

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

Contract Title: Provision of G6 Labs Financial Business Partner (WP 1522)

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
Contracting Authority Address	REDACTED London
Invoice Address (if different)	Email: REDACTED for electronic submission Consolidated monthly invoicing - all invoices must quote a valid PO number and include relevant timesheets

Supplier Name	Hunter Healthcare Resourcing Limited
Supplier Contact	REDACTED Email – REDACTED Tel - REDACTED
Supplier Address	REDACTED

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2
Order reference number (e.g. purchase order number)	1522
Date order placed	As per date of final contract signature
Call off Start Date	12 th April 2021
Call-Off Expiry Date	12 th July 2021 The Contracting Authority will reserve the right to terminate any of the named personnel resource within this timeframe by giving one week's notice.
Extension Options	None
GDPR Position	Independent Controller (Please see Annex A – Joint Schedule 11 for further details)

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Job role / Title	G6 Labs Financial Business Partner
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	63 days
Unsocial hours required – give details	Not Applicable
High cost area supplement details (NHS only)	None
Immunisation requirements? (Fee type 1 only)	Not Applicable

Pay band (use rate card to determine this)	For each resource: T&T code:11339, Name: REDACTED Role: G6, Pay Band: 10c	
Fee Type	Non-Patient Facing (No Disclosure required)	
Expenses to be paid or benefits offered	None	
Expenses to be paid by Temporary Worker	None	
Charge rates (per day)	Pre-AWR	Post-AWR
Resource 1	£ N/A	£ REDACTED
Method of payment	BACs or alternative payment method as agreed between the Contracting Authority and the Agency. Standard 30 days payment terms	
Discounts applicable	None	

Criminal records check required	Yes
BPSS required	<p>Yes</p> <p>Costs to be absorbed by the supplier.</p> <p>The Supplier shall confirm that all resources have BPSS within 4 weeks of their start date.</p> <p>Confirmation of BPSS should be emailed to:</p> <p>REDACTED</p> <p>The Contracting Authority reserve the right to release</p>

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	contractors where confirmation of BPSS is not received within 4 weeks of the individuals' start date.
State any other required clearance and/or background checking	None
State any skills, mandatory training and qualifications necessary for the role	None

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			
Deliver Senior and Finance Business Partner Support to the Labs group within DHSC.			
G6 – Responsible for providing assurance to DHSC on contracted spend in 2020/21 (post YE audit)			
<ul style="list-style-type: none"> - Provide strategic finance support to the labs group to improve governance and decision making. - Stakeholder Management - Oversee and ensure compliance of policy decisions and spending with the principles of managing public money and other relevant guidance. - Review, challenge and improve business decisions 			
Role	Rate	Units required	Discount applied
Charged days			
Insert T&T Code 11339			
REDACTED	Contractor Day Rate: REDACTED	63	
Approved RAB: 29/03/21			
Start date: 12/04/2021	Agency Margin: REDACTED		
End date: 12/07/2021			

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	Total Rate: REDACTED			
Total excl. VAT		£50,401.26		

Reporting and Monitoring requirements – all personnel resources

- The resource will be assigned a line manager who will delegate tasks and responsibilities accordingly to their role and capability. They will also be responsible for signing off their timesheet weekly in order to ensure that objectives are being met and to ensure the Authority receives value for money.
- Line managers will meet with resources at least once a week to review workload and ensure quality standards are maintained.

At the end of the contract (or earlier, if the contract is terminated early), the agency will communicate to the contractor to agree a date with DHSC to return any DHSC IT equipment and other property (in the state in which it was supplied) within a maximum of 5 working days from their final day. If the contractor does not engage with DHSC, the agency will send daily reminders to the contractor and support DHSC to ensure the return of all DHSC IT equipment and property. DHSC reserve the right to withhold final payments to the agency until all DHSC IT equipment and property has been returned.

PERFORMANCE OF THE DELIVERABLES**Key Staff**

For each resource:
T&T Code 11339,
Name: REDACTED
Grade: G6, 10c

Key agency contact / account manager name: REDACTED

Key Subcontractors
None

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	REDACTED	Role:	REDACTED
Date:	20.05.21	Date:	25/05/21