

RM971 NON MEDICAL NON CLINICAL

PART 1 – ORDER FORM

ORDER FORM

THE SUPPLY OF NON MEDICAL NON CLINICAL (NMNC) TEMPORARY AND FIXED TERM STAFF FRAMEWORK AGREEMENT: RM971

FROM:

CUSTOMER	Department for Business, Energy & Industrial Strategy
SERVICE ADDRESS	1 Victoria Street London SW1H 0ET
INVOICE ADDRESS (if different)	c/o UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF or email REDACTED
CONTACT REFERENCE	Authoriser Name: REDACTED Tel: REDACTED e-mail: REDACTED
ORDER NUMBER	CS19206
ORDER DATE	17/06/2019

TO:

SERVICE PROVIDER	Allen Lane Limited		
SERVICE PROVIDER'S ADDRESS	33 King Street, St. James's, London, SW1Y 6RJ		
ACCOUNT MANAGER	Name: REDACTED Address: REDACTED Tel: REDACTED E-mail: REDACTED		
PART 1: SERVICE REQUIREMENT			
PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements:			
RM971 LOT:	Lot 4		
ADDITIONAL REQUIREMENTS:	N/A		
PART 1.2: ANCIPATED DURATION OF CONTRACT			
This contract will commence on Sunday 30 th June 2019 and expire on Tuesday 12 th November 2019			
PART 1.3: MILESTONES AND KEY DELIVERABLES			
None			
PART 1.4: CHARGES PAYABLE BY CUSTOMER:			
The total contract value shall not exceed £122,820.81 excluding VAT, as per the breakdown below;			
Name	Start Date	Rate (per day)	Total Charge REDACTED
REDACTED	30/06/19	REDACTED	£60,936.33 REDACTED
REDACTED	30/06/19	REDACTED	£61,884.48 REDACTED
Total Charge (Ex. VAT)			£122,820.81
<i>It is the viewpoint of the contracting authority that the candidates above are out of scope of the intermediaries legislation (IR35). All workers are subject to 5 working days notice period.</i>			

DISCOUNTS APPLICABLE:	None
PART 1.5: ACCEPTANCE PRIOR TO PAYMENT	
The supplier shall issue electronic invoices weekly in arrears following customer approval of the workers timesheet. The customer shall pay the supplier within thirty (30) calendar days up receipt and acceptance of a valid invoice.	
Invoice to include purchase order number and contract reference shall be sent to REDACTED	
PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS	
The Project Management contractor will work on the EU Exit related project EU ETS project and will be assigned to specific work streams. The individual will work closely with the SRO and work stream team to define, plan, co-ordinate, report and manage the risk associated with each area. Key tasks include:	
<ul style="list-style-type: none"> • Ensure that adequate project governance is established and maintained for the relevant aspects of the project that individual is responsible for in line with BEIS best practice. • Ensure Risks, Issues and Benefits are identified, managed and escalated as appropriate and in line with BEIS Risk and Benefit frameworks. • Ensure there are robust project plans that are communicated to the key stakeholders and managed to completion, flagging delays and updating plans as required. • Ensure that the project follows BEIS Project/Programme Delivery best practice and meets Departmental and EU Exit requirements for reporting and updates. • Work across organisational boundaries to coordinate work and ensure all stakeholders are sighted on the progress and requirements. The contractor will work to identify and manage stakeholders including SRO, project boards, BEIS, partner organisations and cross government bodies, ensuring there are stakeholder engagement plans in place that meet the different stakeholder needs. 	
PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS	
PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:	N/A
PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:	N/A
PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES	
PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	1. REDACTED 2. REDACTED
PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	N/A
PART 5: CONFIDENTIAL INFORMATION	
PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:	N/A

Call Off Schedule 16 – Processing Personal Data

1. The contract details of the Customer Data Protection Officer is:

REDACTED

Department for Business, Energy and Industrial Strategy; 1 Victoria Street, London, SW1H 0ET

Email: **REDACTED**

2. The contract details of the Suppliers Data Protection Officer is:

REDACTED

33 King Street, St. James's, London, SW1Y 6RJ

Email: **REDACTED**

Tel: **REDACTED**

3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

Contract Reference	CS19206
Date	June 17 2019
Description of Authorised Processing	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation the Parties are independent controllers of Personal Data under this Framework Agreement.
Use of Personal Data	Managing the obligations under the Call Off Contract Agreement, including exit management, and other associated activities.
Duration of the processing	For the duration of the Framework Contract plus 7 years.
Nature and purposes of the processing	The nature of the processing will include collection, organisation, structuring, storage, alteration, retrieval, consultation, use, restriction, erasure or destruction of data. Erasure will be by manual means.

	<p>Processing takes place for the purposes of:</p> <ul style="list-style-type: none"> • Pre-employment checking <p>The nature of processing will include the storage and use of names and business contact details of staff of both the Contracting Authority and the Supplier as necessary to deliver the Services and to undertake Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.</p>
<p>Type of Personal Data</p>	<p>Full name</p> <p>Workplace address</p> <p>Workplace Phone Number</p> <p>Workplace email address</p> <p>Names</p> <p>Job Title</p> <p>Compensation</p> <p>Tenure Information</p> <p>Qualifications or Certifications</p> <p>Nationality</p> <p>Education & training history</p> <p>Previous work history</p> <p>Personal Interests</p> <p>References and referee details</p> <p>Driving license details</p> <p>National insurance number</p> <p>Bank statements</p> <p>Utility bills</p> <p>Job title or role</p> <p>Job application details</p> <p>Start date</p>

	<p>End date & reason for termination</p> <p>Contract type</p> <p>Compensation data</p> <p>Photographic Facial Image</p> <p>Biometric data</p> <p>Birth certificates</p> <p>IP Address</p> <p>Details of physical and psychological health or medical condition</p> <p>Next of kin & emergency contact details</p> <p>Record of absence, time tracking & annual leave</p>
<p>Categories of Data Subject</p>	<p>Agency worker/s of the contracting authority as engaged by the supplier.</p> <p>Staff of the Contracting Authority and the Supplier, including where those employees are named within the Contract itself or involved within contract management.</p>

BY SIGNING AND RETURNING THIS ORDER FORM THE SERVICE PROVIDER AGREES to enter a legally binding contract with the Customer to provide to the Customer the Services specified in the Service Order Requirements set out in this Order Form incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Agreement between the Service Provider and the Minister for the Cabinet Office.

FOR AND ON BEHALF OF THE SERVICE PROVIDER:

NAME:	REDACTED	
TITLE:	REDACTED	
SIGNATATURE	REDACTED	
DATE:	REDACTED	

FOR AND ON BEHALF OF THE CUSTOMER:

NAME:	REDACTED	
TITLE:	REDACTED	
SIGNATURE:	REDACTED	
DATE:	REDACTED	