

RM6160: Non Clinical Temporary and Fixed Term Staff (Short 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 Insolvency Service
Contracting Authority Contact	REDACTED
Contracting Authority Address	Cannon House 18 Priory Queensway Birmingham B4 6FD
Invoice Address (if different)	payments@insolvency.gov.uk

Supplier Name	Red Snapper Group
Supplier Contact	REDACTED
Supplier Address	10 Alie Street London E1 8DE

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 3
Order reference number (e.g. purchase order number)	TIS0820
Date order placed	11/07/2025
Call off Start Date	01/08/2025
Call-Off Expiry Date	31/12/2025
Extension Options	None
Notice Period	One Week
IR35	In Scope of IR35
GDPR Position	Independent Controller
Job role / Title	Business Analyst for FCMC delivery
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	Full Time – 5 days per week
Unsocial hours required – give details	None
High cost area supplement details (NHS only)	None
Immunisation requirements? (Fee type 1 only)	N/A

Pay band (use rate card to determine this)	10B
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Fee Type	Non-Patient Facing (Disclosure required)	
Expenses to be paid or benefits offered	N/A	
Expenses to be paid by Temporary Worker	N/A	
Charge rates	Pre AWR	Post AWR
	REDACTED	REDACTED
	REDACTED	REDACTED
	REDACTED	REDACTED
	REDACTED	REDACTED
	REDACTED	REDACTED
Method of payment	Invoice/BACS	
Discounts applicable	N/A	

Criminal records check required	No
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](#) web page and click the 'Documents' tab to view and download these.

CALL-OFF DELIVERABLES

The requirement		
<u>Business Analyst for Finance System requirements and COTS PIN exercise</u>		
Role held by: REDACTED		
Outcome/ Deliverable	Description	Acceptance Criteria
Validate and refine data model	Work with Data Architect, Product Owners and SMEs to validate and define data model for delivery. Review and update attributes for each data entity.	Data model agreed by Product Owners.
Production of user stories and Product backlog	Work with Product Owners and SMEs to agree and plan workshops to capture user stories and requirements Document user stories in Jira to create product backlog.	Agreed user stories and product backlog for suppliers to commence work, with acceptance criteria for testing. Features and user stories cross referenced to specification document requirements.
Requirement prioritisation	Update user story prioritisation by Product Owners and SMEs to categorise priority of all requirements	User stories prioritisation updated
Supporting project delivery	Support project team and suppliers in delivery, clarification of user stories. Work with testing team to agree and clarify tests to validate requirements, support Product Owners in review of completed work for sign off.	Take part in sprint planning and estimating activity. Support Test Manager in UAT, and Product Owners to review and sign off completed user stories.
Review and identification of benefits	Cross reference user stories to benefits map. Identify any additional benefits from user stories as they are created	Agreement and sign off by Business leads. Refinement of quantitative and qualitative benefits
The Contract Period for this Call-Off Agreement is 1 st August 2025 to 31 st December 2025. This period includes a maximum of 106 Working Days. The Maximum Contract Value for this Call-Off Agreement is £76,463.10 REDACTED		

PERFORMANCE OF THE DELIVERABLES

Key Staff
REDACTED
Key Subcontractors
N/A

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	REDACTED	Role:	REDACTED
Date:	REDACTED	Date:	REDACTED