

**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:**

<b>CUSTOMER</b>	Cabinet Office
<b>SERVICE ADDRESS</b>	Cabinet Office finance, 1 Horse Guards Road, London, SW1A 2HQ
<b>INVOICE ADDRESS(if different)</b>	Cabinet Office PO Box 405 SSCL, Phoenix House Celtic Springs Business Park Newport, NP10 8FZ
<b>CONTACT REFERENCE</b>	Authoriser Name: <b>Redacted</b>  Tel: <b>Redacted</b>  e-mail: <b>Redacted</b>
<b>ORDER NUMBER</b>	CCCB17A18
<b>ORDER DATE</b>	07/11/2017

**TO:**

<b>SERVICE PROVIDER</b>	Allen Lane Ltd
<b>SERVICE PROVIDER'S ADDRESS</b>	33 King Street London SW1Y 6RJ
<b>ACCOUNT MANAGER</b>	Name <b>Redacted</b> Tel: <b>Redacted</b> E-mail: <b>Redacted</b>

**PART 1: SERVICE REQUIREMENT**

**PART 1.1: SERVICE AND DELIVERABLES REQUIRED:** Temporary Worker Requirements:

<b>RM971 LOT:</b>	<b>4</b>
<b>NUMBER OF ROLES REQUIRED:</b>	<b>1</b>
<b>JOB ROLE/TITLE:</b>	Temporary Finance Transformation Analyst Role
<b>AGENDA FOR CHANGE PAY BAND:</b>	10
<b>AGENDA FOR CHANGE PAY POINT: (LOWEST WITHIN AFC PAY BAND UNLESS STATED)</b>	N/A
<b>HOURS REQUIRED:</b>	37
<b>ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL) [OUTSIDE 8AM TO 6PM MON TO FRIDAY]</b>	No
<b>FEE TYPE:</b>	Non-Patient Facing (No Disclosure)
<b>IMMUNISATION REQUIREMENTS (FEE TYPE 1 ONLY)</b>	N/A
<b>DBS REQUIRED (FEE TYPE 1 AND 2 ONLY)</b>	N/A
<b>HIGH COST AREA SUPPLEMENT?</b>	None

<b>REGULATED OR CONTROLLED ACTIVITY (ISA)?</b>	N/A
<p><b>SKILLS, TRAINING AND QUALIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:</b></p>	<p>The interim will require the following experience:</p> <ul style="list-style-type: none"> <li>- CCAB or CIMA qualified</li> <li>- Experience of working in a finance function</li> <li>- Experience of change management</li> <li>- Experience of systems mapping</li> </ul> <ul style="list-style-type: none"> <li>• Preferably also with experience of using Oracle Financial Systems Process mapping - undertaking as is process mapping for key financial systems, assisting in redesigning processes</li> <li>• Developing guidance - supporting the team to develop a finance manual for all financial processes</li> <li>• Training and development - Supporting the development of training materials for revised processes</li> <li>• Enhancing of P9month 9 and annual financial reporting processes;</li> <li>• Documentation and enhancement of key financial processes;</li> <li>• Documentation and enhancement of accounting Policies.</li> <li>• Supporting the development of training materials.</li> <li>• Project administration - supporting workshops for seven separate work streams including arranging meetings, circulating agenda and minutes, minting actions, updating project plan</li> <li>• Embedding of Financial Control Framework into BUs.</li> <li>• As a minimum the Interim Worker will be required to be CTC cleared and will be in line with the Framework terms and Conditions</li> </ul>

<b>PERSON AND DEPT TO WHOM WORK-SEEKER SHOULD REPORT AT START:</b>	Redacted	
<b>POST CODE OF LOCATION WITH REQUIREMENT:</b>	SW1A 2HQ	
<b>RM971 LOT:</b>	4	
<b>NUMBER OF ROLES REQUIRED:</b>	1	
<b>JOB ROLE/TITLE:</b>	Temporary Finance Transformation Analyst Role	
<b>AGENDA FOR CHANGE PAY BAND:</b>	10	
<b>ADDITIONAL REQUIREMENTS:</b>	CTC Clearance Required	
<b>PART 1.2: ANTICIPATED DURATION OF CONTRACT</b>		
<b>COMMENCEMENT DATE:</b>	13/11/2017	
<b>ANTICIPATED END DATE:</b>	11/05/2018	
<b>TEMPORARY / FIXED TERM ASSIGNMENT:</b>	Temporary	
<b>PART 1.3: MILESTONES AND KEY DELIVERABLES</b>		
<p>Implementation of the contract will be immediate from time of Contract Award</p> <p>The supplier will be required to provide monthly management information to the authority (date to be agreed between both parties)</p> <p>The supplier shall regularly assess and monitor the performance of individual workers and address poor performance issues associated with the Interim Worker</p> <p>Responses to emails and phone calls within 1 working day</p>		
<b>PART 1.4: CHARGES PAYABLE BY CUSTOMER (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):</b>		
	<b>Pre-AWR</b>	<b>Post-AWR</b>
<b>Pay to Worker(s)</b>	£375.00 (per day)	£ N/A
<b>Total Charge</b>	£463.50 (per day)	£ N/A
<b>DISCOUNTS APPLICABLE:</b>	N/A	
<b>PART 1.5: ACCEPTANCE PRIOR TO PAYMENT</b>		
<i>Completion of an assignment checklist by Service Provider</i>		
<b>PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS</b>		
Will be to provide training and guidance to the interim worker.		
<b>PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS</b>		
<b>PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:</b>	N/A	
<b>PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:</b>	As and When	
<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>	Tel: Redacted E-mail: Redacted	
<b>PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>	N/A	
<b>PART 5: CONFIDENTIAL INFORMATION</b>		

<b>PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:</b>	As Agreed by Both Parties
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**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 [(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 Service Provider and the Minister for the Cabinet Office.

**FOR AND ON BEHALF OF THE SERVICE PROVIDER:**

<b>NAME:</b>	Redacted
<b>TITLE:</b>	Redacted
<b>SIGNATURE:</b>	Redacted
<b>DATE:</b>	14/11/2017

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

<b>NAME:</b>	Redacted
<b>TITLE:</b>	Redacted
<b>SIGNATURE:</b>	Redacted
<b>DATE:</b>	13/11/2017