

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](#)

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	NHS Midlands & Lancashire Commissioning Support Unit
Contracting Authority Contact	██████████
Contracting Authority Address	████████████████████
Invoice Address (if different)	NHS Midlands & Lancashire CSU OCX PAYABLES M385 Phoenix House Topcliffe Lane Wakefield West Yorkshire WF3 1WE
Supplier Name	Computer Futures
Supplier Contact	██████████
Supplier Address	1st Floor, 75 King William Street, London, EC4N 7BE
Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2
Order reference number (e.g. purchase order number)	Will be sent on completion of the process
Date order placed	16-03-23
Call off Start Date	Anticipated 27 March 2023
Call-Off Expiry Date	3 months
Extension Options	To be exercised if needed
GDPR Position	Independent Controller
Job role / Title	██
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	██ ██

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Unsocial hours required – give details	No
High cost area supplement details (NHS only)	1. None
Immunisation requirements? (Fee type 1 only)	None required

Pay band (use rate card to determine this)	[REDACTED]	
Fee Type		
Expenses to be paid or benefits offered	N/A	
Expenses to be paid by Temporary Worker	N/A	
Charge rates	Pre-AWR [REDACTED] [REDACTED]	Post-AWR [REDACTED] [REDACTED]
Method of payment	Payment within 30 days of invoice	
Discounts applicable	N/A	

Criminal records check required	<input checked="" type="radio"/> Yes <input type="radio"/> No
BPSS required	Yes / No
State any other required clearance and/or background checking	N/A
State any skills, mandatory training and qualifications necessary for the role	

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
MLCSU require the services of a suitably experienced and qualified [REDACTED] Complaints Lead for a three-month assignment.

PERFORMANCE OF THE DELIVERABLES

Key Staff
[REDACTED] Computer Futures 1st Floor, 75 King William Street, London, EC4N 7BE
Key Subcontractors
N/A

For and on behalf of	For and on behalf of
Signature:	Signature:
Name:	Name:
Role:	Role:
Date:	Date: 21 March 2023