

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



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**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	The Department of Health and Social Care
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Order Form Template (Short Form) Crown
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Contracting Authority Contact	
Contracting Authority Address	39 Victoria Street 1st Floor South Westminster London SW1H 0EU United Kingdom
Invoice Address (if different)	

Supplier Name	Red Snapper Recruitment Ltd (5129360)
Supplier Contact	Name: Email: Tel:
Supplier Address	10 Alie Street London E1 8DE

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2
Order reference number (e.g. purchase order number)	
Date order placed	13 th February 2024
Call off Start Date	1 st April 2024
Call-Off Expiry Date	31 st March 2025
Extension Options	This is the extension option, no further extensions possible
GDPR Position	Joint Controller
Job role / Title	
Name of Candidate Contact details	
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	37.5
Unsocial hours required – give details	n/a
High cost area supplement	1. None
Immunisation requirements? (Fee type 1 only)	NA

Pay band (use rate card to determine this)	
Fee Type	2. Non-Patient Facing (Disclosure required)

Expenses to be paid or benefits offered		
Expenses to be paid by Temporary Worker		
Charge rates	Pre-AWR	Post-AWR
Total Value Exc. VAT	£	
Method of payment	BACS	
Discounts applicable		

Criminal records check required	N/A
BPSS required	N/A
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
DHSC policies and practices apply including the CS Code of Conduct and Official Secrets Act Individual will be contracted to their nearest DHSC office – London

PERFORMANCE OF THE DELIVERABLES

Key Staff

Key Subcontractors

[Redacted]

For and on behalf of the Supplier – Red Snapper Recruitment Ltd:		For and on behalf of the Contracting Authority:	
Signature:	[Redacted]	Signature:	[Redacted]
Name:	[Redacted]	Name:	[Redacted]
Role:	[Redacted]	Role:	[Redacted]
Date:	16/02/2024	Date:	16/02/24