

## National Framework for the Provision of Clinical and Healthcare Staffing

### Annex 1: Order Form

FROM:

<b>CONTRACTING AUTHORITY</b>	The Home Office
<b>CONTRACTING AUTHORITY ADDRESS</b>	2 Marsham Street London SW1 4DF
<b>INVOICE ADDRESS (if different)</b>	Email to: [REDACTED] [REDACTED] [REDACTED]
<b>CONTRACTING AUTHORITY AUTHORISER NAME</b>	Authoriser Name: [REDACTED] Tel: [REDACTED] e-mail: [REDACTED]
<b>ORDER NUMBER</b>	C25931
<b>ORDER DATE</b>	27/11/23
<b>COMMENCEMENT DATE</b>	27/11/23
<b>ANTICIPATED END DATE</b>	26/05/24 6 month initial term + 6 months extension option at the discretion of the Authority (26/11/24 with extension)

TO:

<b>SUPPLIER</b>	Tripod Partners Ltd
<b>SUPPLIER'S ADDRESS</b>	1st Floor National House, 60-66 Wardour Street, London, W1F 0TA
<b>ACCOUNT MANAGER</b>	Name: [REDACTED] Address: [REDACTED] Tel: [REDACTED] E-mail: [REDACTED]
<b>PART 1: SERVICE REQUIREMENT</b>	
<b>PART 1.1: SERVICE AND DELIVERABLES REQUIRED:</b> Temporary Worker Requirements: The Supplier is asked to source the following roles when requested by the Authority: <ul style="list-style-type: none"> <li>• Social Workers (with specific experience working with children)</li> <li>• Team Leaders</li> </ul>	

- Care Support Workers (if required will be confirmed by the Authority)

Is it currently planned that the required service provision will be for:

- Social Workers
- Team Leader.

Descriptions of the scope of those roles are found in Annex 1. It is possible that the Contracting Authority may require the Supplier to source additional roles from framework RM6161 Provision of Clinical and Healthcare Staffing, which must be agreed between both Parties.

The volumes of resources required for each of the above roles will vary as the number of minors needing support changes. There is no guarantee on resource demand, and it is not guaranteed that each role will be required. The Authority is able to request at any time that no resources are needed from the Supplier for any period of time, including the remainder of the contract term.

Location of role:

Kent Intake Unit, Unit 5, Channel View Road, Dover, Kent, CT17 9TW

<b>LOT: (If Lots 1-5, please indicate if Master Vendor)</b>	Lot 5
<b>NUMBER OF ROLES REQUIRED:</b>	See Part 1.1
<b>NUMBER OF CVS REQUIRED:</b>	See Part 1.1
<b>JOB ROLE/TITLE:</b>	Team Leaders Social Workers (with specific experience working with children) Care Support Workers (descriptions in Annex 1)
<b>PAY BAND/GRADE:</b>	The Supplier should endeavour to provide staff at the market rate where possible. Agreed rates for this contract are defined in Annex 2. Rates may be varied throughout the term of the contract where agreed to by both the Home Office and the Supplier, and formalised through a contract change.
<b>HOURS/DAYS REQUIRED:</b>	12 hours unless specified by contracting authority
<b>ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL)</b>	Night shift work will be required by an appropriate number of staff which will be specified by the Contracting Authority
<b>RELEVANT RISK ASSESSMENT/SAFEGUARDING REQUIREMENTS</b>	Workers will come into contact with claimed Unaccompanied Asylum Seeking Children who may have infectious diseases, including

	COVID-19. PPE is provided and SSOW are in place.
<b>IMMUNISATION REQUIREMENTS</b>	N/A
<b>HIGH COST AREA SUPPLEMENT?</b>	N/A
<b>SKILLS, TRAINING AND QUALIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:</b>	Requirements are within Annex 1
<b>PERSON AND DEPT TO WHOM WORK-SEEKER SHOULD REPORT AT START:</b>	<div style="background-color: black; width: 100%; height: 20px;"></div> <div style="background-color: black; width: 100%; height: 20px;"></div>
<b>EXPENSES</b>	<p><i>The below travel cost expenses will be claimable:</i></p> <ul style="list-style-type: none"> <li>Fuel mileage claimable at £[REDACTED] per mile when travelling by car.</li> <li>Parking costs will also be claimable.</li> <li>Public Transport costs to and from the workplace will be claimable.</li> <li>Travel cost receipts or evidence must be provided to the Authority.</li> <li>Travel time will be paid to and from work at respective hourly rate. Travel time expenses must be accurate.</li> </ul> <p><i>For clarity:</i></p> <ul style="list-style-type: none"> <li>Per diem will not be paid, nor will food or drink costs be claimable.</li> <li>Accommodation will not be provided, nor will accommodation be claimable. The Supplier should endeavour to use local resources wherever possible.</li> </ul>
<b>ADDITIONAL REQUIREMENTS:</b>	
<b>SHIFT START DATE:</b>	

<b>PART 1.2: PAYMENT PROFILE WILL BE 'ON COMPLETION OF WORKS' AS PER PARAGRAPH 9.3 OF SCHEDULE 2 OF THESE CALL-OFF TERMS AND CONDITIONS.</b>	
<b>DISCOUNTS APPLICABLE:</b>	
<b>METHOD OF PAYMENT</b>	Email to: [REDACTED] [REDACTED] [REDACTED]
<b>PART 1.3: ACCEPTANCE PRIOR TO PAYMENT</b>	
<b>PART 2: CONTRACTING AUTHORITY CONTRACTUAL REQUIREMENTS &amp; DELIVERABLES</b>	
<p>This Call-Off Contract is subject of the Direct Award provisions.</p> <p>The requirements within this Call-Off Contract have been assessed and deemed within scope of IR35.</p> <p>The Supplier will be required to verify the qualifications, experience, DBS clearance and any other reasonable due diligence requirements in respect of any resource provided to the Authority. The Supplier must also adhere to all other framework worker compliance provisions.</p> <p>The Contracting Authority has the right to terminate this Contract at any time without reason or liability by giving the Supplier at least thirty (30) days' notice</p> <p>This Call-Off Contract may be extended once by a period of 6 months from the Anticipated End Date; the absolute limit of the Call-Off Contract is 26/11/2024. For clarity, the Home Office do not expect to require an extension to this contract.</p> <p>For clarity, the full terms and conditions of RM6161 are applicable for this direct award contract.</p>	
<b>PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS (IF APPLICABLE)</b>	
<b>PART 3.1: SUPPLEMENTARY REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:</b>	
<b>PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:</b>	
<b>PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES</b>	
<b>PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>	
<b>PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>	
<b>PART 5: CONFIDENTIAL INFORMATION</b>	
<b>PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED</b>	

<b>COMMERCIALLY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:</b>	
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**BY SIGNING AND RETURNING THIS ORDER FORM THE SUPPLIER AGREES** to enter a legally binding contract with the Contracting Authority to provide to the Contracting Authority the Services specified in the Service Order Requirements set out in this Order Form [(together with where completed and applicable, the further-competition order (additional requirements)] incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Agreement between the Supplier and the Authority.

**FOR AND ON BEHALF OF THE SUPPLIER:**

<b>NAME:</b>	
<b>TITLE:</b>	
<b>SIGNATURE:</b>	
<b>DATE:</b>	28 <sup>th</sup> November 2023

**FOR AND ON BEHALF OF THE CONTRACTING AUTHORITY:**

<b>NAME:</b>	
<b>TITLE:</b>	
<b>SIGNATURE:</b>	
<b>DATE:</b>	28 <sup>th</sup> November 2023

## Annex 1 – Role Descriptions

REDACTED

## Annex 2 - Contract Charges

Role	Max Charge Rate (hourly)
Retained Social Worker	£■■■ per hour
Retained Team Leader	£■■■ per hour
New Social Worker	£■■■ per hour
New Team Leader	£■■■ per hour
Any new resources for a new role	To be agreed in writing by both Parties

For the avoidance of doubt the Supplier should continue to seek opportunities for savings against both worker pay and agency fee. Any reduction in charges will be agreed and confirmed through Change Control.