENTS:	As per Job Description supplied	
PART 1.2: ANTICIPATED DURATION OF CONTRACT		
COMMENCEMENT DATE:		
ANTICIPATED END DATE:		
TEMPORARY / FIXED TERM ASSIGNMENT:	Temporary Assignment	
PART 1.3: MILESTONES AND KEY DELIVERABLES		
As agreed with Assignment Manager		
PART 1.4: CHARGES PAYABLE BY CUSTOMER (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):		
It has been deemed that this role is outside the scope of the IR35 legislation.		
	Pre-AWR	Post-AWR
Basic Rate (PAYE Only)	£	£
Pay to Worker (Basic Rate + WTR – PAYE only)	£	£
Estimated ENIC (PAYE Only)	£	£
Pension Auto-enrolment Payments (PAYE Only)	£	£
Apprenticeship Levy (PAYE Only)	£	£
Total Worker Rate (PAYE Only)	£	£
Contractor Day Rate (PSC)		
Supplier Fee		
Total Charge		
DISCOUNTS APPLICABLE:		
PART 1.5: ACCEPTANCE PRIOR TO PAYMENT		
Baseline Personnel Security Standard (BPSS) checks confirmed		
PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS		
<ol style="list-style-type: none"> BPSS must be completed for the temporary worker (in place of NHS checks described in the Framework Agreement). Defra will not be liable to pay Temporary to Permanent Fees if, and only if, the temporary worker secures permanent employment (including Fixed Term contracts) through Fair and Open Competition as defined by the Civil Service Commission. 		

PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES	
PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	N/A
PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	
PART 5: CONFIDENTIAL INFORMATION	
PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:	

1. FORMATION OF CALL OFF CONTRACT

- 1.1 BY AGREEING AND RETURNING THIS ORDER FORM (by electronic means) the Supplier agrees to enter a Call Off Contract with the Customer to provide the Services.**
- 1.2 The Parties hereby acknowledge and agree that they have read the Order Form and the Call Off Terms and by accepting the order form agree to be bound by this Call Off Contract.**
- 1.3 In accordance with paragraph 7 of Framework Schedule 5 (Call Off Procedure), the Parties hereby acknowledge and agree that this Call Off Contract shall be formed when the Customer acknowledges (by electronic means) the receipt of an accepted copy of the Order Form from the Supplier within two (2) Working Days from receipt.**