

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

CCZC21A01- MASS TESTING INTERIM FINANCE SUPPORT

RM6160 Order Form (Short Form)

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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	REDACTION REDACTION
Contracting Authority Address	39 Victoria Street London SW1H 0EU
Invoice Address (if different)	Email: REDACTION for electronic submission Or Postal invoices to: Department for Health & Social Care 39 Victoria Street London SW1H 0EU Quoting valid PO number

Supplier Name	Allen Lane Limited
Supplier Contact	REDACTION REDACTION REDACTION REDACTION
Supplier Address	33 King Street St. James's London SW1Y 6RJ

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2: Corporate Functions
Order reference number (e.g. purchase order number)	To be confirmed following contract commencement
Date order placed	As per date of final contract signature
Call off Start Date	01 March 2021
Call-Off Expiry Date	27 August 2021* <i>*The Contracting Authority will reserve the right to terminate any of the named personnel resource within this timeframe by giving one week's notice.</i>
Extension Options	None

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GDPR Position	Independent Controller			
Job role / Title	G7 Finance Business Partner (FBP) – x2 resources required SEO Project Accountants – x2 resources required			
Temporary or Fixed Term Assignment	Temporary			
Hours / Days required	Role	Rate (£)	Units required (Days)	Discount applied
	Charged days			
	REDACTION REDACTION G7 FBP REDACTION Start date: REDACTION End date: REDACTION	REDACTION	121	REDACTION
	REDACTION REDACTION G7 FBP REDACTION Start date: REDACTION End date: REDACTION	REDACTION	126	REDACTION
	REDACTION REDACTION SEO Project Accountant REDACTION	REDACTION	126	REDACTION

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	Start date: REDACTION			
	End date: REDACTION			
	REDACTION	REDACTION	126	REDACTION
	REDACTION			
	SEO Project Accountant			
	REDACTION			
	Start date: REDACTION			
	End date: REDACTION			
	Investment Days REDACTION			
	Total exc. VAT		£317,877.20	
Total inc. VAT		£381,452.64		
Unsocial hours required – give details	Not Applicable			
High cost area supplement details (NHS only)	None			
Immunisation requirements? (Fee type 1 only)	Not Applicable			

Pay band	REDACTION REDACTION REDACTION REDACTION
Fee Type	Non-Patient Facing (No Disclosure required)

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Expenses to be paid or benefits offered	REDACTION	
Expenses to be paid by Temporary Worker	REDACTION	
Charge rates	Pre-AWR	Post-AWR
REDACTION G7 FBP	REDACTION	£ REDACTION (Day)
REDACTION G7 FBP	REDACTION	£ REDACTION (Day)
REDACTION Project Accountant	REDACTION	£ REDACTION (Day)
REDACTION Project Accountant	REDACTION	£ REDACTION (Day)
Method of payment	BACs or alternative payment method as agreed between the Contracting Authority and the Agency. Standard 30 days payment terms	
Discounts applicable	None	

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 web page and click the 'Documents' tab to view and download these.

CALL-OFF DELIVERABLES

The requirement
<p>G7 Finance Business Partner (FBP) – x2 personnel required as named under Key Staff:</p> <p>Each resource will:</p> <ul style="list-style-type: none">• Draw on their considerable financial/commercial experience in relation to problem solving with T&T• Draw on their strong technical accounting skills to ensure Treasury financial reporting requirements and International Accounting Standards are applied correctly• Provide a good understanding of programme and project principles as well as government accounting requirements in order to advise and lead the team• Draw on their excellent interpersonal skills to build relationships with multiple stakeholders• Provide stakeholder management• Provide strong excel and data presentation skills in order to present data to the team and to H• Provide risk management• Provide an adaptable approach and work with the wider team flexibly in order to provide advice around the ever-changing structure of T&T• Work in a flexible way and undertake any other duties reasonably requested by line management which are commensurate with the grade and level of responsibility of this post
<p>SEO Project Accountants – x2 personnel requires as named under Key Staff:</p> <p>Each resource will:</p> <ul style="list-style-type: none">• Look after and maintain the project reports• Maintain all relevant expenditure records for each project• Analyse all project expenses and providing commentary• Look after project records and contracts to ensure terms are adhered to• Review current processes for management accounts preparation and streamlining across business• Ensure robust financial reporting across business• Business Partnering with non-finance managers in order to develop processes and the understanding of financial requirements• Create bespoke financial reports
<p>Reporting and Monitoring requirements – all personnel resources</p> <ul style="list-style-type: none">• 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.

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Rates:

Role	Rate (£)	Units required (Days)	Discount applied
Charged days			
<p>REDACTION</p> <p>REDACTION</p> <p>G7 FBP</p> <p>REDACTION</p> <p>Start date: REDACTION</p> <p>End date: REDACTION</p>	<p>REDACTION</p>	<p>121</p>	<p>REDACTION</p>
<p>REDACTION</p> <p>REDACTION</p> <p>G7 FBP</p> <p>REDACTION</p> <p>Start date: REDACTION</p> <p>End date: REDACTION</p>	<p>REDACTION</p>	<p>126</p>	<p>REDACTION</p>
<p>REDACTION</p> <p>REDACTION</p> <p>SEO Project Accountant</p> <p>REDACTION</p> <p>Start date: REDACTION</p> <p>End date: REDACTION</p>	<p>REDACTION</p>	<p>126</p>	<p>REDACTION</p>

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REDACTION	REDACTION	126	REDACTION
REDACTION			
SEO Project Accountant			
REDACTION			
Start date: REDACTION			
End date: REDACTION			
Investment Days REDACTION			
Total exc. VAT		£317,877.20	
Total inc. VAT		£381,452.64	

PERFORMANCE OF THE DELIVERABLES

Key Staff
<ul style="list-style-type: none"> • REDACTION G7 Financial Business Partner (FBP) • REDACTION G7 Financial Business Partner (FBP) • REDACTION SEO Project Accountant • REDACTION SEO Project Accountant <p>Supplier contact: REDACTION REDACTION REDACTION REDACTION</p>
Key Subcontractors
None

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For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	REDACTION	Signature:	REDACTION
Name:	REDACTION	Name:	REDACTION
Role:	REDACTION	Role:	REDACTION
Date:	26/2/21	Date:	26/02/21