

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](#)**

Order Form Template (Short Form)

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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 of Health and Social Care
Contracting Authority Contact	Redacted inline with FOIA
Contracting Authority Address	
Invoice Address (if different)	

Supplier Name	Allen Lane
Supplier Contact	Redacted inline with FOIA
Supplier Address	33 King Street London SW1Y 6RJ

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2
Call-Off (Order) Ref	
Order Date	Redacted
Call off Start Date	1/10/22
Call-Off Expiry Date	31/3/23
Extension Options	To be agreed
GDPR Position	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller
Number of roles required:	1
Number of CV's required:	1
Job role / Title	Financial Reporting & Control
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	

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Unsocial hours required – give details	As agreed
High cost area supplement details	1. None
Immunisation requirements? (Fee type 1 only)	Re

Pay band	9
Fee Type	1. Patient Facing 2. Non-Patient Facing (Disclosure) 3. Non-Patient Facing (No Disclosure)
Expenses to be paid or benefits offered	Redacted inline with FOIA
Expenses to be paid by Temporary Worker	Redacted inline with FOIA
Charge rates	Redacted inline with FOIA
Method of payment	Redacted inline with FOIA
Discounts applicable	Redacted inline with FOIA

Criminal records check	Completed
BPSS required	Yes
State required clearance and background checking	BPSS in place
Skills, mandatory training and qualifications necessary for the role	

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	
•	Redacted inline with FOIA

OF THE DELIVERABLES

Key Staff	
Redacted	
Key Subcontractors	
N/A	

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	Redacted inline with FOIA	Signature:	Redacted inline with FOIA
Name:		Name:	
Role:		Role:	
Date:	28/9/22	Date:	03/10/22