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

Delivered by:

NHS Commercial Solutions
NHS East of England Collaborative Procurement Hub
NHS London Procurement Partnership
NHS North of England Commercial Procurement Collaborative
Crown Commercial Service

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	Department of Health and Social Care
Contracting Authority Contact	Redacted inline with FOIA
Contracting Authority Address	Quarry House Quarry Hill Leeds West Yorkshire LS2 7UE
Invoice Address (if different)	Redacted inline with FOIA

Supplier Name	Robertson Bell Ltd
Supplier Contact	Redacted inline with FOIA
Supplier Address	Euston House, 24 Eversholt Street, London NW1 1AD

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2
Call-Off (Order) Ref	
Order Date	Redacted
Call off Start Date	01/10/2022
Call-Off Expiry Date	31/12/2022
Extension Options	
GDPR Position	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller
Number of roles required:	1
Number of CV's required:	1
Job role / Title	Interim Accounts Payable Officer

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Temporary or Fixed Term Assignment	Temporary
Hours / Days required	37 hours per week, split over five days.
Unsocial hours required – give details	To meet deadlines this may be required.
HCAS details	1. None
Immunisation requirements? (Fee type 1 only)	N/A

Pay band	5	
Fee Type	2. Non-Patient Facing (Disclosure)	
Expenses to be paid or benefits offered		
Expenses to be paid by Temporary Worker		
Charge rates		Redacted inline with
		FOIA
Method of payment		
Discounts applicable	Redacted inline with FOIA	

Criminal records check	Yes – completed as part of the original contract.
BPSS required	Yes – completed as part of the original contract.
State required clearance and background checking	None specified by the client.
Skills, mandatory training and qualifications necessary for the role	None specified by the client.

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
[Guidance: Insert details of your requirement here].
Redacted inline with FOIA [REDACTED]
[REDACTED]
[REDACTED]

PERFORMANCE OF THE DELIVERABLES

Key Staff
Redacted inline with
Key Subcontractors
N/A

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	Redacted inline with FOIA	Signature:	Redacted inline with FOIA
Name:		Name:	
Role:		Role:	
Date:	21/09/2022	Date:	28/09/2022