**Framework Schedule 6 (Order Form Template and Call-Off Schedules)** Crown Copyright2018

**RM6160: Non Clinical Temporary and**

**Fixed Term Staff**

**(Short Form)**

**Contract Title –WP 1228 Robertson Bell**

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# 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.

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| --- | --- |
| **Contracting Authority** **Name**  | Department of Health and Social Care  |
| **Contracting Authority Contact**  | **REDACTED**  |
| **Contracting Authority** **Address**  | 39 Victoria Street London SW1H OEU  |
| **Invoice Address** **(if different)**  | Email: tandt.sbs@nhs.net for electronic submission  Consolidated monthly invoicing - all invoices must quote a valid PO number and include relevant timesheets  |

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| **Supplier Name**  | Robertson Bell Ltd  |
| **Supplier Contact**  |  **REDACTED** |
| **Supplier Address**  | Euston House 24 Eversholt Street London NW1 1AD  |

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| **Framework Ref**  | RM6160: Non Clinical Temporary and Fixed Term Staff  |
| **Framework Lot**  | Lot 2 Corporate Functions  |
| **Order reference number** **(e.g. purchase order number)**  | WP 1228   |
| **Date order placed**  | As per date of final contract signature  |
| **Call off Start Date**  | 19th April 2021  |
| **Call-Off Expiry Date**  | 30th July 2021  The Contracting Authority will reserve the right to terminate any of the named personnel resource within this timeframe by giving one week’s notice.  |
| **Extension Options**  | None  |
| **GDPR Position**  | Independent Controller   |
| **Job role / Title**  | G6, G7, SEO  |
| **Temporary or Fixed Term Assignment**  | Temporary  |
| **Hours / Days required**  | Seventy Three (73) Days  |
| **Unsocial hours required – give details**  | Not Applicable  |
| [**High cost area supplement**](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)**  | Not Applicable  |

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| **Pay band (use rate card to determine this)**  | **REDACTED**  |
| **Fee Type**  | Non-Patient Facing (No Disclosure required)  |
| **Expenses to be paid or benefits offered**  | None  |
| **Expenses to be paid by Temporary Worker**  | None  |
| **Charge rates**  | Pre-AWR  | Post-AWR  |
| **REDACTED** | N/A  | **REDACTED** |
| **REDACTED** | N/A  | **REDACTED** |
| **REDACTED** | N/A  | **REDACTED** |
| **REDACTED** | N/A  | **REDACTED** |
| **REDACTED** | N/A  | **REDACTED** |
| **Method of payment**  | BACs or alternative payment method as agreed between the Contracting Authority and the Agency.  |
|  |  Standard 30 days payment terms  |
| **Discounts applicable**  | Post 12 week reduction aligned to the CCS RM6160 terms and conditions.  |

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| **Criminal records check required**  | Yes  |
| **BPSS required**  | Yes  |
| **State any other required clearance and/or background checking**  | None  |
| **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](https://www.crowncommercial.gov.uk/agreements/RM6160) web page and click the ‘Documents’ tab to view and download these.

## CALL-OFF DELIVERABLES

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| **The requirement**  |
| **Scope of Services**  **G6** * The post holder will be responsible for the provision of a valued, efficient and effective finance business partnering function across their areas.
* Coordinate and lead on project management within the Financial Strategy and Planning team.
* Ensure effective budgetary control and efficient operation of rules and guidance relating to the use of public finances and require effective collaboration with other Business Partners, Strategic Finance and Financial Control and Accounting.
* Provide support, advice and robust but-constructive challenge to policy stakeholders and arm’s length bodies
* Routinely provide advice around the more complex or strategic issues and to develop effective and trusted relationships with senior stakeholders
* Manage and delegate the appropriate workstreams to the G7/SEOs

 G7 * Build strong relationships and collaborate with multiple stakeholders across PHE and

DHSC * Pro-actively manage workflow, organising meetings as required, to manage issues and ensure timely inputs to the Finance Case.
* Produce project and action plans and monitor risks and issues related to TT Finance case inputs.
* Ensure that all Finance Case assumptions are validated and clearly documented.

 SEO * Developing E2E finance processes
* Support with spend analysis
* Support with managing budget models
* Support the PO and invoicing process

  **Reporting and Monitoring requirements – all personnel resources** * The resource will be assigned a line manager who will delegate tasks and responsibilities accordingly to their role and capability. They will also be responsible for signing off their timesheet weekly in order to ensure that objectives are being met and to ensure the Authority receives value for money.
* Line managers will meet with resources at least once a week to review workload and
 |
| ensure quality standards are maintained.   At the end of the contract (or earlier, if the contract is terminated early), the agency will communicate to the contractor to agree a date with DHSC 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 agency 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 agency until all DHSC IT equipment and property has been returned.  |

## PERFORMANCE OF THE DELIVERABLES

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| **Key Staff**  |
|  **REDACTED** |
| **Key Subcontractors**  |
| None  |

|  |  |
| --- | --- |
| **For and on behalf of the Supplier:**  | **For and on behalf of the Contracting Authority:**  |
| Signature:  | **REDACTED** | Signature:  |   |
| Name:  | **REDACTED** | Name:  | **REDACTED** |
| Role:  | **REDACTED** | Role:  | **REDACTED** |
| Date:  | 12/04/2021  | Date:  | Type text here 12/04/21 |