

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

Order Form Template (Short Form)

Crown Copyright 2019

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 for Business, Energy and Industrial Strategy
Contracting Authority Contact	
Contracting Authority Address	1 Victoria Street SW1H 0ET
Invoice Address (if different)	c/o UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF or email

Supplier Name	Investigo
Supplier Contact	
Supplier Address	10 Bishops Square, London E1 6EG

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2
Order reference number (e.g. purchase order number)	con_3034
Date order placed	05.10.2022
Call off Start Date	25.10.2022
Call-Off Expiry Date	25.09.2023
Extension Options	n/a
GDPR Position	Independent Controller (default unless specified)
Job role / Title	Commercial Lead
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	Monday-Friday

Criminal records check required	Yes
BPSS required	Yes
State any other required clearance and/or background checking	Evidence of BPSS to be supplied
State any skills, mandatory training and qualifications necessary for the role	Experienced commercial professional with strong stakeholder management skills. Self-starter, proactive, delivery focused.

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.

The requirement
<ul style="list-style-type: none"> • Supporting senior teams in delivery of BEIS Commercial objectives, deputising and representing senior leads, at senior level meetings as required • Delivery of procurement and/or calls to competition, in line with departmental procurement policy, and in full compliance with Public Regulations 2015 • Act as a source of commercial advice and market knowledge expertise, against BEIS Programme objectives, adding insight to policy and operational delivery • Work with the business and partner organisations to understand requirements and develop commercial strategies aligned to programme outputs • Support delivery of programmes across the full contract management and commercial lifecycle • Identify, manage, and mitigate, commercial risk across projects/programmes • Actively support the development, and maintenance, of the commercial pipeline of upcoming projects and commercial activity to secure resource and skillsets identified • Working collaboratively with colleagues in areas of subject matter expertise, such as finance, project delivery, legal etc to provide a seamless service offering

Key Staff
██████████
Key Subcontractors
N/A

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