

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

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	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 PO Number to be provided. The Insolvency Service has a No PO (Purchase Order) No PAY (Payment) policy. All Invoices must comply with the No PO No Pay Policy to be considered valid and be paid. A valid Supplier Invoice shall include the following: 1. Valid Insolvency Service Purchase Order Number; 2. Insolvency Service Contract Reference Number; 3. Invoice must accurately map to the line items within the Purchase Order, i.e. Line Descriptions, Number of Units and Unit Price. If these details are not provided the Invoice will not be accepted. The Insolvency Service may make reasonable changes to its invoicing requirements during the Term by providing 30 calendar days written notice to the Supplier. Please note that Payment Terms, notably lead times for payment of invoices, shall be directly tied to the No PO, No Pay Policy. Those without a valid PO number may be returned to the Supplier.

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	In such cases, the lead time for payment of invoices shall not begin until a valid PO is received.
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Supplier Name	SmartSourcing Limited
Supplier Contact	REDACTED
Supplier Address	Tanglewood 90-92 Vicarage Hill South Benfleet SS7 1PE

Framework Ref	RM6160: Non-Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 3
Order reference number (e.g. purchase order number)	TIS0638/WP1
Date order placed	31/05/23
Call off Start Date	01/06/23
Call-Off Expiry Date	29/03/24
Extension Options	There are no options to extend from this Call Off Contract.
GDPR Position	Independent Controller
Job role / Title	Provision of Change Consultancy Services for Redundancy Payment Service
IR35	Out of Scope of IR35
Notice Period	Two Weeks (Ten Working Days)
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	The Change Consultancy Services Outcomes shall be provided by the individual in line with the Milestones outlined within this Order Form. It is anticipated that the individual delivering the Outcomes shall do so 5 days a week for the defined Term of the Order Form in order to successfully deliver the required Outcomes. The location of the Services will be carried out remotely however there may be a requirement for face-to-face meetings at Birmingham office. (Cannon House, 18 The Priory Queensway, Birmingham, B4 6FD). Travel to the contracted office of Birmingham will be at the Contractor's own expense. Travel to other offices may be required and INSS T&S policy will apply.
Unsocial hours required – give details	None
High cost area supplement details (NHS only)	1. None
Immunisation requirements? (Fee type 1 only)	N/A

Pay band (use rate card to determine this)	9
Fee Type	2. 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 for Work Package	£ REDACTED Per Day to SmartSourcing
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	REDACTED must be free from conviction, spent dishonest conviction, misconduct and outstanding misconduct proceedings. The Authority will as a minimum require their confirmation and signature to agree this is the case.
State any skills, mandatory training and qualifications necessary for the role	See below

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>Change Consultancy Services Outcomes provided by REDACTED</u> This work package is to provide Change Consultancy Services outcomes for BSD working with key stakeholders to document high level requirements and to deliver the outcomes shown in the table below:			
Number	Outcome / Deliverable	Description	Acceptance Criteria
1	Redundancy Payment Service – Managed service provider CMS backlog	Work with operational service team, RPS, NTT & OSM to identify the solutions required to amend relevant systems & processes. Create a backlog roadmap for the identified requirements (User Stories inclusive of impact and benefits) Produce plans for the solution(s) and implementation inclusive of internal and external deliverables (Applications Services & 3rd party providers).	To be agreed by Operational Service Manager, or other nominated official
2	Redundancy Payment Service – OSM CMS backlog	Work with operational service team, RPS, & OSM to identify the solutions required to amend relevant systems & processes. Create a backlog roadmap for the identified requirements (User Stories inclusive of impact and benefits) Produce plans for the solution(s) and implementation inclusive of internal and external deliverables (Applications	To be agreed by Operational Service Manager, or other nominated official

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		Services & 3rd party providers).	
3	Compliance With HMRC "Other Payer" Status	Work with project manager to produce plan and requirements for a historic case review	To be agreed by Operational Service Manager, or other nominated official
4	Compliance With HMRC "Other Payer" Status	Work with operational service team, RPS, DTS, EAS and BA to identify the requirements to amend the relevant systems & processes.	To be agreed by Operational Service Manager, or other nominated official
5	Compliance With HMRC "Other Payer" Status	Work with operational service team, RPS, DTS, EAS and BA to identify the solutions required to amend the relevant systems & processes.	To be agreed by Operational Service Manager, or other nominated official
6	Compliance With HMRC "Other Payer" Status	Create a full set of As Is Claimant User journey's applying the INSS's interpretation of HMRC's guidance to them for HMRC to review	To be agreed by Operational Service Manager, or other nominated official
7	Compliance With HMRC "Other Payer" Status	Gather requirements to further information from claimants and Insolvency Practitioners and work with NTT, OSM & DTS to amend the Digital Front end systems and CMS.	To be agreed by Operational Service Manager, or other nominated official
8	Reporting	Assist the project manager to provide regular progress reports to senior stakeholders (project board). Update project documentation as per the Change Gateway process: - People Impact Assessments - Commercial considerations - Analysis & performance considerations	To be agreed by Operational Service Manager, or other nominated official

KEY MILESTONES

The Supplier should note the following key Milestones that the Authority will measure the successfulness of delivery against:

Milestone	Description of Deliverable	Acceptance Criteria	Payment Linked	Timeframe
1-9	The work package deliverables are detailed in "Services" above. Progress against each deliverable will be reviewed and agreed on a monthly basis.	To be approved by Operational Service Manager or other nominated INSS representative	All deliverables have equal weighting	01/06/2023 to 29/03/2024

WORK PACKAGE:

REDACTED

The Maximum Contract Value for this Call-Off Agreement Work Package will be £125,639.68 (based on a total bill rate of £ REDACTED per day for a maximum of 212 working days).

PERFORMANCE OF THE DELIVERABLES

Key Staff
REDACTED – Change Consultancy Services for Redundancy Payment Service
Key Subcontractors
N/A

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